

# Item 1



## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013

**Prepared By:** Paul Scoggins **Phone #:** 854-7619

**Division Director/Manager:** Anna Bowlin, Division Director of Development Services and Long Range Planning

**Department Head:** Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Member:** Commissioner Daugherty, Precinct Three

**AGENDA LANGUAGE:** Receive comments regarding a request to authorize the filing of an instrument to vacate two five foot wide public utility easements located along the common lot line of Lots 1363 and 1364 of Apache Shores, Section 3 – Precinct Three.

**BACKGROUND/SUMMARY OF REQUEST:**

TNR staff has received a request to authorize the filing of an instrument to vacate two five foot wide public utility easements (PUEs) located along the common lot line of Lots 1363 and 1364 of Apache Shores, Section 3. The easements are dedicated per plat note. The subject lots front on Broken Bow Trail, a street not maintained by Travis County.

The utility companies operating in the area have stated they have no objection to vacating the subject easements. Staff foresees no opposition to this request.

**STAFF RECOMMENDATIONS:**

The request has been reviewed by TNR staff and staff finds the vacation request meets all Travis County standards. As of this memo, staff has not received any inquiries in regards to this request. As such, TNR staff recommends the request.

**ISSUES AND OPPORTUNITIES:**

According to the request letter the purpose of this request is to eventually build a single family residence in the middle of the two lots. Vacating the subject easements will allow the property owner to move forward with the plans without potentially encroaching on said easements.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A

**ATTACHMENTS/EXHIBITS:**

- Order of Vacation
- Field Notes
- Request Letter
- Utility Statements
- Sign Affidavit and Pictures
- Maps

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Anna Bowlin	Division Director	Dev Serv & LRP	854-7561

**CC:**

Stacey Scheffel	Program Manager	TNR - Permits	854-7565

**SM:AB:ps**

**1101 - Development Services Long Range Planning - Apache Shores, Section 3**

## Item 3



### Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013

**Prepared By/Phone Number:** John Carr, 854-4772

**Dept. Head:** Roger A. El Khoury, M.S., P.E., Director, FMD, 854-4579

**County Executive:** Leslie Browder, Planning and Budget, 854-9106

**Sponsoring Court Members:** County Judge Samuel T. Biscoe

A handwritten signature in blue ink, appearing to read "Roger A. El Khoury", with a stylized initial "R" and "E" below it.

**AGENDA LANGUAGE:**

Approve resolution recognizing Leslie Capek Stricklan, AIA, on her retirement from the Facilities Management Department after sixteen years of service to Travis County and its residents.

**BACKGROUND/SUMMARY OF REQUEST:**

Please see attached resolution.

**STAFF RECOMMENDATIONS:**

Facilities Management Department recommends approval of the proposed resolution.

**ISSUES AND OPPORTUNITIES:**

N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A

**ATTACHMENTS/EXHIBITS:**

1. Proposed Resolution

**REQUIRED AUTHORIZATIONS:**

N/A

***WHEREAS, service, dedication and leadership should always be recognized, and***

***WHEREAS, Leslie Capek Stricklan, AIA, has devoted the past sixteen years in service to the citizens of Travis County through her performance as a Senior Project Manager and Architect on the staff of the Facilities Management Department serving the facility needs of many County departments so they in turn can serve the citizens of Travis County, and***

***WHEREAS, she has steadfastly provided leadership, technical expertise and wise counsel on in excess of forty-four planning, design and construction projects, many of expansive scope, complex criteria and intricate organizational demands with a combination of creative vision and compassion, and***

***WHEREAS, she has demonstrated her commitment to service, dedication to her profession and courage of leadership through her willingness to assume these responsibilities, and***

***WHEREAS, her efforts have resulted in significant improvement to a number of important Travis County facilities including the Heman Marion Sweatt Travis County Courthouse, the Ned Granger Building among others, and in applying her extensive experience in architectural and urban planning, and***

***WHEREAS, her skills as an experienced architect and senior project manager resulted in successful on time delivery of significant new facilities to the County including the Gardner-Betts Juvenile Justice Center Expansion and the Ray Martinez Precinct Four Office Building, and***

***WHEREAS, she has each year been instrumental in providing professional expertise as co-project manager for the Central Campus Master Plan and other complex planning issues under consideration by the Commissioners Court, and***

***WHEREAS, she has contributed through all this work to making Facilities Management Department a strong and productive department with the highest professional standards, and***

***WHEREAS, Leslie has decided to retire from Travis County service,***

***NOW, THEREFORE BE IT RESOLVED that the Travis County Commissioners Court of the State of Texas gratefully recognizes the contributions of Leslie Capek Stricklan, AIA, to the citizens, officials and employees of Travis County and wish her happiness and continuing good health as she embarks on this next phase of her life.***

***SIGNED AND ENTERED THIS 28<sup>th</sup> DAY OF May, 2013.***

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***Samuel T. Biscoe  
County Judge***

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***Ron Davis  
Commissioner, Precinct 1***

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***Gerald Daugherty  
Commissioner, Precinct 3***

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***Sarah Eckhardt  
Commissioner, Precinct 2***

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***Margaret J. Gómez  
Commissioner, Precinct 4***

# Item 4



## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013

**Prepared By:** Tim Pautsch **Phone #:** 854-7689

**Division Director/Manager:** Anna Bowlin - Division Director Development Services and Long Range Planning XB

**Department Head:** Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Member:** Commissioner Daugherty, Precinct Three

**AGENDA LANGUAGE:** Consider and take appropriate action on a Cash Security Agreement with Highland Homes, LTD-Austin., for sidewalk fiscal for West Cypress Hills Phase 1 Section 1 for Lot 6 Block 1, in Precinct Three.

**BACKGROUND/SUMMARY OF REQUEST:**

The form of the Cash Security Agreement is from the Standards for Construction of Streets and Drainage in Subdivisions that were in place before August 28, 1997.

**STAFF RECOMMENDATIONS:**

Highland Homes, LTD-Austin., proposed to use this Cash Security Agreement, as follows: Phase 1 Section 1 for Lot 6 Block 1, \$780.00, to post sidewalk fiscal where the sidewalks have not been completed in this subdivision.

**ISSUES AND OPPORTUNITIES:**

None

**FISCAL IMPACT AND SOURCE OF FUNDING:**

There are no budgetary and/or fiscal impacts as this is fiscal posted for a development.

**ATTACHMENTS/EXHIBITS:**

Cash Security Agreement, Map of lot.

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Anna Bowlin	Division Director Development Services Long Range Planning	TNR	854-7561
Stacey Scheffel 	Permits Program Manager Floodplain	TNR	854-7565

	Administrator		

**CC:**

Tim Pautsch	Engineering Specialist	TNR	854-7689

: :  
**1101 - Development Services Long Range Planning - West Cypress Hills Ph 1 Sec 1**

§ EXHIBIT 82.401 (C)

**CASH SECURITY AGREEMENT - SIDEWALKS**

TO: Travis County, Texas

DEVELOPER/BUILDER: Highland Homes, Ltd. - Austin

ESCROW AGENT: Travis County Treasurer

AMOUNT OF SECURITY: \$ 780. ADDRESS: 5129 Texas Bluebell  
OR

SUBDIVISION: West Cypress Hills  
LOT: 6 BLOCK: 1 SECT.: 1

DATE OF POSTING: 5/6/13<sup>th</sup>

EXPIRATION DATE: Three Years, or more from Date of Posting

The ESCROW AGENT shall duly honor all drafts drawn and presented in accordance with this Agreement. Travis County may draw on the account of the DEVELOPER/BUILDER up to the aggregate AMOUNT OF SECURITY upon presentation of a draft signed by the County Judge that the following condition exists:

The county considers such a drawing on this Security necessary to complete all or part of the SUBDIVISION Sidewalks to ADA and Texas Accessibility Standards. No further substantiation of the necessity of the draw is required by this Agreement.

This Agreement is conditioned on the performance of the duties of the DEVELOPER/BUILDER to provide for the construction and completion of the Sidewalk Improvements in the SUBDIVISION to current Travis County Standards for Construction of Streets and Drainage in Subdivisions (the "Standards"), so that the Sidewalk Improvements are performing to the Standards upon the approval of the construction of the Sidewalk Improvements, and the acceptance of the Sidewalk Improvements by the Executive Manager of TNR or his designated representative. The DEVELOPER/ BUILDER shall prove that the sidewalk is built to Texas Accessibility Standards by submitting an approved inspection letter from a Registered Accessibility Specialist.

If this document needs to be renewed, it will be renewed at the then current rate for Sidewalks required by Travis County. In no case shall the amount of Security be less that the amount it would cost the County to complete the work if it becomes necessary.

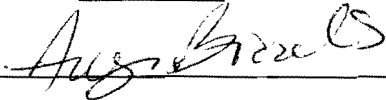
Partial drafts and reductions in the amount of Security are permitted. Drafts will be honored within five calendar days of presentment. In lieu of drawing on the Security, the County, in its discretion, may accept a substitute Security in the then current amount of the estimated cost of constructing the Improvements. This Agreement may be revoked only by written consent of the DEVELOPER/BUILDER and the County.



Cash Security Agreement - Sidewalks  
Page 2

**DEVELOPER/BUILDER**

**COMPANY NAME & ADDRESS**

BY: 

Highland Homes Ltd. - Austin

PRINT: Amy Brooks

4201 W. Parmer Ln., Bldg B, Ste, 180

TITLE: Office Administrator

Austin, Texas 78727

PHONE: 512-834-8429 x108

APPROVED BY THE TRAVIS COUNTY COMMISSIONERS' COURT: \_\_\_\_\_  
Date

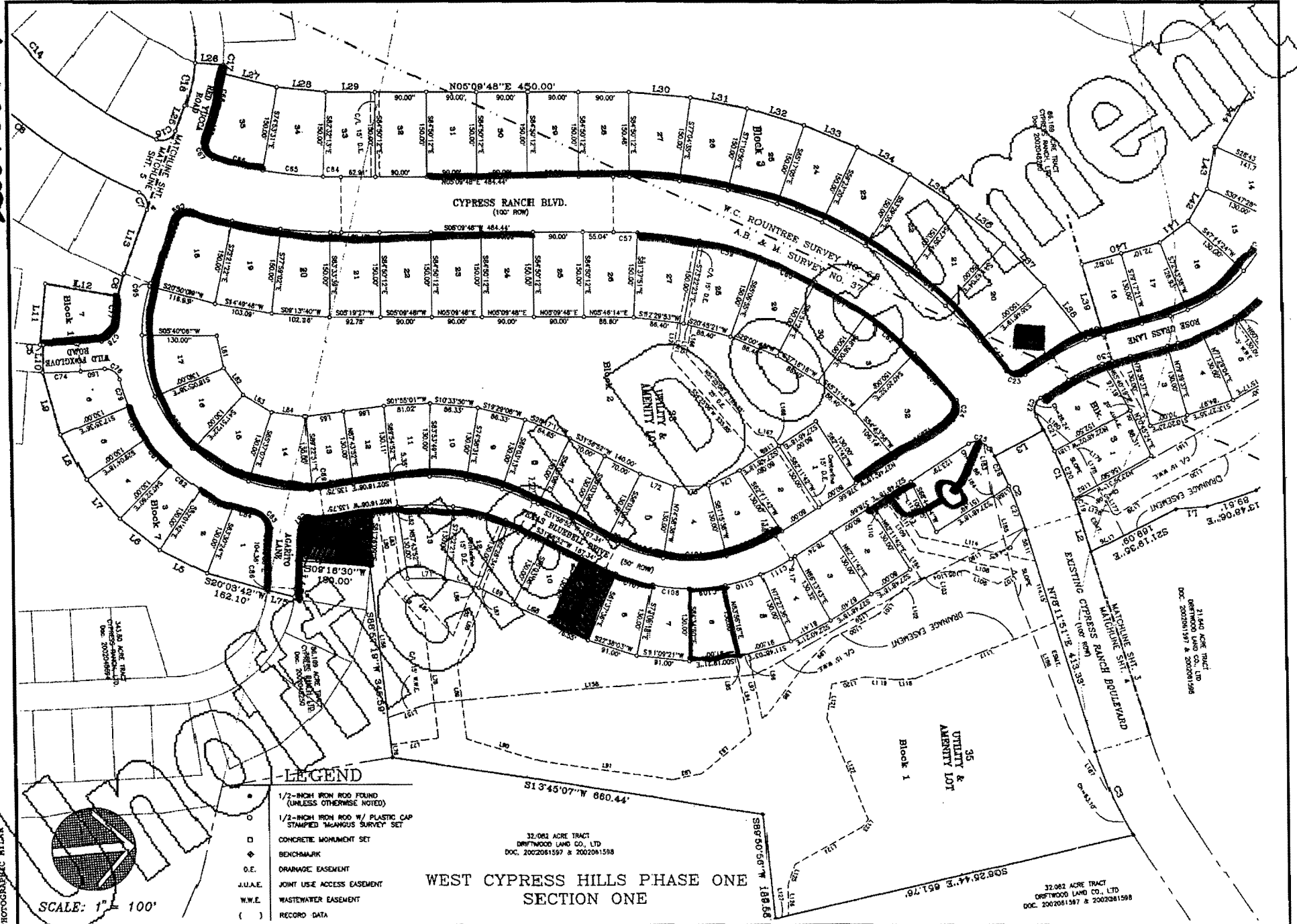
\_\_\_\_\_  
COUNTY JUDGE, TRAVIS COUNTY, TEXAS

\_\_\_\_\_  
Date

11/1/04

Created 05-28-13 at 12:00 PM  
Milestone Bond 022018893  
Installed SW Bing Aerial RAS Date Complete

200400044



- LEGEND**
- 1/2-INCH IRON ROD FOUND (UNLESS OTHERWISE NOTED)
  - 1/2-INCH IRON ROD W/ PLASTIC CAP STAMPED "MANGUS SURVEY SET"
  - ◆ CONCRETE MONUMENT SET
  - ◇ BENCHMARK
  - E. EASEMENT
  - J.U.A.E. JOINT USE ACCESS EASEMENT
  - W.W.E. WASTEWATER EASEMENT
  - ( ) RECORD DATA

**WEST CYPRESS HILLS PHASE ONE SECTION ONE**

32,082 ACRE TRACT  
DRIFTWOOD LAND CO., LTD  
DOC. 2002081597 & 2002081598

32,081 ACRE TRACT  
DRIFTWOOD LAND CO., LTD  
DOC. 2002081597 & 2002081598

SCALE: 1" = 100'



# **Travis County Commissioners Court Agenda Request**

**Meeting Date:** May 28, 2013

**Prepared By:** Chiddi N'Jie, P.E. Phone #: 854-7585

**Division Director/Manager:** Steve Sun

**Department Head:** Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Member:** Commissioner Daugherty, Precinct Three  
Commissioner Gomez, Precinct Four

**AGENDA LANGUAGE:** Consider and take appropriate action on a request to approve the First Amendment to an Interlocal Cooperation Agreement with the City of Austin for the construction of improvements to Frate Barker Road between Manchaca Road and Brodie Lane, in Precincts Three and Four.

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

Brodie Lane is a two-lane roadway between Slaughter Lane (to the North Frate Barker Road) and FM 1626 (to the South of Frate Barker Road). It carries a large amount of commuter traffic between southern Travis County and northern Hays County to and from places of employment in Austin. The roadway is not designated as an arterial roadway and there are no plans to widen it to relieve congestion. Completing the proposed improvements to Frate-Barker Road, a designated arterial, is one of several initiatives the Court approved in 2006 to help reduce cut-through traffic on Brodie Lane. Completion of the improvements will help facilitate the movement of traffic between Brodie Lane and Manchaca Road and desirably encourage more motorists to use Manchaca Road instead of Brodie Lane.

The project includes roadway improvements for approximately 1.3 miles of Frate-Barker Road essentially along the existing roadway alignment from Manchaca Road to Brodie Lane. For the most part, the design of the proposed improvements will involve converting the existing two-lane rural roadway to a four-lane minor arterial with a continuous center left turn lane. The typical section will consist of four travel lanes with bike lanes, curb and gutter, and sidewalks.

The Frate Barker Road improvements project is a grant funded project (20% County and 80% FHWA through CAMPO) that was approved by the Capital Area Metropolitan Planning Organization (CAMPO) in June 2006. An interlocal agreement with the City of Austin (City) was executed in 2013 to grant the county the permission to construct the project within the City's corporate limits. This amendment to that interlocal is to further that cooperation by allowing the City to engage the services of the county's engineers, under management of the county, to integrate the construction plans for the relocation of affected waterlines and wastewater lines into

the county's roadway construction documents and bid the projects together. The City will pay for all the waterline and wastewater line design services and construction costs. The current total estimated amount for the plans integration is \$7,869, and the estimated construction amount is \$1,850,500. The amount allocated for the consultant services, construction, and for contingency is \$2,045,420. This amendment was prepared and cleared by the legal staff of both the City and the county, and have been approved by the City Council.

**STAFF RECOMMENDATIONS:**

Staff recommends approval of the Amendment to the interlocal agreement.

**ISSUES AND OPPORTUNITIES:**

With the utility relocation plans integrated into the roadway plans, the entire work will be under the responsibility of one contractor making it less likely to develop miscommunication problems. In addition, the City may realize some savings due to the benefits of economy of scale, and the project can be done in less time. This project also represents desired collaboration between the county and the City.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

The City will be paying for all costs related to the relocation of their service lines. This construction cost is currently estimated at about \$1,850,500. The amount of money authorized under the amendment is \$2,045,420, which includes an additional \$180,050 for contingency.

**ATTACHMENTS/EXHIBITS:**

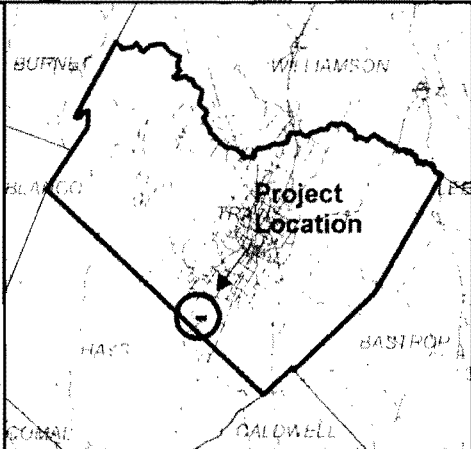
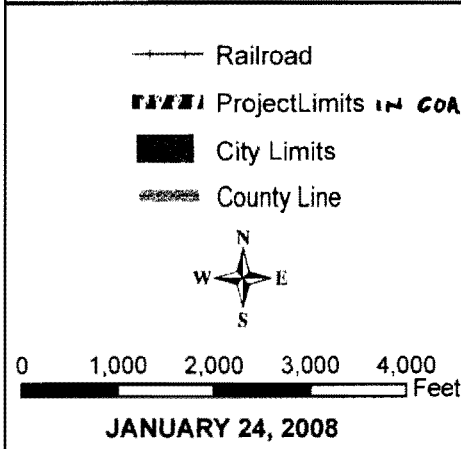
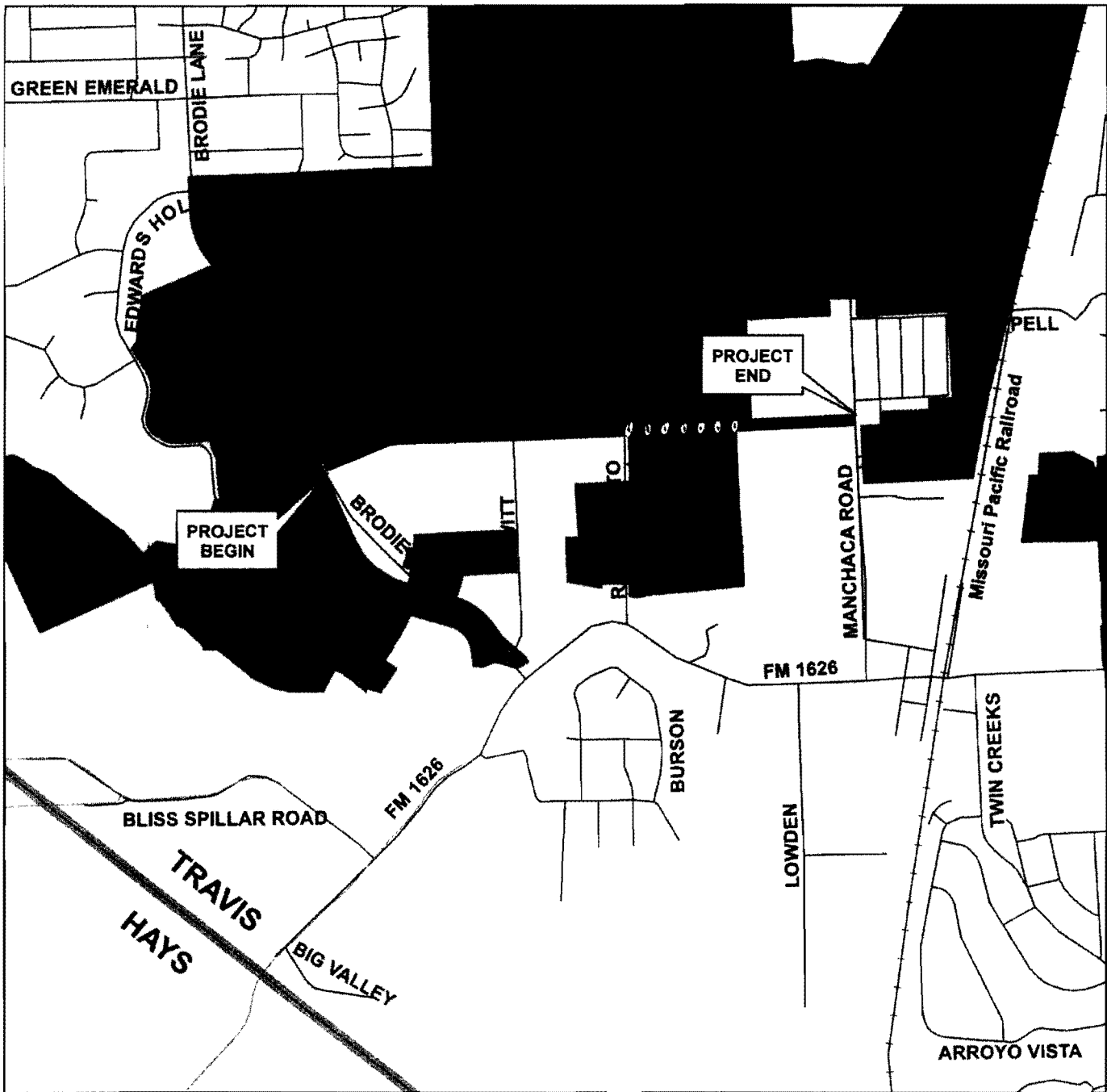
1. Location Map
2. Amendment to Frate Barker Road Interlocal Cooperation Agreement

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Tom Nuckols	Asst. County Attorney	County Attorney	

**CC:**

Chris Gilmore	Asst. County Attorney	Tawana Gardner	TNR
Cyd Grimes	Purchasing Agent	Steve Sun	TNR
Hannah York	Auditor's Office	Chiddi N'Jie	TNR
Donna Williams-Jones	TNR		



**PROJECT LOCATION MAP**

**Frate Barker Road:**  
**From Brodie Lane to Manchaca Road**

Travis County, Texas

DISCLAIMER: This map was generated by HNTB Corporation using GIS (Geographic Information Systems) software. No claims are made to the accuracy or completeness of the information shown herein nor to its suitability for a particular use. The scale and location of all mapped data are approximate.

AMENDMENT TO FRATE BARKER ROAD  
INTERLOCAL COOPERATION AGREEMENT  
CITY OF AUSTIN AND TRAVIS COUNTY

This Amendment to Interlocal Agreement (this "Amendment") is made and entered into by and between the City of Austin, Texas (the "City") and Travis County, Texas (the "County"), hereinafter collectively referred to as the "Parties," upon the premises and for the consideration stated herein.

WHEREAS, the Parties entered into that a certain Frate Barker Road Interlocal Cooperation Agreement on December 11, 2012 (the "Interlocal"); and

WHEREAS, under the Interlocal, the County intends to construct certain roadway and drainage improvements to a portion of Frate Barker Road between Brodie Lane and Manchaca Road (the "Project"); and

WHEREAS, a portion of the Project is located within the City's corporate limits; and

WHEREAS, in addition to the improvements described in the Interlocal, the City presently desires to provide for construction of approximately 3750 linear feet (LF) of 16" water line and 2000 LF of 12" water line and the installation of two pressure reducing valves within the Project limits and right-of-way (the "Waterline Improvements"); and

WHEREAS, the Parties desire to cooperate in the development of the Waterline Improvements; and

WHEREAS, the Parties intend to conform this this Amendment in all respects with the Interlocal Cooperation Act, Texas Government Code Section 791.001, et seq.;

NOW, THEREFORE, the Parties agree as follows:

1. Project Management.
  - (a) The County will manage the construction of the Waterline Improvements as part of the Project. The Project and the City's Waterline Improvements are more particularly described in **Exhibits A and B**. The County Executive of the Travis County Transportation and Natural Resources Department (the "County Executive") will act on behalf of the County with respect to the Waterline Improvements, coordinate with the City, receive and transmit information and instructions, and will have complete authority to interpret and define the County's policies and decisions with respect to the Waterline Improvements. The County Executive will designate a Project Manager and may designate other representatives to transmit instructions and act on behalf of the County with respect to the Waterline Improvements.

- (b) The City will manage the development and, to the extent set forth herein, the design and construction of the Waterline Improvements as set forth herein and more particularly described in **Exhibit B**. The Austin Water Utility Director of the City (the "City's Water Utility Director") will act on behalf of the City with respect to the Waterline Improvements, coordinate with the County, receive and transmit information and instructions, and will have complete authority to interpret and define the City's policies and decisions with respect to the Waterline Improvements. The City's Water Utility Director may designate a City Waterline Improvements Project Manager ("City's Waterline Improvements Project Manager") and may designate other representatives to transmit instructions and act on behalf of the City with respect to the Waterline Improvements.
- (c) The City's Water Utility Director will act as a single point of contact for the City with respect to the Waterline Improvements and will coordinate with the City's Public Works Director with respect to the portion of the Project located within the City.
- (d) If a disagreement between City and County arises on the Waterline Improvements regarding engineering design, design and construction standards, plans and specifications, inspection and testing, deficiencies and remedial action, change orders, or any other requirement or provision of this Amendment, and the disagreement is not resolved by the City's Waterline Improvements Project Manager and the County Project Manager, it shall be referred as soon as possible to the City's Water Utility Director and the County's Public Works Director for resolution. If the Directors do not resolve the issue, it shall be referred as soon as possible to the Assistant City Manager responsible for Public Works and the County Executive of the Travis County Transportation and Natural Resources Department for resolution.

2. Project Development.

- (a) With the exception of the engineering, construction inspection, and construction testing of the Waterline Improvements, the County will be responsible for the construction of the Waterline Improvements.
- (b) The City will be responsible for the development of the engineering design, plans and specifications and construction inspection, and testing for the Waterline Improvements. The plans and specifications for the Waterline Improvements shall be in accordance with the design and construction standards of the City, and the City shall provide the engineering design, plans and specifications for the Waterline Improvements to the County no later than May 30, 2013.

- (c) The City will be responsible for any required modifications to the engineering design, plans, and specifications for the Waterline Improvements during the development and construction of the Waterline Improvements.
- (d) The City will ensure that its design engineer provides professional liability, automobile liability, and general liability insurance in accordance with the standard requirements of the City for such projects, during the term of the design and construction of the Waterline Improvements and will have the County named as an additional insured with respect to general liability and automobile liability coverage or in the alternative, the City may design the Waterline Improvements with its in-house professional engineering.
- (e) The City and, to the extent set forth herein, the County will be responsible for the review and approval of the engineering design, plans and specifications and for construction inspection and testing for the Waterline Improvements. In addition, the City and, to the extent set forth herein, the County will be responsible for the review and approval of any modifications to the engineering design, plans, and specifications for the Waterline Improvements, during the development and construction of the Waterline Improvements.
- (f) The City will permit the Waterline Improvements as required by City and County rules and regulations and be responsible for any associated fees required for the Waterline Improvements. To the extent feasible, the City shall coordinate the City's review of any permit application and issuance of the Waterline Improvements permit concurrently with the City's review and approval of engineering design and plans and specifications for the Project.
- (g) The County will transfer legal title to the constructed Waterline Improvements to the City when the Waterline Improvements are completed and accepted for operation and maintenance by the City.
- (h) The County shall require the contractor to immediately take any appropriate remedial action to correct any deficiencies in the Waterline Improvements identified by the City.
- (i) The Parties will participate in joint review meetings with representatives from all affected City and County Departments in order to avoid and resolve conflicts in review comments. The City will provide a designated review team to expedite the review process.

3. Project Integration; Design, Bidding, & Award of Construction Contract.

- (a) Upon approval and execution of this Amendment by both the County and the City, the County shall modify its contract with its engineering



consulting firm for the Project to include the integration of the Waterline Improvements engineering design and construction documents ("PS&E") into the Project at the City's cost. The fee for the professional services required to integrate the Waterline Improvements PS&E documents into the Project is \$9,870.00, including a 25% contingency. The engineering fee proposal and scope of services is set forth in **Exhibit C**, attached hereto. The County shall submit any proposed revisions to the Waterline Improvements PS&E documents to the City for its review and approval.

- (b) Bid items for the City's Waterline Improvements will be included in the bid documents for the Project, as an additive, alternate set of bid items, and each contractor submitting a bid on the Project will be required to include within the bid those costs, itemized by line item number, attributable to the City's Waterline Improvements. The County will solicit bids for the construction of the County's Project and Waterline Improvements based on the combined plans and specifications, in accordance with applicable state and local bidding laws, practices, and procedures, and in accordance with the County's HUB policy. The County will notify the City of the lowest responsible bid and the amount of the bid component for the Waterline Improvements and, upon written agreement of the City to be provided within 7 days of receipt of notice, the County will enter into a firm unit-price contract with the successful bidder, which includes the Waterline Improvements.

4. Management Duties of the County. In addition to its duties under the Interlocal, the County hereby covenants and agrees to provide to the City:

- (a) written notice of the schedule for integration of the Waterline Improvements PS&E documents into the Project and the advertisement for bids, award of contract, and construction of the Waterline Improvements;
- (b) upon completion of bidding, the County will furnish the City a copy of the Waterline Improvements' integrated plans and specifications for the City's records;
- (c) written copy of all contracts affecting the Waterline Improvements;
- (d) a monthly itemized statement of all disbursements made and debts incurred during the preceding month relating to the Waterline Improvements, including copies of invoices, statements, vouchers, or any other evidence of payment of debt;
- (e) executed change orders, jointly approved by the City and the County, related to the Waterline Improvements;
- (f) a copy of any change order request related to the Waterline Improvements component of the Project within two (2) working days of its receipt by the

County, by delivery to the City's Project Manager for review and approval; and

- (g) sufficient notice, documentation and opportunity for the City to review and jointly approve the construction contractor's applications for progress and final payments;
- (h) upon satisfactory completion of construction and any applicable warranty or construction performance period, the County will recommend that the City accept the Waterline Improvements and furnish the City a copy of the record as-built drawings of the Waterline Improvements for the City's records.

5. Management Duties of the City. In addition to its duties under the Interlocal, the City hereby covenants and agrees to:

- (a) submit to County for review and approval the Waterline Improvements PS&E documents on or before April 30, 2013, which date may be reasonably extended by the Parties;
- (b) review and address the County's initial review comments within five (5) working days, and work in good faith to resolve any outstanding issues;
- (c) expeditiously review any applicable permit applications and work in good faith to resolve any outstanding issues;
- (d) review any change order proposal for the Waterline Improvements and return the change order request to the County within five (5) working days of its receipt by the City's Project Manager, with a written recommendation for its disposition; respond to requests for information within three (3) working days and requests for approval of shop drawings within ten (10) working days.
- (e) perform independent inspection and testing on the Waterline Improvements in coordination with the County's inspectors and as agreed to by the County and City's Project Managers, and in a timely manner; and in connection therewith, the City will designate inspectors to make any such inspections, including any joint final inspection of the completed Waterline Improvements; the City's inspectors shall communicate any issues to the County's inspectors, and County inspectors will in turn communicate those issues to the construction contractor;
- (f) coordinate with the County Project Manager, as reasonable and necessary;
- (g) immediately report any deficiencies observed in the construction of the Waterline Improvements in writing to the County's Project Manager;

- (h) review and jointly approve the construction contractor's application for progress and final payments ;
  - (i) attend meetings at the request of the County's Project Manager; and
  - (j) upon satisfactory substantial completion of the Waterline Improvements, the City will conditionally accept the Waterline Improvements and will finally accept the Waterline Improvements upon completion of any applicable warranty or construction performance period.
6. Bond and Guarantee. All construction contracts affecting the Waterline Improvements shall include a payment and performance bond acceptable to and in favor of and benefiting the County and the City, for the full amount of the contract and a warranty by the contractor executed in favor of and benefiting the County and the City, for a period of one year from the date of acceptance of the County's Project and Waterline Improvements by the Parties. The Parties shall be named as co-obligees on the payment and performance bonds.
7. Liability. To the extent allowed by Texas law, the County and the City agree that each entity is responsible for its own proportionate share of any liability for its negligent acts or omissions arising out of or connected to this Amendment. In addition, the construction contractor shall be required to provide workers compensation insurance and general liability insurance acceptable to the County and the City. The City shall be included as an additional insured on the above-referenced insurance policy and a waiver of subrogation will be provided on the auto liability, general liability, and workers compensation coverage.
8. Financial Obligations.
- (a) The City agrees to pay all costs for the Waterline Improvements, including the cost of surveying, design, integration of the Waterline Improvements PS&E documents into the Project, construction, inspection, testing, and the cost of any change orders made necessary by field changes to address unanticipated conditions under the terms and conditions in this Amendment. The City shall pay project integration and construction costs through an escrow account with Travis County at an amount equal to the cost of the design plus the construction bid amount, unless otherwise agreed to by the City and the County in writing. This amount is currently estimated at \$9,870 for the integration of the PS&E and \$1,850,500 for construction with a \$185,050.00 contingency for an estimated total not to exceed amount of Two Million Forty Five Thousand Four Hundred Twenty and No/100 Dollars (\$2,045,420.00). The City's cost estimate for integration and construction costs of the Waterline Improvements is set forth in **Exhibit D**, attached hereto.
  - (b) The City shall place the City's funds into an approved County construction escrow account for the Waterline Improvements within 21

calendar days of notification to the City by the County, as described below.

- (i) The proposed project integration fees for the Waterline Improvements shall be placed into escrow within 21 calendar days following the execution of this Amendment.
  - (ii) The funds for the construction of the Waterline Improvements shall be placed into escrow within 21 calendar days following notification by the County of the successful bidder and the bid amount.
- (c) The County shall obtain the written approval of the City for all change orders affecting the construction of the Waterline Improvements prior to the County issuing the approved change order to the contractor, such approval not to be unreasonably withheld or delayed. The City's Waterline Improvements Project Manager shall meet with the County's Project Manager to review the contractor's progress reports and invoices for the Waterline Improvements before approval by the County.
- (d) For construction change orders, which are the responsibility of the City, as described above, and which cause the actual costs of construction of the Waterline Improvements to exceed the cumulative not to exceed amount the City has paid to the County, the City shall make additional funds available to the County within 90 days of receipt of invoice by the County, such invoice to be accompanied by the change order request from the construction contractor, which has been recommended for approval by the County and the City's Inspector and Project Manager.
- (e) The City agrees to pay liquidated damages, delay damages, de-mobilization costs, re-mobilization costs, and any other associated costs incurred by the County under its construction contract for the Project by reason of the non-payment of any change order for the construction of the Waterline Improvements which is the responsibility of the City and which has not been paid within 90 days of the date of submittal by the County.
- (f) The County shall promptly notify the City of any such claim for damages by the construction contractor and the County and the City shall negotiate with the construction contractor for the resolution of the claim. In the event that a decision is made to litigate such a claim, the City shall be solely responsible for any or all costs recited above, and the costs of litigation, including, but not limited to, attorney's fees, court costs, depositions, experts, the amount of any damages contained in a judgment or settlement, interest, and the costs of appeal.

- (g) The Parties agree to and shall provide their respective shares for the development of the Project on a timely basis in order to meet the Project schedule.
- (h) The County Treasurer shall act as Escrow Agent for the management of the City's funds and shall deposit the funds in an interest bearing escrow account. The County shall invest the funds in accordance with the Public Funds Investment Act, Tex. Gov't Code Chapter 2256, and other applicable laws, or bond covenants. The interest and any unused portion of the public funds provided by the City under this Amendment shall be returned to the City within 30 calendar days after the final acceptance of the Waterline Improvements. The County shall provide the City, at least quarterly, with an accounting of the deposits to and disbursements from the City's escrow account. The County will make its records available, at reasonable times, to the City's auditors, or its independent financial advisors or other professionals who provide arbitrage rebate calculations to the City.
- (i) The County Treasurer shall timely pay submitted invoices for the Waterline Improvements, which has been approved as required by this Agreement. The invoices for the Project will be paid based on work completed in accordance with the approved plans and specifications.

9. City Inspection and Testing.

The City shall be responsible for the inspection of the Waterline Improvements and all testing of the construction of the Waterline Improvements and for the final acceptance of the Waterline Improvements. The City shall designate inspectors to make interim and final inspections of the Waterline Improvements. The City's inspectors shall coordinate with the City and County Project Mangers, the County's inspectors, as reasonable and necessary, in making inspection(s). Any deficiencies in the construction of the Waterline Improvements identified by the City shall be immediately reported in writing to the County's Project Manager and the contractor with an additional written notice to the County Executive to be deposited in the U.S. Mail within two days of the identification of any such deficiencies. The County Executive shall require the contractor to immediately take any appropriate remedial action to correct any deficiencies identified by the City.

10. Miscellaneous.

- (a) Force Majeure. In the event that the performance by the County or the City of any of its obligations or undertakings hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God, or the common enemy, or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not a party or privy hereto, then it shall be excused from such performance for such period of time as it reasonably necessary after such occurrence to remedy the effects hereto.

- (b) Notice. Any notice given hereunder by either party to the other shall be in writing and may be effected by personal delivery in writing or by registered or certified mail, return receipt requested when mailed to the proper party, at the following addresses:

CITY: Greg Meszaros  
City of Austin  
Austin Water Utility  
625 E. 10<sup>th</sup> Street  
Austin, Texas 78701

WITH COPY TO: Gordon Bowman  
Assistant City Attorney  
City of Austin Law Department  
301 W. 2nd Street  
Austin, Texas 78701

COUNTY: Steve Manilla (or successor)  
County Executive, TNR  
P. O. Box 1748  
Austin, Texas 78767

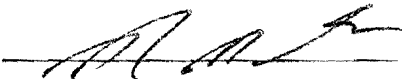
WITH A COPY TO: David Escamilla (or successor)  
Travis County Attorney  
P. O. Box 1748  
Austin, Texas 78767  
Attn: File No. 163.44

AND WITH A COPY TO: Cyd Grimes, C.P.M. (or successor)  
Travis County Purchasing Agent  
P.O. Box 1748  
Austin, Texas 78767

- (c) Number and Gender Defined. As used in this Amendment, whenever the context so indicates, the masculine, feminine, or neuter gender and the singular or plural number shall each be deemed to include the others.
- (d) Entire Agreement. This Amendment may not be modified, discharged, or changed in any respect whatsoever except by a further agreement in writing duly executed by authorized representatives of the parties hereto. No official, representative, agent, or employee of Travis County, Texas has any authority to modify this Amendment, except pursuant to such express authority as may be granted by the Commissioners Court of Travis County, Texas. Except as otherwise set forth in this Amendment, the Interlocal will remain in full force and effect in accordance with its original terms and be binding on the Parties and their respective heirs, executors, administrators, successors and assigns.

- (e) Effective Date. This Amendment takes effect upon the last date of due execution of the Agreement by the County and the City.
- (f) Other Instruments. The parties hereto covenant and agree that they will execute other and further instruments and documents as may become necessary or convenient to effectuate and carry out the purposes of this Amendment.
- (g) Invalid Provision. Any clause, sentence, provision, paragraph, or article of this Amendment held by a court of competent jurisdiction to be invalid, illegal, or ineffective shall not impair, invalidate, or nullify the remainder of this Amendment, but the effect thereof shall be confined to the clause, sentence, provision, paragraph, or article so held to be invalid, illegal, or ineffective.
- (h) Current Funds. The party or parties paying for the performance of governmental functions or services shall make payments therefore from current revenues available to the paying party.

CITY OF AUSTIN, TEXAS

By: 

Name: Robert Goode

Title: Assistant City Manager

Authorized Representative

Date: 5/1/13

Approved as to Form:

  
Assistant City Attorney

TRAVIS COUNTY, TEXAS

By: \_\_\_\_\_  
Samuel T. Biscoe, County Judge

Date: \_\_\_\_\_

**EXHIBIT A**

**PROJECT**

**The Frate Barker Road Waterline Improvements Scope:**

The Frate Barker Road improvement project is located in the Southeast sector of Travis County in Precinct 4. The project limits are from Brodie Lane to Manchaca Road.



**EXHIBIT B**

**CITY'S WATERLINE IMPROVEMENTS**

**Water Transmission Mains Scope:**

The construction of approximately 3750 linear feet of 16 inch water line and 2000 linear feet of 12 inch water line and the installation of two pressure reducing valves within the Project limits and right-of-way.

**EXHIBIT C**

**WATERLINE IMPROVEMENTS INTEGRATION COSTS**

**Preliminary Cost Proposal  
 HNTB Corporation  
 FRATE-BARKER WATERLINE / WASTE WATER IMPROVEMENTS  
 Travis County - Precinct Three**

TASK DESCRIPTION	PROJECT MANAGEMENT			ENGINEERING			BUSINESS ADMINISTRATION			OTHER	Total Hours	Total Costs
	Project Principal	Sr. Project Manager	Deputy Project Manager	Sr. Engineer	Engineer IV	Engineer III	Business Manager	Project Administrator	Admin / Clerical	Expert Testimony		
	\$300	\$195	\$135	\$126	\$114	\$99	\$120	\$84	\$60	\$300		
<b>PROJECT MANAGEMENT</b>												
<b>Project Management</b>												
General Administration												
Develop agreements with City of Austin and/or Travis County		1						4			5	\$ 531
Data management and file transfers				2							2	\$ 232
Quality Control / Quality Assurance		1									1	\$ 195
<b>Subtotal Hours</b>	0	2	0	2	0	0	0	4	0	0	8	
<b>Subtotal Labor Cost</b>	\$ -	\$ 390	\$ -	\$ 252	\$ -	\$ -	\$ -	\$ 480	\$ 336	\$ -	\$ -	\$ 978
<b>DESIGN SERVICES</b>												
<b>Coordination</b>												
Initial meeting with City of Austin		2									2	\$ 390
Coordinate with City of Austin during lay out (assumes 1 meeting)		2									2	\$ 390
Review preliminary waterline and waste water design		2		4							6	\$ 894
Attend review meeting with City of Austin and Travis County		2									2	\$ 390
Review final waterline and waste water design		2		4							6	\$ 894
Attend review meeting with City of Austin and Travis County		2									2	\$ 390
<b>Incorporate Plans and Specifications</b>												
Incorporate final waterline and waste water plans into plan set												
Update index of sheets						2					2	\$ 198
Update sheet numbers						4					4	\$ 596
Add COA provided plan sheets and standard sheets (PDF) into final plans				1		4					5	\$ 522
Quality Control / Quality Assurance		2		2							4	\$ 642
<b>Incorporate final waterline and waste water specifications into project manual</b>												
Update Project Manual index to reflect COA provided information						2					2	\$ 198
Update Project Manual bid forms with COA provided information						4					4	\$ 596
Incorporate COA provided specifications and special provisions				1		2					3	\$ 324
Add bid items and quantities to Engineer's Opinion of Probable Construction Cost document (COA to provide unit costs)				2							2	\$ 252
Quality Control / Quality Assurance		2		2							4	\$ 642
<b>Subtotal Hours</b>	0	16	0	16	0	18	0	0	0	0	50	
<b>Subtotal Labor Cost</b>	\$ -	\$ 3,120	\$ -	\$ 2,016	\$ -	\$ 1,782	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,918
<b>PROJECT TOTALS</b>												
<b>Total Hours</b>	0	18	0	18	0	18	0	4	0	0	58	
<b>Total Labor Cost</b>	\$ -	\$ 3,610	\$ -	\$ 2,268	\$ -	\$ 1,782	\$ -	\$ 336	\$ -	\$ -	\$ -	\$ 7,896

**EXHIBIT D**

**CITY'S WATERLINE IMPROVEMENTS COST ESTIMATE**



## Item 6

# Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013

**Prepared By:** Paul Scoggins **Phone #:** 854-7619

**Division Director/Manager:** Anna Bowlin, Division Director of Development Services and Long Range Planning

**Department Head:** Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Member:** Commissioner Daugherty, Precinct Three

**AGENDA LANGUAGE:** Consider and take appropriate action on a request to authorize the filing of an instrument to vacate two five foot wide public utility easements located along the common lot line of Lots 1363 and 1364 of Apache Shores, Section 3 – Precinct Three.

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

TNR staff has received a request to authorize the filing of an instrument to vacate two five foot wide public utility easements (PUEs) located along the common lot line of Lots 1363 and 1364 of Apache Shores, Section 3. The easements are dedicated per plat note. The subject lots front on Broken Bow Trail, a street not maintained by Travis County.

The utility companies operating in the area have stated they have no objection to vacating the subject easements. Staff foresees no opposition to this request.

### **STAFF RECOMMENDATIONS:**

The request has been reviewed by TNR staff and staff finds the vacation request meets all Travis County standards. As of this memo, staff has not received any inquiries in regards to this request. As such, TNR staff recommends the request.

### **ISSUES AND OPPORTUNITIES:**

According to the request letter the purpose of this request is to eventually build a single family residence in the middle of the two lots. Vacating the subject easements will allow the property owner to move forward with the plans without potentially encroaching on said easements.

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A

**ATTACHMENTS/EXHIBITS:**

- Order of Vacation
- Field Notes
- Request Letter
- Utility Statements
- Sign Affidavit and Pictures
- Maps

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Anna Bowlin	Division Director	Dev Serv & LRP	854-7561

**CC:**

Stacey Scheffel	Program Manager	TNR - Permits	854-7565

**SM:AB:ps**

**1101 - Development Services Long Range Planning - Apache Shores, Section 3**

**ORDER OF VACATION**

**STATE OF TEXAS                    §**

**COUNTY OF TRAVIS   §**

WHEREAS, the property owner requests the vacation of two five foot wide public utility easements located along the common lot line of Lots 1363 and 1364 of Apache Shores, Section 3 as recorded at Volume 50, Page 81 of the Real Property Records of Travis County, Texas;

WHEREAS, the utility companies known to be operating in the area have indicated they have no need for the public utility easements as described in the attached field notes and sketch;

WHEREAS, the Travis County Transportation and Natural Resources Department recommends the vacation of the subject public utility easements as described in the attached field notes and sketch;

WHEREAS, the required public notice was posted and the Travis County Commissioners Court held a public hearing on May 28, 2013 to consider the proposed action; and

NOW, THEREFORE, by unanimous vote, the Commissioners Court of Travis County, Texas, orders that the two five foot wide public utility easements located along the common lot line of Lots 1363 and 1364 of Apache Shores, Section 3, as shown on the attached sketch and described in the attached field notes and sketch, are hereby vacated.

ORDERED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2013.

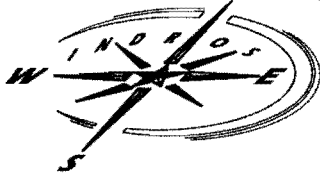
\_\_\_\_\_  
SAMUEL T. BISCOE, COUNTY JUDGE

\_\_\_\_\_  
COMMISSIONER RON DAVIS  
PRECINCT ONE

\_\_\_\_\_  
COMMISSIONER SARAH ECKHARDT  
PRECINCT TWO

\_\_\_\_\_  
COMMISSIONER GERALD DAUGHERTY  
PRECINCT THREE

\_\_\_\_\_  
COMMISSIONER MARGARET GOMEZ  
PRECINCT FOUR



F#

**EXHIBIT A**

**LEGAL DESCRIPTION  
RELEASE OF TWO (2) FIVE (5) FOOT PUBLIC UTILITY EASEMENTS**

BEING A TRACT OR PARCEL OF LAND CONTAINING 0.036 ACRE (1,581 SQ. FT.), BEING OUT OF LOTS 1363 & 1364, APACHE SHORES, SECTION 5, A RECORDED SUBDIVISION IN TRAVIS COUNTY, TEXAS, RECORDED IN VOLUME 50, PAGE 81, T.C.P.R., AND BEING ALL OF LOTS 1363 & 1364 FOR ELMAR BERGELER AND DEVON DONOHUE-BERGELER AS DESCRIBED BY THE INSTRUMENT RECORDED UNDER DOCUMENT NUMBER 2012200041 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS; SAID 0.036 ACRE TRACT BEING ALL OF THAT CERTAIN 5 FEET PUBLIC UTILITY EASEMENT SITUATED 5 FEET WEST, AND PARALLEL TO THE EAST LINE OF SAID LOT 1363, BEING ALL OF THAT CERTAIN 5' PUBLIC UTILITY EASEMENT SITUATED 5' EAST, AND PARALLEL TO THE WEST LINE OF SAID LOT 1364, AND DEDICATED WITHIN OF LOTS 1363 & 1364, APACHE SHORES, SECTION 5, A RECORDED SUBDIVISION IN TRAVIS COUNTY, TEXAS, RECORDED IN VOLUME 50, PAGE 81, T.C.P.R., SAID 0.036 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: ALL BEARINGS SHOWN HEREIN ARE BASED UPON THE EAST LOT LINE OF LOT 1363 OF THE RECORDED PLAT OF SAID APACHE SHORES, SECTION 3,:

**BEGINNING** AT A FOUND 1/2 INCH IRON ROD IN THE SOUTHERLY RIGHT-OF-WAY LINE OF BROKEN BOW TRAIL (50 FEET R.O.W.) AT THE NORTHEASTERLY CORNER OF SAID LOT 1363, SAME BEING THE NORTHWESTERLY CORNER OF SAID LOT 1364, OF SAID APACHE SHORES SEC. 3, IN THE NORTHERLY LINE OF THE SAID BERGELER TRACT, AND BEING THE POINT OF CURVATURE FOR A CURVE TO THE LEFT HAVING A RADIUS OF 284.96 FEET;

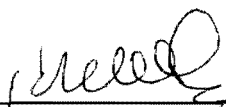
**THENCE** SOUTHEASTERLY ALONG NORTHERLY LINE OF THE SAID BERGELER TRACT AND ALONG THE SAID CURVE TO THE LEFT FOR AN ARC LENGTH OF 5.00 FEET TO A POINT, IN THE SOUTHERLY RIGHT-OF-WAY LINE OF THE SAID BROKEN BOW TRAIL FOR THE NORTHEASTERLY CORNER OF THE HEREIN DESCRIBED TRACT; THE SAID CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 01 DEGREES 00 MINUTES, 19 SECONDS, AND A CHORD WHICH BEARS SOUTH 60 DEGREES 22 MINUTES 10 SECONDS EAST AT A DISTANCE OF 5.00 FEET;

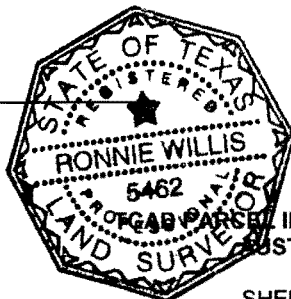
**THENCE** SOUTH 30 DEGREES 08 MINUTES 00 SECONDS WEST CROSSING THE SAID LOT 1364, CROSSING THE SAID BERGELER TRACT, BEING 5 FOOT EAST OF AND PARALLEL TO THE COMMON LINE OF SAID LOTS 1364 AND 1363, AND ALONG THE EASTERLY LINE OF THE SAID UTILITY EASEMENT, A DISTANCE OF 158.12 FEET TO A POINT FOR THE SOUTHEASTERLY CORNER OF THE SAID 5.00 FOOT PUBLIC UTILITY EASEMENT, IN THE NORTHERLY LINE OF LOT 1530 OF THE SAID APACHE SHORES SUBDIVISION, AND BEING THE SOUTHEASTERLY CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE** SOUTH 59 DEGREES 52 MINUTES 00 SECONDS WEST WITH THE NORTHERLY LINE OF SAID LOT 1530 AND ALONG THE SOUTHERLY LINE OF THE BERGELER TRACT, PASSING A COTTON GIN SPINDLE SET FOR THE SOUTHWESTERLY CORNER OF THE SAID LOT 1364 AND FOR THE SOUTHEASTERLY CORNER OF THE SAID LOT 1363 AT A DISTANCE OF 5.00 FEET, AND CONTINUING FOR A TOTAL DISTANCE OF 10.00 FEET TO A POINT, FOR THE SOUTHWESTERLY CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE** NORTH 30 DEGREES 08 MINUTES 00 SECONDS EAST CROSSING THE SAID LOT 1363, CROSSING THE SAID BERGELER TRACT, BEING 5 FOOT WEST OF AND PARALLEL TO THE COMMON LINE OF SAID LOTS 1364 AND 1363, AND ALONG THE WESTERLY LINE OF THE SAID UTILITY EASEMENT, A DISTANCE OF 158.08 FEET TO A POINT FOR THE NORTHWESTERLY CORNER OF THE SAID 5.00 FOOT PUBLIC UTILITY EASEMENT, IN THE SOUTHERLY RIGHT-OF-WAY SAID BROKEN BOW TRAIL AND IN THE NORTHERLY LINE OF SAID LOT 1363 OF APACHE SHORES SUBDIVISION, AND BEING THE NORTHWESTERLY CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE** NORTH 59 DEGREES 52 MINUTES 00 SECONDS EAST, WITH SAID SOUTHERLY RIGHT-OF-WAY LINE AND THE NORTHERLY LINE OF SAID LOT 1363, AND THE NORTHERLY LINE OF THE SAID BERGELER TRACT, A DISTANCE OF 5.00 FEET TO THE PLACE OF BEGINNING AND CONTAINING CALCULATED AREA OF 0.036 ACRE (1,581SQ. FT.) OF LAND.

  
RONNIE WILLIS, RPLS NO. 5462  
April 9, 2013  
JOB # 26777



PROFESSIONAL ID'S: 149931 & 149932  
AUSTIN GRID:



**EXHIBIT OF 0.036 ACRE (1,581 SQ. FT.), BEING OUT OF AND A PART OF LOT 1363 AND LOT 1364, APACHE SHORES, SECTION 3, RECORDED IN VOLUME 50, PAGE 81, TRAVIS COUNTY, TEXAS PLAT RECORDS, TRAVIS COUNTY, TEXAS.**

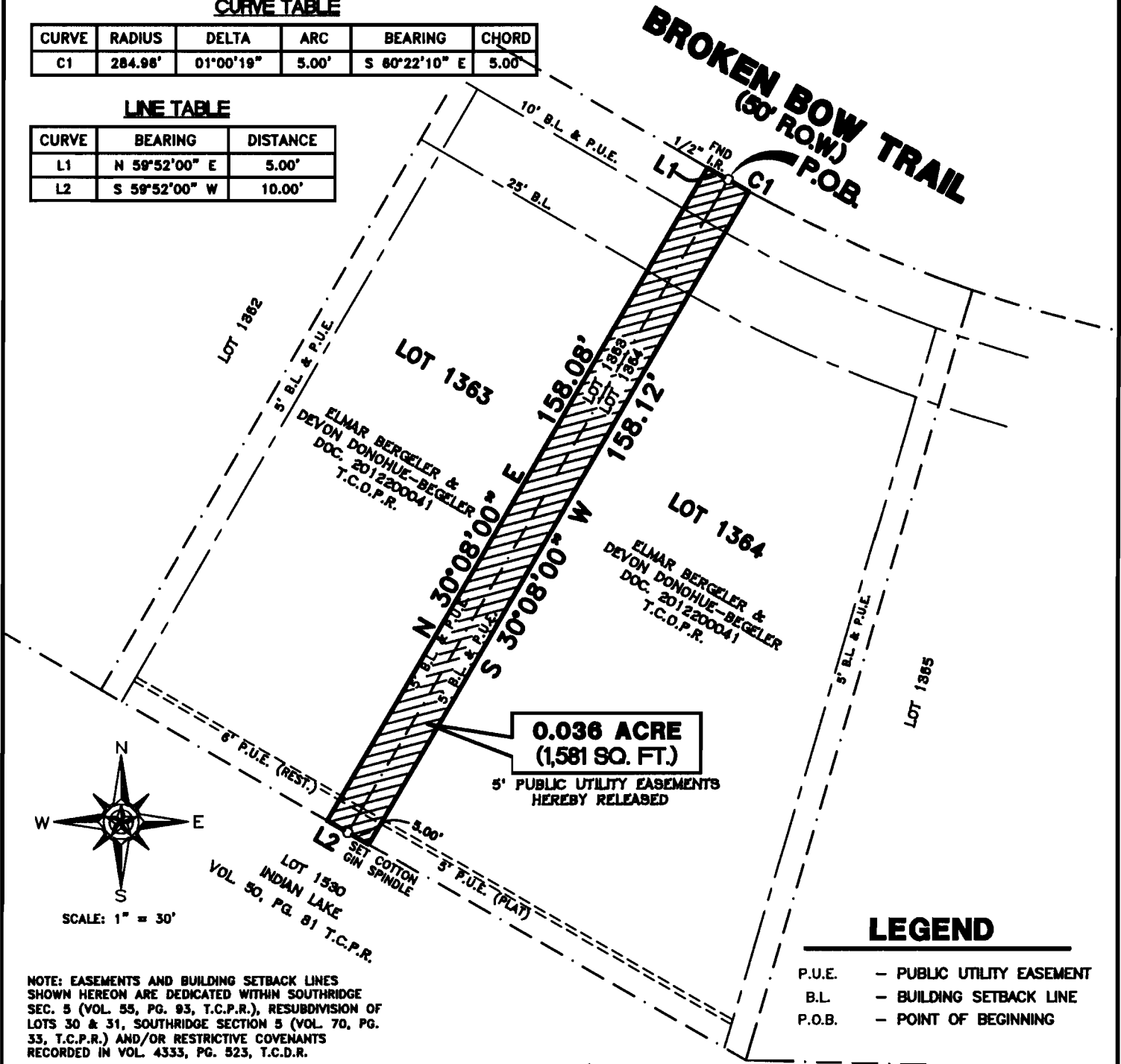
**CURVE TABLE**

CURVE	RADIUS	DELTA	ARC	BEARING	CHORD
C1	284.96'	01°00'19"	5.00'	S 60°22'10" E	5.00'

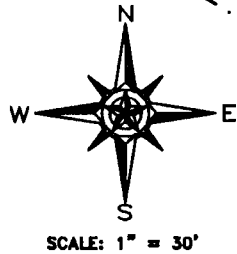
**LINE TABLE**

CURVE	BEARING	DISTANCE
L1	N 59°52'00" E	5.00'
L2	S 59°52'00" W	10.00'

**BROKEN BOW TRAIL**  
(50' ROW)  
P.O.B.



**0.036 ACRE**  
**(1,581 SQ. FT.)**  
5' PUBLIC UTILITY EASEMENTS  
HEREBY RELEASED



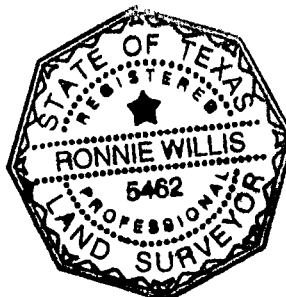
**LEGEND**

- P.U.E. - PUBLIC UTILITY EASEMENT
- B.L. - BUILDING SETBACK LINE
- P.O.B. - POINT OF BEGINNING

NOTE: EASEMENTS AND BUILDING SETBACK LINES SHOWN HEREON ARE DEDICATED WITHIN SOUTHRIDGE SEC. 5 (VOL. 55, PG. 93, T.C.P.R.), RESUBDIVISION OF LOTS 30 & 31, SOUTHRIDGE SECTION 5 (VOL. 70, PG. 33, T.C.P.R.) AND/OR RESTRICTIVE COVENANTS RECORDED IN VOL. 4333, PG. 523, T.C.D.R.



*Windrose Land Services Austin*  
4120 Commercial Center Dr.  
Suite 300  
Austin, Texas 78744



*Ronnie Willis*

RONNIE WILLIS  
TEXAS R.P.L.S. NO. 5462

4/9/13

DATE

DRAWN BY: CP  
DATE: 04/09/13  
REVISED: -

JOB NO. 26777  
SHEET 1 OF 2

Elmar Bergeler  
609 Rocky River Road  
West Lake Hills, Texas 78746  
Phone: 512 994 8351

Transportation and Natural Resources  
411 West 13th Street  
Executive Office Building  
PO Box 1748  
Austin, Texas 78767

April 10, 2013

**Request for vacating public utility easements**

To whom it may concern:

I would like to have the public utility easements on our property in the middle of our double lot vacated. Our double lot consists of lots 1363 and 1364 on Broken Bow Trail in the Apache Shores Section 3, described in deed book volume 50 page 81, of T.C.P.R. Travis County, Texas. We are asking for the easement on either side of the common lot line between these two lots to be vacated.

The reason for the easement release request is that we want to build a single family residence in the middle of the two lots.

Attached you find the following documents:

- Survey for the easement to be vacated
- Letters of the 4 utility companies which serve that area, in which they state that they have no need for the retention of the easement
- Plat plan of that neighbourhood with the easement to be released and our two lots highlighted

Kind regards,

Elmar Bergeler



**RECEIVED**

APR 10 2013

TRAVIS COUNTY - TNR  
PERMITS DEPARTMENT

**RECEIVED**

MAR 10 2013

TRAVIS COUNTY - TNR  
PERMITS DEPARTMENT



12012 N. Mopac Expressway  
512/485-6417 (Laurie Schumpert)

Austin, TX 78758  
512/485-1485 (Fax)

**EASEMENT RELEASE STATEMENT FOR VACATION OF PROPERTY**

A request for release of the P.U.E. easement(s) has been made on the property legally described as:

Subdivision or Section: APACHE SHORES, SECTION 3

Lot and Block Numbers: LOTS 1363 AND 1364

Street Address: BROKEN BOW TRAIL, AUSTIN, TX 78734

Property Owner: ELMAR BERGELER AND DEVON DONOHUE-BERGELER

**STATEMENT**

X Time Warner Cable **does not** have a need for an easement on the property as described in the accompanying document.

       Time Warner Cable **does** have a need for an easement on the property as described in the accompanying document.

Time Warner Cable

Laurie Schumpert  
Signature

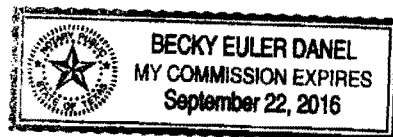
Sr. Designer  
Title

State of Texas  
County of Travis

This instrument was acknowledged before me on February 26, 2013 by

Laurie Schumpert

Becky Euler Danel  
Notary Public





12012 N. Mopac Expressway  
512/485-6417 (Laurie Schumpert)

Austin, TX 78758  
512/485-1485 (Fax)

**APPLICATION FOR VACATION OF EASEMENT**

Please Print

Application is hereby made for the release of the following easement(s) as described below:

The easement is on property legally described as:

Subdivision: Apache Stores Section: 3 Block: \_\_\_\_\_

Lot Numbers: 1363 and 1364 (IDs: 149931 and 149932)

Address: Broken Bow Trail Austin TX 78734  
Number & Street City State Zip

As recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Plat Records of Travis County, Texas  
~~Internet~~ maps.taxnetusa.com/travis\_maps/pdf\_01/1\_4758.pdf

Provide common description of the easement requested for release, indicating the amount of the easement to be released:  
(Example: Five foot P.U.E. & D.E. on either side of the common lot line between lots X and X).

Please provide a survey or plat of the area with the easement to be released highlighted.  
Five foot U.E. and B.L. on either side of the common lot line between lots 1363 and 1364.

Reason for requesting release (Example: Single Family Residence, Accessory Building, etc)  
Single Family Residence in the middle of the two lots.  
We would like to build the house

Please note: If multiple owners are making this request, complete name, address, phone must be provided for all.

Property Owner's name(s): Elmar Bergeler<sup>(1)</sup> and Devon Donahue-Bergeler<sup>(2)</sup>  
Mailing Address: 609 Rocky River Road West Lake Hills TX 78746  
Number & Street City State Zip  
Phone: 512 994 8351<sup>(1)</sup> or 512 221 3338<sup>(2)</sup>  
Day Time Cell Fax

I authorize the following person/company to act in my behalf as my designated agent:

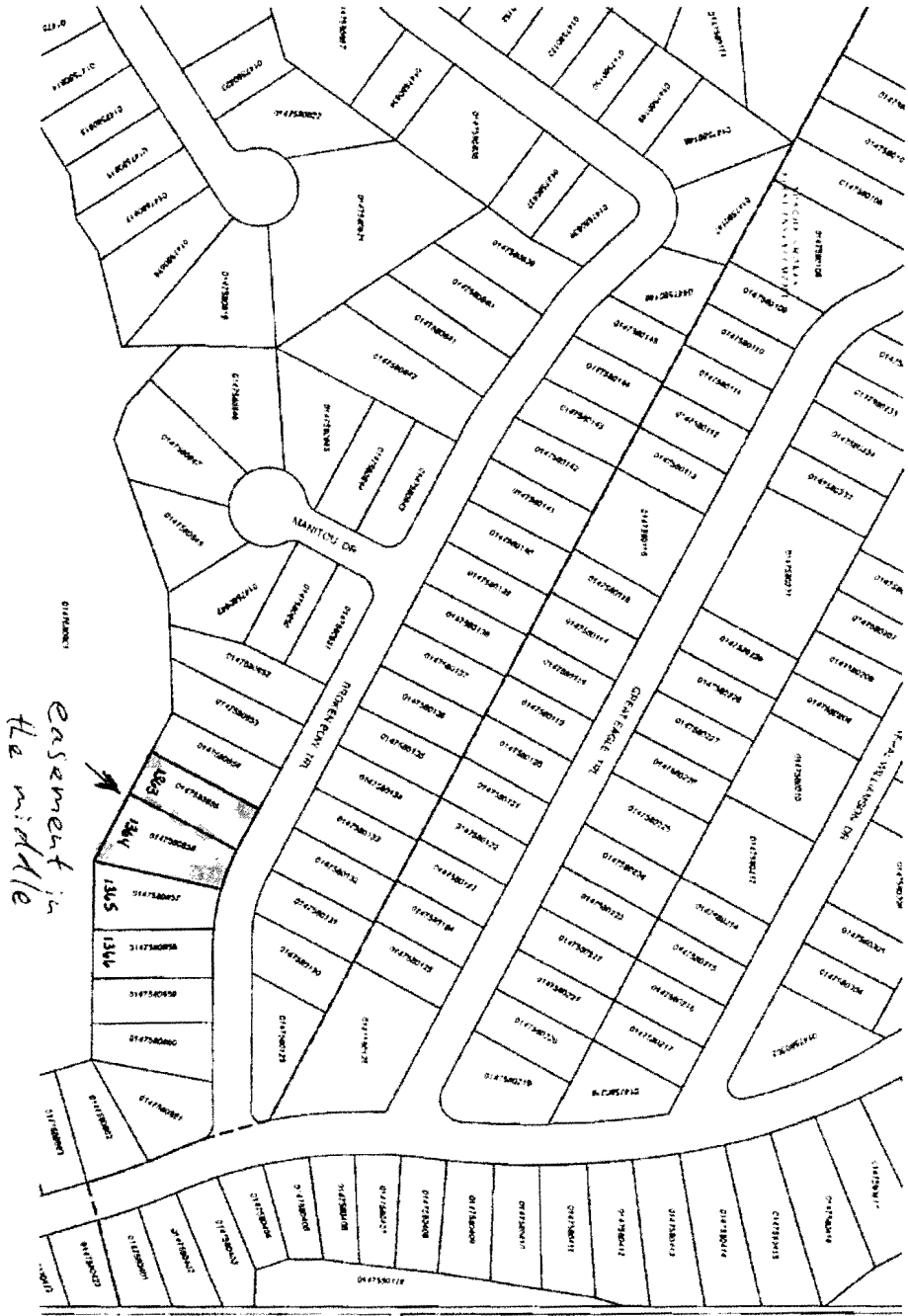
Name of agent/company: \_\_\_\_\_  
Name of Company Name of Contact

Mailing Address: \_\_\_\_\_  
Number & Street City State Zip

Phone: \_\_\_\_\_  
Day Time Cell Fax

The undersigned Owner/Applicant/Agent understands that the processing of the Easement Release Application will be handled in accordance with procedure for requesting release of easements established by Time Warner Cable. It is further understood that acceptance of this application does not obligate Time Warner Cable to release the subject easement

Elmar Bergeler Elmar Donahue Bergeler Feb. 13 2013  
Signature of Applicant/Agent Date



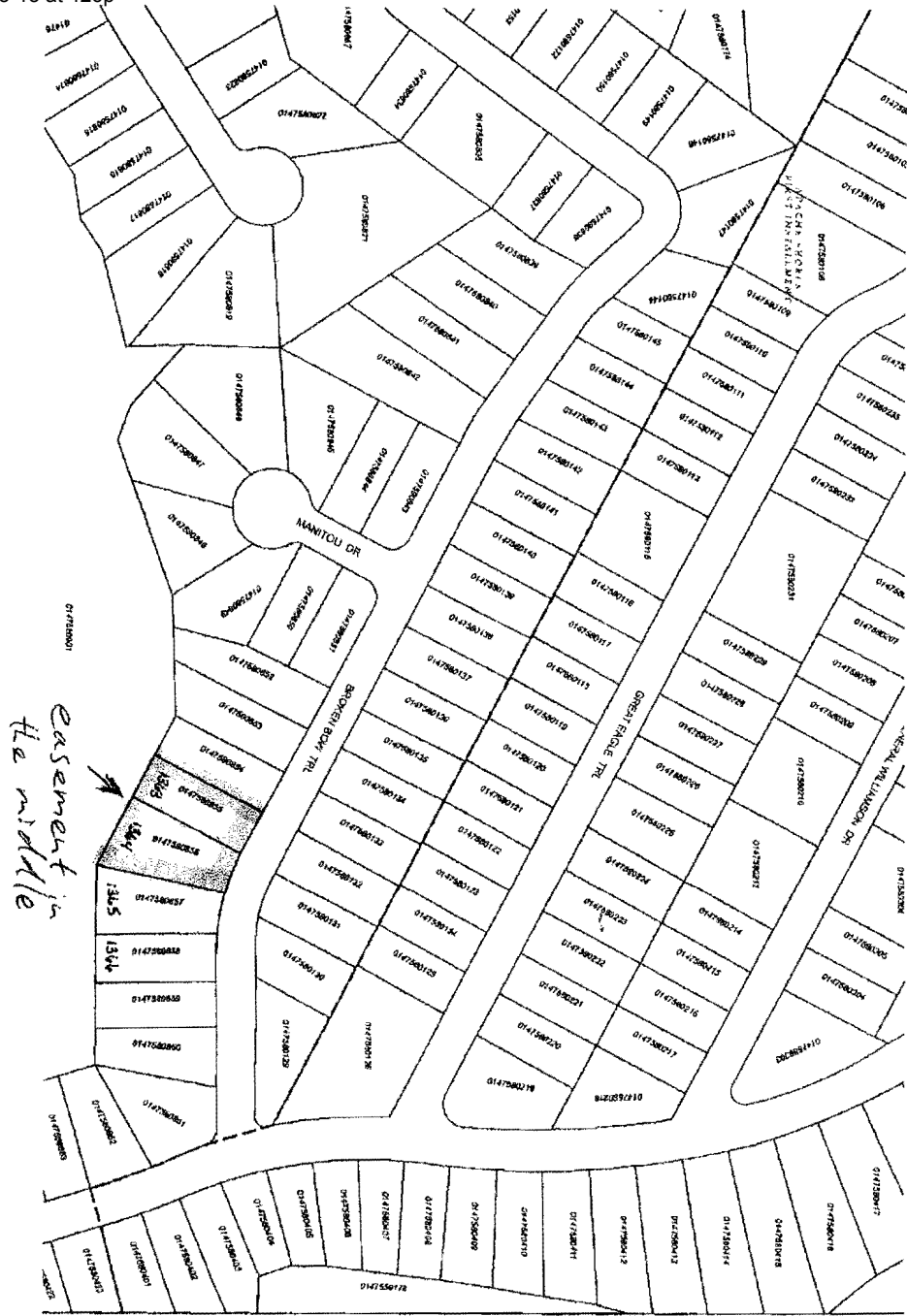
easement in  
the middle

StatePlane\_Texas\_Central\_FIPS\_4203\_Feet  
Projection: Lambert\_Conformal\_Conic

3

**Travis Central Appraisal District**  
8314 Cross Park Drive P.O. Box 1000  
Austin, Texas 78754 Austin, Texas  
Internet Address: [www.traviscad.org](http://www.traviscad.org)  
Main Telephone Number (512) 834-9317 Appraisal Information  
TDD (512) 836-3328





StatePlane\_Texas\_Central\_FIPS\_4203\_Feet  
 Section: Lambert\_Conformal\_Conic

**3**

**Travis Central Appraisal District**  
 8314 Cross Park Drive P.O. Box 1000  
 Austin, Texas 78754 Austin, Texas  
 Internet Address: [www.traviscad.org](http://www.traviscad.org)  
 Main Telephone Number (512) 634-8317 Appraisal Information  
 TDD (512) 636-3328



# SOUTHWESTERN BELL TELEPHONE COMPANY

## RELEASE OF EASEMENT

THIS RELEASE OF EASEMENT, entered into by *SOUTHWESTERN BELL TELEPHONE COMPANY*, a Delaware corporation, GRANTOR, AND *Elmar Bergeler and Devon Donohue-Bergeler*, GRANTEE(S), wherein GRANTOR in consideration of One Dollar (\$1.00) and other valuable consideration, receipt of which is hereby acknowledged, does by these presents ABANDON, RELEASE, RELINQUISH AND DISCLAIM to GRANTEE(S), as is, all or a specific portion of certain easements for telecommunication purposes hereinafter described that affects land owned by GRANTEE(S) situated in *Travis County, Texas*, and described as follows:

Lots 1363 and 1364, Apache Shores, Section 3 (Amended), Deed of record in Document 2012200041, Property Records of Travis County, Texas

Said land of GRANTEE(S) being subject to:

*Easements recorded in Volume 50, Page 81, Plat Records of Travis County, Texas,*

The portion of said easements to be hereby released is described as follows:

*All of the 5 foot PUE along the common property lines of said Lots 1363 and 1364, described above,*

TO HAVE AND TO HOLD same, together with all rights and appurtenances to the same belonging, unto GRANTEE(S), their heirs, successors and assigns forever.

IN WITNESS WHEREOF, GRANTOR has caused this Release of Easement to be executed by its duly authorized officers this 20<sup>th</sup> day of MARCH, 2013

SOUTHWESTERN BELL TELEPHONE COMPANY

Name: DAVID A. WILLIAMS

Title: Lead OSP Plan & Engg Dept Mgr

THE STATE OF TX.  
COUNTY OF TRAVIS

BEFORE ME, the undersigned authority, on this day personally appeared DAVID WILLIAMS, known to me to be the person whose name is subscribed to the foregoing instrument as Manager, Engineering-Design of Southwestern Bell Telephone Company, a Delaware corporation, and acknowledged to me that he/she executed the same for purposes and considerations therein expressed in the capacity stated, and as the act and deed of said corporation.

Given under my hand and seal of office this the 20<sup>th</sup> day of MARCH, 2013.

  
Notary Public in and for the State of TEXAS  
My Commission Expires Jan 16, 2017





**TRANSPORTATION AND NATURAL RESOURCES**

STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE

411 West 13th Street  
Executive Office Building  
PO Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4649

**EASEMENT REQUIREMENT STATEMENT FOR VACATION OF PROPERTY**

An application is being made to Travis County for the vacation of property at Broken Bow Trail (address) and/or Lots 1363 & 1364 Apache Shores Section 3 (legal description) and as described on the enclosed drawing or document. An action of the Commissioners' Court of Travis County is pending your return of this statement. Your prompt reply is requested.

**STATEMENT**

X  We do not have need for an easement on the property as described in the accompanying document.

We do have a need for an easement on the property as described in the accompanying document. A description of the required easement is attached.

Signature  
Sonny Poole

Printed Name  
Mgr., PIRES

Title  
Austin Energy

Utility Company or District  
March 19, 2013

Date

Elmar Bergeler

Name  
609 Rocky River Road

Address  
West Lake Hills, TX 78746

City/State/Zip

elmar.bergeler@gmail.com

Please return this completed form to:



**TRANSPORTATION AND NATURAL RESOURCES**

*Steven M. Manilla, P.E., County Executive*  
700 Lavaca Street – 5<sup>th</sup> Floor  
Travis County Administration Building  
P.O. Box 1748  
Austin, Texas 78767  
tel 512-854-9383  
fax 512-854-4649

**AFFIDAVIT OF POSTING**

**TO: County Judge  
County Commissioners  
Travis County, Texas**

A Public Notice of Vacation sign for two five foot wide public utility easements was posted on May 6, 2013, along the southerly ROW line of Broken Bow Trail at the common lot line of Lots 1363 and 1364 of Apache Shores, Section 3 at a point as near as practical to the area being vacated, and was also posted at the Travis County Courthouse.

CERTIFIED THIS THE 7 DAY OF May, 2013.


SIGNATURE: Jaime Garcia

NAME (PRINT): Jaime Garcia

TITLE: TRV/R&B Supervisor

cc: Garcia (sign shop)

M:\PERMITS\Vacate\13PUE\05-BrokenBowTrail\SignRequest-BrokenBowTr.doc



**NOTICE OF  
PUBLIC HEARING**  
MAY 28, 2013, AT 9:00 AM  
PUBLIC UTILITY EASEMENT VACATION  
TO APPROVE THE VACATION OF TWENTY  
FOOT WIDE PUBLIC UTILITY EASEMENTS  
LOCATED ALONG THE COMMON LOT LINE  
OF LOTS 1363 AND 1364 OF APACHE  
SHORES, SECTION THREE--A SUBDIVISION  
IN PRECINCT THREE.  
A HEARING WILL BE HELD AT  
THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM,  
700 LAVACA ST. AUSTIN, TEXAS  
FOR MORE INFORMATION CALL 654-9383



# NOTICE OF PUBLIC HEARING

MAY 28, 2013, AT 9:00 AM

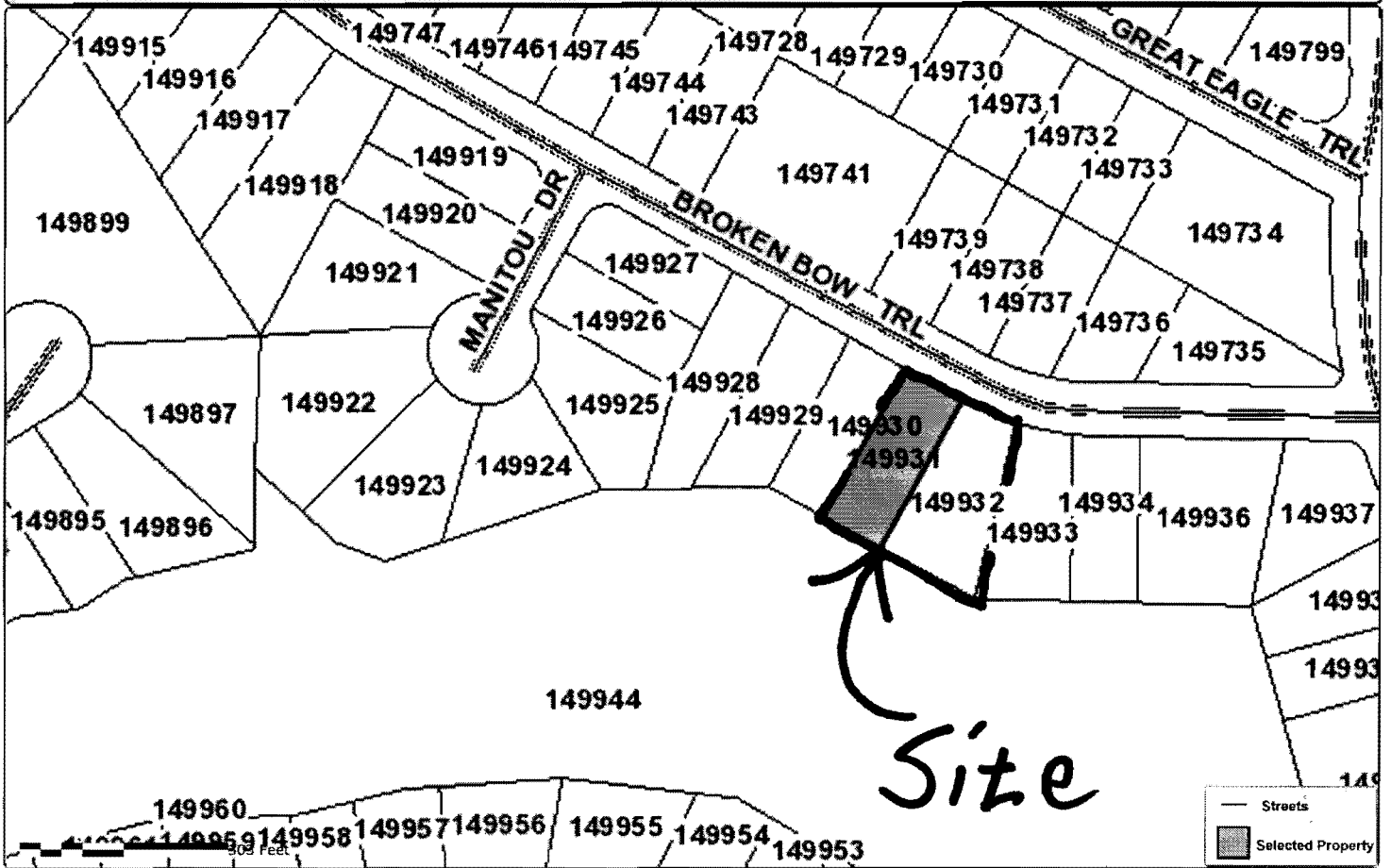
PUBLIC UTILITY EASEMENT VACATION

TO APPROVE THE VACATION OF TWO FIVE  
FOOT WIDE PUBLIC UTILITY EASEMENTS  
LOCATED ALONG THE COMMON LOT LINE  
OF LOTS 1363 AND 1364 OF APACHE  
SHORES, SECTION THREE—A SUBDIVISION  
IN PRECINCT THREE

A HEARING WILL BE HELD AT  
THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
700 LAVACA ST. AUSTIN, TEXAS

FOR MORE INFORMATION CALL 854-9383

### Travis CAD - Map of Property ID 149931 for Year 2013



### Property Details

#### Account

Property ID: 149931  
Geo ID: 0147580855  
Type: Real

Legal Description: LOT 1363 APACHE SHORES SEC 3 AMENDED

#### Location

Situs Address: BROKEN BOW TRL TX 78734  
Neighborhood: R4110 APACHE SHORES  
Mapsc0: 490R  
Jurisdictions: 0A, 03, 07, 2J, 52

#### Owner

Owner Name: BERGELER ELMAR & DEVON DONOHUE-BERGELER  
Mailing Address: , 609 ROCKY RIVER RD, , WEST LAKE HILLS, TX 78746-5343

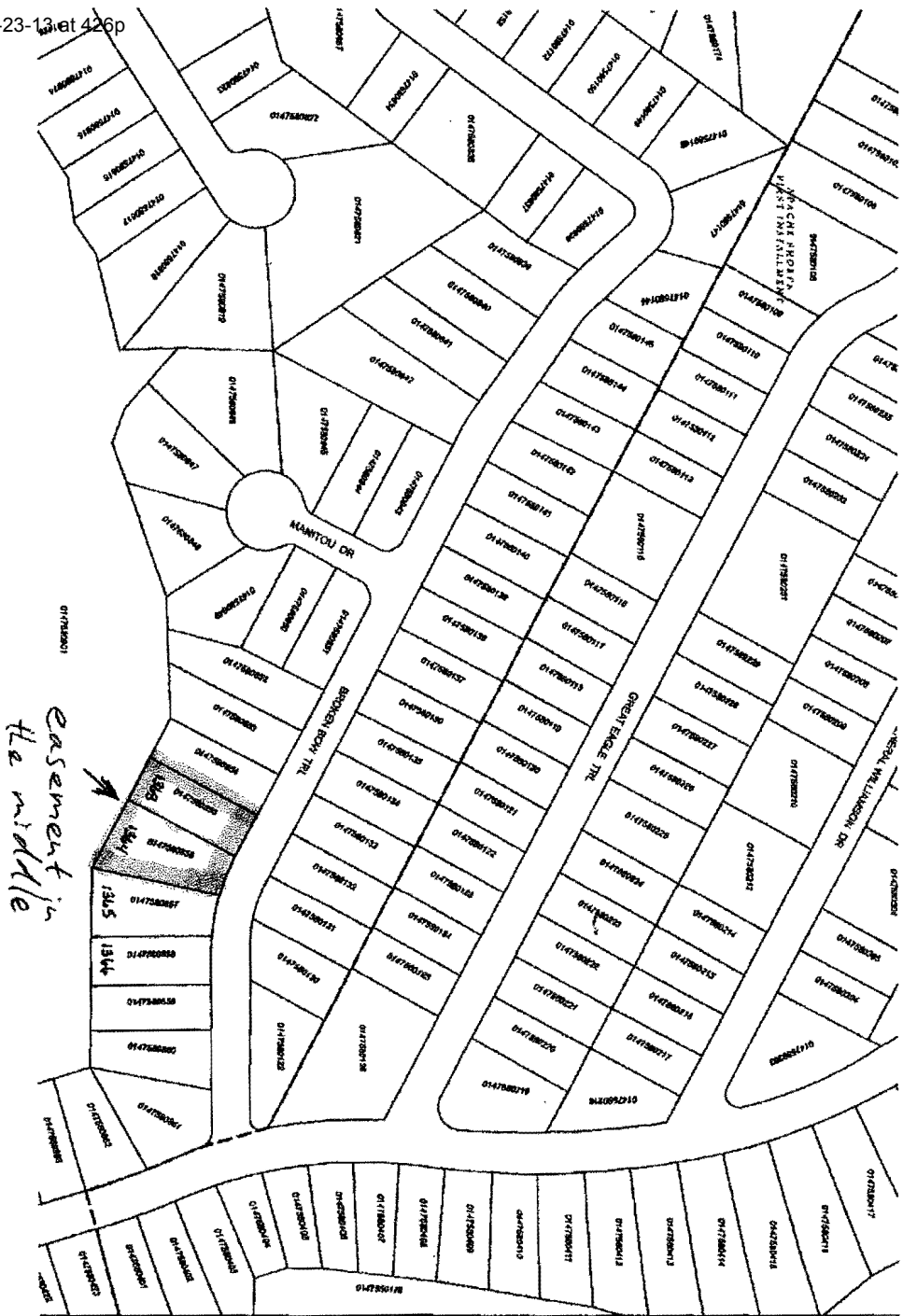
#### Property

Appraised Value: N/A

<http://propaccess.traviscad.org/Map/View/Map/1/149931/2013>

powered by:  
**PropertyACCESS**  
www.travisautomation.com

Map Disclaimer: This tax map was compiled solely for the use of TCAD. Areas depicted by these digital products are approximate, and are not necessarily accurate to mapping, surveying or engineering standards. Conclusions drawn from this information are the responsibility of the user. The TCAD makes no claims, promises or guarantees about the accuracy, completeness or adequacy of this information and expressly disclaims liability for any errors and omissions. The mapped data does not constitute a legal document.



*Easement in the middle*

StatePlane\_Texas\_Central\_FIPS\_4203\_Feet  
 Projection: Lambert\_Conformal\_Conic



**Travis Central Appraisal E**  
 8314 Cross Park Drive P.O. Box 1000  
 Austin, Texas 78764 Austin, Texas  
 Internet Address: [www.traviscad.org](http://www.traviscad.org)  
 Main Telephone Number (512) 634-9317 Appraisal Information  
 TDD (512) 636-3326

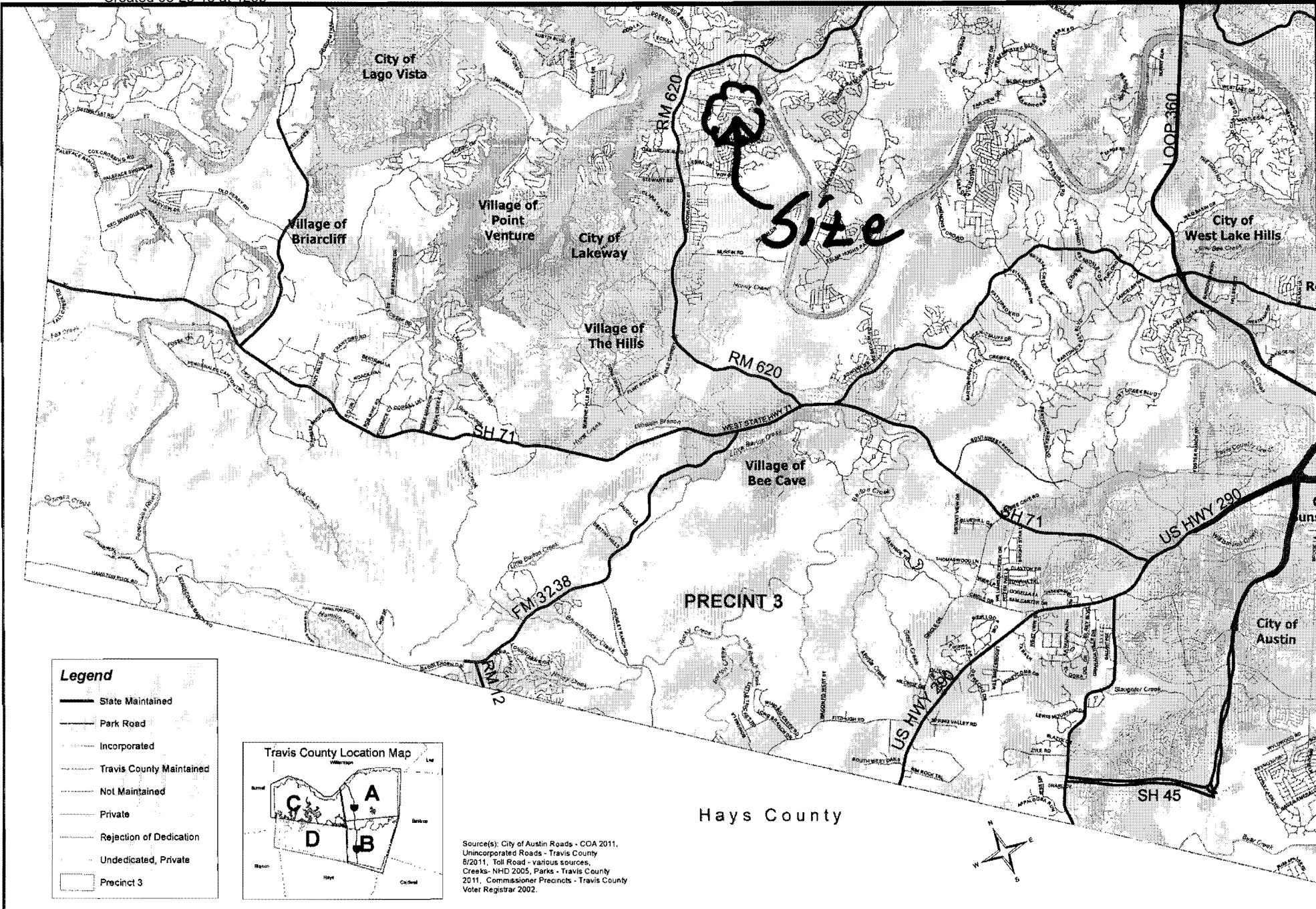


Site

RM 620

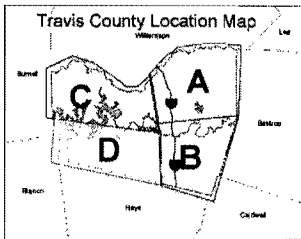
City of Lakeway

Map labels include: CARLOTTA LA SA DR, COMMONS FORD RD, SELMA HIGHS PARK RD, QUINLAN PARK RD, COLORADO RIVER, HONEY CREEK, MURFIN RD, PECAN DR, MEADOWLARK ST, CLARA VAN RD, STEWART RD, OAK GROVE BLVD, LIEBBA DR, FOY DR, RUNNING DEER TR, SUTNER BLVD, and ROCKHILL.

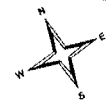


**Legend**

- State Maintained
- Park Road
- Incorporated
- Travis County Maintained
- Not Maintained
- Private
- Rejection of Dedication
- Undedicated, Private
- Precinct 3

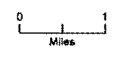


Source(s): City of Austin Roads - COA 2011.  
 Unincorporated Roads - Travis County  
 8/2011, Toll Road - various sources,  
 Creeks- NHD 2005, Parks - Travis County  
 2011, Commissioner Precincts - Travis County  
 Voter Registrar 2002.



Map Disclaimer. The data is provided "as is" with no warranties of any kind

# Travis County Roadways, Map D



Map Prepared by: Travis County, Dept of Transportation & Natural Resources. Date: 6/9/2011





## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013

**Prepared By:** Paul Scoggins **Phone #:** 854-7619

**Division Director/Manager:** Anna M. Bowlin ACCP, Division Director of Development Services and Long Range Planning

**Department Head:** Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Member:** Commissioner Davis, Precinct One

**AGENDA LANGUAGE:** Consider and take appropriate action on the use of an Alternative Fiscal Agreement for Villages of Hidden Lake, Phase 6B-2 - Precinct One.

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

The developer of the subject subdivision requests to enter into an alternative fiscal agreement with Travis County. Under the alternative fiscal agreement the plat will be held in abeyance while the street and drainage facilities are constructed.

### **STAFF RECOMMENDATIONS:**

The request has been reviewed by TNR staff and staff finds the use of the subject agreement meets all Travis County standards. As such, TNR staff recommends the approval of the proposed motion.

### **ISSUES AND OPPORTUNITIES:**

Under Alternative Fiscal the County Executive of TNR holds the plat in abeyance and, upon completion of the items listed below, the Division Director of Development Services authorizes the issuance of a Basic Development Permit for construction of streets and drainage facilities.

#### Plat Status

Staff has reviewed the plat and all comments have been addressed. It meets current standards and has everything in place such that it could be recommended for approval and recordation at this time.

#### Restoration/Erosion Control Fiscal

The fiscal for the subdivision restoration and improvements has been posted with Travis County using as a bond in the amount of \$207,196.00.

#### Access to Publicly Maintained Road

Villages of Hidden Lake, Phase 6B-2 takes access from Hidden Lake Drive, a street maintained by Travis County.

**Waste Water Service**

Wastewater service for this subdivision will be provided by the City of Pflugerville.

**Construction Plans and Engineer’s Estimate of Construction Cost Approved**

All comments by Travis County staff have been addressed and the reviewer is prepared to sign the cover sheets of the plans and issue permit #13-0364. The estimated cost of the improvements is \$690,982.00. This amount includes all costs related to the construction of all streets and drainage facilities (including temporary erosion controls and all structures contributing to the total detention.

The developer has signed the attached statement acknowledging that this action does not imply or guarantee plat approval by the Commissioners Court and that he/she understands the constraints related to the use of alternate fiscal. An Extension of Sixty-Day Period for Completed Plat Application Final Action is also included.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None

**ATTACHMENTS/EXHIBITS:**

- Alternative Fiscal Acknowledgment
- Exhibit “A” – Description
- Extension of Sixty-Day Period
- Maps

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Anna Bowlin	Division Director	Development Services	854-7561

**CC:**


**AB:SM:dv**

**1101 - Development Services - Village of Hidden Lake, Phase 6B-2**

**ORIGINAL**

§ EXHIBIT 82.401 (D)

ALTERNATIVE FISCAL POLICY REQUEST AND ACKNOWLEDGMENT

STATE OF TEXAS           §

COUNTY OF TRAVIS       §

TO THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS:

The undersigned Owner proposes to subdivide that certain tract of land more particularly described in **Exhibit "A"**, which is attached hereto and made a part hereof. The Owner requests that Travis County's Transportation and Natural Resources Department ("TNR") hold the proposed plat of land in abeyance until all of the proposed subdivision Improvements have been constructed to Travis County Standards for the Construction of Streets and Drainage in Subdivisions (the "Standards") to the satisfaction of the County Executive of TNR. In order to qualify for this Alternative Fiscal Policy, the proposed subdivision must meet the access criteria set forth in the Standards.

Under this Policy, the Owner is not required to post fiscal Security to secure the construction of the Improvements, but is required to obtain a Travis County Basic Development Permit. The owner will be required to post fiscal for boundary streets improvements if they are not to be completed during the construction of the Improvements. Additionally, the Owner shall file Security with the submitted Final Plat to secure restoration of disturbed areas should construction not be completed.

Upon satisfactory completion of the Improvements, the submitted plat shall be forwarded by TNR to the Commissioners Court for approval and recording.

If the Owner elects to proceed under this option, the Owner acknowledges and agrees that, until the plat is filed, the Owner may not use the proposed subdivision's description in a contract to convey real property, unless the conveyance is expressly contingent on the recording and approval of the final plat and the purchaser is not given the use or the occupancy of the real property before the recording of the final plat, under penalty of prosecution under Section 12.002 of the Texas Property Code. In addition, the approval of Alternative Fiscal in no way constitutes approval of the proposed plat.

If the plat is to be approved and filed, the Owner must post Security in the amount of 10% of the cost of the completed Improvements and 100% of the cost of the incomplete Improvements to secure the performance of the construction of the Improvements for one year, or more, from the date of the approval of the plat and acceptance of the dedication by the County.

Alternative Fiscal

Exhibit 82.401 (D) Alternative Fiscal Request and Acknowledge – page 2 of 3

Executed this 8<sup>th</sup> day of April, 2013.

OWNER: Buffington VoHL 6A 6A 6B, Ltd.

Address: 3600 N. Capital of Tx Hwy,

By: \_\_\_\_\_

Bldg. B, Ste 170, Austin, TX 78746

Name: James Dorney

Phone: 512-579-4800

Title: President  
Authorized Representative

Fax: 512-579-4801

ACKNOWLEDGEMENT

STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me on the 8<sup>th</sup> day of April, 2013, by James Dorney in the capacity stated herein.

\_\_\_\_\_  
Notary Public in and for the State of Texas

CODY STEVEN THOMAS  
Printed or typed name of notary

My Commission Expires: 7/7/15



TRAVIS COUNTY, TEXAS:

By: \_\_\_\_\_  
County Judge

ACKNOWLEDGEMENT

STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me by County Judge Samuel T. Biscoe, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, in the capacity stated herein.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Printed or typed name of notary

Exhibit 82.401 (D) Alternative Fiscal Request and Acknowledge – page 3 of 3

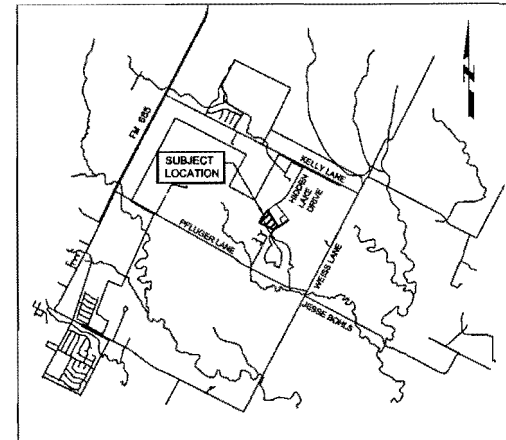
*SAMPLE EXHIBIT "A" OR FIELD NOTES*

**EXHIBIT "A"**

That certain tract of land described as See attached  
subdivision is \_\_\_\_\_ acres, being a portion of that same tract of land described in  
Volume \_\_\_\_\_, Page \_\_\_\_\_ of the Real Property Records of Travis County, Texas, or  
Doc# \_\_\_\_\_ of the Official Public Records, as delineated on a plat under the same  
name which will be held in abeyance until approval is granted by the Travis County  
Commissioners' Court.

FINAL PLAT OF  
**THE VILLAGES OF HIDDEN LAKE**  
**PHASE 6B-2**  
13.79 ACRES OUT OF GEORGE M. MARTIN  
SURVEY NO. 9, ABSTRACT NO. 529,  
TRAVIS COUNTY, TEXAS

LOCATOR MAP



**TRAVIS COUNTY CONSUMER PROTECTION  
NOTICE FOR HOMEBUYERS**

**IF YOU ARE BUYING A LOT OR HOME, YOU SHOULD DETERMINE WHETHER IT IS INSIDE OR OUTSIDE THE CITY LIMITS. DEPENDING ON STATE LAW AND OTHER FACTORS, LAND OUTSIDE THE CITY LIMITS MAY BE SUBJECT TO FEWER LOCAL GOVERNMENT CONTROLS OVER THE DEVELOPMENT AND USE OF LAND THAN INSIDE THE CITY LIMITS. BECAUSE OF THIS, LOCAL GOVERNMENT MAY NOT BE ABLE TO RESTRICT THE NATURE OR EXTENT OF DEVELOPMENT NEAR THE LOT OR HOME NOR PROHIBIT NEARBY LAND USES THAT ARE *INCOMPATIBLE WITH A RESIDENTIAL NEIGHBORHOOD*. THIS CAN AFFECT THE VALUE OF YOUR PROPERTY. TRAVIS COUNTY REQUIRES THIS NOTICE TO BE PLACED ON SUBDIVISION PLATS. IT IS NOT A STATEMENT OR REPRESENTATION OF THE OWNER OF THE PROPERTY, THE SUBDIVIDER, OR THEIR REPRESENTATIVES.**

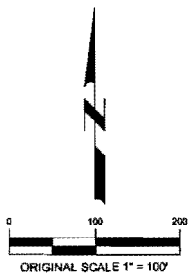
SHEET 1 OF 4  
PROJECT NO. 2143-2-004-22

**BAKER-AICKLEN & ASSOCIATES, INC.**  
907 WEST LIBERTY AVE.  
ROUND ROCK, TEXAS 78664  
512-244-9620  
ENGINEERING FIRM # P-45  
SURVEY FIRM # 100031-C  
TRAE # 1797  
ROUND ROCK

# Exhibit "A"

## FINAL PLAT OF THE VILLAGES OF HIDDEN LAKE PHASE 6B-2 13.79 ACRES OUT OF GEORGE M. MARTIN SURVEY NO. 9, ABSTRACT NO. 529, TRAVIS COUNTY, TEXAS

LEGEND	
●	1/2" IRON ROD FOUND
○	IRON ROD WITH CAP FOUND
▲	NAIL FOUND
●	1" X IN CONCRETE FOUND
○	1/2" IRON ROD WITH "BAKER-AICKLEN" CAP SET
□	1/2" IRON ROD WITH "BAKER-AICKLEN" CAP SET IN CONCRETE
△	MAG NAIL SET
+	BENCHMARK
P.U.E.	PUBLIC UTILITY EASEMENT
D.E.	DRAINAGE EASEMENT
ESMT.	EASEMENT
WW	WASTEWATER
B.L.	BUILDING SETBACK LINE
R.O.W.	RIGHT-OF-WAY
---	PROPOSED SIDEWALK



STREET NAME	LINEAR FOOTAGE	R.O.W. WIDTH
DREYER SPRINGS LANE	488.88	50'
ANCOR BAY DRIVE	856.71	50'
WETLAND DRIVE	660.29	50'
<b>TOTAL</b>	<b>2013.88'</b>	

TOTAL AREA OF SITE:	13.79 ACRES
TOTAL AREA OF STREETS:	2.41 ACRES
TOTAL AREA OF RESIDENTIAL LOTS:	8.73 ACRES
TOTAL AREA OF EASEMENT LOTS:	2.65 ACRES

TOTAL NUMBER OF BLOCKS:	3
TOTAL NUMBER OF RESIDENTIAL LOTS:	49
TOTAL NUMBER OF EASEMENT/LANDSCAPE LOTS:	2
TOTAL NUMBER OF LOTS:	51



### DESCRIPTION

FOR A 13.79 ACRE TRACT OF LAND SITUATED IN THE GEORGE M. MARTIN SURVEY NO. 9, ABSTRACT NO. 529, TRAVIS COUNTY, TEXAS, BEING A PORTION OF A CALLED 29.69 ACRE TRACT AS DESCRIBED IN A DEED TO BUFFINGTON VOHL SA, 6A, 6B, LTD., A TEXAS LIMITED PARTNERSHIP AND RECORDED IN DOCUMENT NO. 2008178332 OF THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY, SAID 13.79 ACRE TRACT, AS SHOWN ON THE ACCOMPANYING SKETCH, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**BEGINNING** at an iron rod with cap marked "Two" found for the most westerly corner of said 29.69 acre tract, same being on the northeast line of a called 50.00 acre tract as described in a deed to Pfenewer Family, L.P., and recorded in Volume 6024, Page 2134 of the Deed Records of said County and Volume 13091, Page 10 of the Real Property Records of said County, same being on the southeast right-of-way line of Hidden Lake Drive (90 foot right-of-way width) according to the Plat of The Villages of Hidden Lake, Phase 6A and recorded in Document No. 200600148 of the Official Public Records of said County, for the west corner and **POINT OF BEGINNING** hereof;

**THENCE** with the northwest line of said 29.69 acre tract, same being the southeast right-of-way line of said Hidden Lake Drive, the following two (2) courses and distances:

- 1) **N 37° 13' 46" E** for a distance of 118.16 feet to a 1/2" iron rod with "Pate" cap found for a point of curvature hereof, and
- 2) with the arc of a curve to the right, having a radius of 2355.00 feet, an arc length of 786.58 feet, a central angle of 19° 08' 14" and a chord which bears, **N 34° 44' 29" E** for a distance of 783.93 feet to a 1/2" iron rod with "Baker-Aicklen" cap set for the north corner hereof;

**THENCE** through the interior of said 29.69 acre tract, the following three (3) courses and distances:

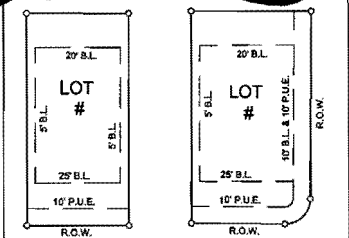
- 1) **S 16° 58' 43" E** for a distance of 132.93 feet to a 1/2" iron rod with "Baker-Aicklen" cap set for an angle point hereof, and
- 2) **S 32° 45' 51" E** for a distance of 958.00 feet to a 1/2" iron rod with "Baker-Aicklen" cap set for an angle point hereof, and
- 3) **S 77° 45' 51" E** for a distance of 49.28 feet to a 1/2" iron rod with "Baker-Aicklen" cap set on the southeast line of said 29.69 acre tract, same being the northeast right-of-way line of Silent Harbor Loop (50 foot right-of-way width) according to the Plat of The Villages of Hidden Lake, Phase 2B recorded in Document No. 200400109, and the Plat of The Villages of Hidden Lake, Phase 3A recorded in Document No. 200700104 of the Official Public Records of said County, for the east corner hereof;

**THENCE** with the southeast line of said 29.69 acre tract, same being the northeast right-of-way line of said Silent Harbor Loop, the following two (2) courses and distances:

- 1) **S 61° 15' 26" W** for a distance of 208.55 feet to an iron rod with "O.R.R." cap found for a point of curvature hereof, and
- 2) with the arc of a curve to the left, having a radius of 519.89 feet, an arc length of 168.36 feet, a central angle of 18° 55' 01" and a chord which bears, **S 81° 44' 04" W** for a distance of 167.42 feet to a 1/2" iron rod with "Baker-Aicklen" cap set for the south corner of said 29.69 acre tract, same being an angle point on the northeast right-of-way line of said Silent Harbor Loop, for the south corner hereof;

**THENCE** with the southwest line of said 29.69 acre tract, same being in part with the northeast right-of-way line of said Silent Harbor Loop, in part with the north line of a called 3.543 acre tract as described in a deed to the City of Pflugerville, Texas and recorded in Document No. 200324738 of the Official Public Records of said County, in part with the north line of a called 8.50 acre tract as described in a deed to Lester Ray Johnson, Jr. and recorded in Volume 12628, Page 534 of the Real Property Records of said County, and in part with the northeast line of said 50.00 acre tract, the following four (4) courses and distances:

- 1) **N 62° 55' 51" W** for a distance of 31.28 feet to an iron rod with "Two" cap found for the northeast corner of said 3.543 acre tract, same being an angle point on the northeast right-of-way line of said Silent Harbor Loop, for an angle point hereof;
- 2) **N 43° 19' 07" W** for a distance of 68.02 feet to a 1/2" iron rod found for the northwest corner of said 3.543 acre tract, same being the northeast corner of said 8.50 acre tract, for an angle point hereof;
- 3) **N 62° 56' 10" W** for a distance of 799.41 feet to a 1/2" iron rod with "Baker-Aicklen" cap set for the northwest corner of said 8.50 acre tract, same being the northeast corner of said 50.00 acre tract, for an angle point hereof;
- 4) **N 43° 01' 57" W** for a distance of 23.12 feet to the **POINT OF BEGINNING** hereof and containing 13.79 acres of land.



FRONT SETBACK: 25 FEET  
 SIDE STREET SETBACK: 10 FEET  
 REAR SETBACKS: 20 FEET  
 SIDE LINE SETBACK: 5 FEET

**TYPICAL LOT DETAILS**

PLAT PREPARED DURING:  
 SEPTEMBER, 2012

**BAKER-AICKLEN & ASSOCIATES, INC.**  
 507 WEST LIBERTY AVE.  
 ROUND ROCK, TEXAS 78664  
 (512) 244-9822  
 ENGINEERING PERM # 1445  
 SURVEY PERM # 102231-1-0  
 ROUND ROCK TEXAS # 1787

BENCHMARK TABLE				
NO.	GRID NORTHING	GRID EASTING	ELEVATION	DESCRIPTION
#1	10138889	3185889	652.47	SQUARE CUT
#2	10138003	3185550	648.30	SQUARE CUT

OWNER: BUFFINGTON VOHL SA 6A 6B LTD,  
 A TEXAS LIMITED PARTNERSHIP  
 CONTACT: CHRIS FIELDS  
 ADDRESS: 3600 CAPITAL OF TEXAS HIGHWAY  
 BUILDING B, SUITE 170  
 AUSTIN, TEXAS 78748  
 PHONE NUMBER: (512) 732-2825

ENGINEER: BAKER-AICKLEN AND ASSOCIATES, INC.  
 CONTACT: STEVEN S. CRAWFORD, P.E.  
 ADDRESS: 507 WEST LIBERTY AVE.  
 ROUND ROCK, TEXAS 78664  
 PHONE NUMBER: (512) 244-9822  
 FAX NUMBER: (512) 244-9823

SURVEYOR: BAKER-AICKLEN AND ASSOCIATES, INC.  
 CONTACT: MARGARET A. NOLEN, R.P.L.S.  
 ADDRESS: 507 WEST LIBERTY AVE.  
 ROUND ROCK, TEXAS 78664  
 PHONE NUMBER: (512) 244-9822  
 FAX NUMBER: (512) 244-9823

DISTRICT: NORTHEAST TRAVIS COUNTY UTILITY DISTRICT  
 ADDRESS: 800 BLUFFSTONE COVE,  
 SUITE 8104  
 AUSTIN, TEXAS 78756

\\SLSRV161\myproj\PROJECTS\THE VILLAGES OF HIDDEN LAKE\PHASE 6B\PLAT\DWG\The Villages of Hidden Lake Phase 6B-2.dwg (SHEET 2) February 21, 2013 - 10:06p



FINAL PLAT OF  
**THE VILLAGES OF HIDDEN LAKE**  
**PHASE 6B-2**  
 13.79 ACRES OUT OF GEORGE M. MARTIN  
 SURVEY NO. 9, ABSTRACT NO. 529,  
 TRAVIS COUNTY, TEXAS

CURVE TABLE					
CURVE NO.	RADIUS	ARC LENGTH	CENTRAL ANGLE	CHORD BEARING	CHORD DISTANCE
C1	2355.00	53.15'	001°17'30"	N36°07'01"E	53.15'
C2	510.00	77.83'	008°44'37"	S55°27'09"W	77.78'
C3	2355.00	10.83'	000°15'31"	N37°17'58"E	10.83'
C4	25.00	38.81'	089°10'12"	N72°00'51"E	35.10'
C5	125.00	23.23'	010°38'50"	S68°43'31"E	23.20'
C6	125.00	44.36'	020°19'52"	S84°12'55"E	44.12'
C7	125.00	44.36'	020°19'59"	N75°27'10"E	44.13'
C8	125.00	17.88'	008°03'01"	N51°15'40"E	17.55'
C9	15.00	23.88'	090°00'00"	S77°45'51"E	21.21'
C10	15.00	21.96'	083°50'41"	S09°09'30"W	20.04'
C11	510.00	52.69'	005°55'10"	S48°07'15"W	52.87'
C12	510.00	25.88'	002°53'07"	S43°43'07"W	25.88'
C13	2355.00	111.27'	002°42'28"	N28°48'58"E	111.28'
C14	2355.00	43.57'	001°03'36"	N30°59'56"E	43.57'
C15	2355.00	58.10'	001°24'48"	N31°54'11"E	58.10'
C16	2355.00	80.35'	001°28'08"	N33°20'38"E	80.35'
C17	2355.00	57.22'	001°23'31"	N34°46'27"E	57.22'
C18	2355.00	53.15'	001°17'35"	N36°07'01"E	53.15'
C19	2355.00	53.08'	001°17'29"	N37°24'33"E	53.07'
C20	2355.00	53.03'	001°17'24"	N38°41'59"E	53.02'

CURVE TABLE					
CURVE NO.	RADIUS	ARC LENGTH	CENTRAL ANGLE	CHORD BEARING	CHORD DISTANCE
C21	2355.00	53.00'	001°17'22"	N38°58'23"E	53.00'
C22	2355.00	82.30'	002°00'08"	N41°38'08"E	82.30'
C23	2355.00	150.88'	003°40'18"	N44°28'20"E	150.85'
C24	15.00	23.56'	090°00'00"	N16°24'04"W	21.21'
C25	375.00	27.41'	004°11'14"	N28°41'33"E	27.40'
C26	375.00	63.21'	009°38'28"	N36°38'54"E	63.13'
C27	15.00	23.58'	090°00'00"	N85°28'37"E	21.21'
C28	225.00	60.88'	015°29'55"	S41°48'28"E	60.88'
C29	225.00	5.08'	001°17'37"	S33°24'39"E	5.08'
C30	5.00	5.24'	090°00'00"	N52°45'51"E	5.00'
C31	15.00	15.71'	090°00'00"	S02°45'51"E	15.00'
C32	15.00	15.71'	090°00'00"	S82°45'51"E	15.00'
C33	5.00	5.24'	090°00'00"	S82°48'51"E	5.00'
C34	15.00	23.56'	090°00'00"	S12°14'09"W	21.21'
C35	75.00	77.71'	086°21'47"	S86°58'03"W	74.28'
C36	510.00	12.18'	001°22'07"	S60°30'30"W	12.18'
C37	15.00	22.56'	087°24'42"	N78°28'12"W	20.73'
C38	510.00	77.83'	008°44'31"	S55°27'09"W	77.78'
C39	275.00	6.59'	001°22'28"	N32°27'03"W	6.59'
C40	275.00	45.89'	009°33'37"	N38°50'05"W	45.83'

CURVE TABLE					
CURVE NO.	RADIUS	ARC LENGTH	CENTRAL ANGLE	CHORD BEARING	CHORD DISTANCE
C41	275.00	26.12'	005°51'30"	N48°37'38"W	26.11'
C42	15.00	23.56'	090°00'00"	N04°33'23"W	21.21'
C43	15.00	13.82'	052°01'12"	N86°27'13"E	13.16'
C44	50.00	53.53'	081°20'09"	N81°47'45"E	51.01'
C45	50.00	100.71'	115°24'36"	N28°54'38"W	84.53'
C46	50.00	80.28'	096°02'58"	S81°11'35"W	86.88'
C47	50.00	33.38'	038°14'42"	S07°32'46"W	32.78'
C48	15.00	13.82'	052°01'12"	S14°28'01"W	13.16'
C49	425.00	28.38'	003°49'23"	S38°31'58"W	28.35'
C50	425.00	47.54'	008°24'32"	S33°24'58"W	47.51'
C51	425.00	28.80'	003°38'48"	S28°24'19"W	28.79'
C52	15.00	23.56'	090°00'00"	S71°35'56"W	21.21'
C53	25.00	40.61'	093°32'14"	N16°37'57"W	36.43'
C54	125.00	129.51'	056°21'47"	N88°55'03"E	123.79'
C55	375.00	90.81'	013°50'41"	N33°31'17"E	90.38'
C56	225.00	65.94'	016°47'32"	S41°09'37"E	65.71'
C57	50.00	247.57'	284°02'25"	N49°33'23"W	61.54'
C58	425.00	102.89'	013°50'41"	N33°31'17"E	102.44'
C59	275.00	80.80'	016°47'32"	S41°09'37"E	80.31'

GENERAL NOTES

- PROPERTY OWNER AND/OR HIS/HER ASSIGNS SHALL PROVIDE FOR ACCESS TO THE DRAINAGE EASEMENT AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY TRAVIS COUNTY AND THE CITY OF PFLUGERVILLE FOR INSPECTION OR MAINTENANCE OF SAID EASEMENT.
- WATER AND WASTEWATER SERVICE TO THIS TRACT WILL BE PROVIDED BY THE CITY OF PFLUGERVILLE.
- PUBLIC SIDEWALKS ARE REQUIRED ALONG BOTH SIDES OF ALL STREETS. ALL SIDEWALKS TO BE FOUR (4) FEET WIDE.
- ALL LOTS IN THIS SUBDIVISION ARE SUBJECT TO RESTRICTIVE COVENANTS RECORDED IN DOCUMENT NO. 2003103971 OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS.
- A TRAVIS COUNTY DEVELOPMENT PERMIT IS REQUIRED PRIOR TO ANY SITE DEVELOPMENT.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF PFLUGERVILLE WATER AND WASTEWATER SYSTEM.
- ALL CONSTRUCTION WITHIN THE BOUNDARY OF THIS PLAT MUST COMPLY WITH THE CITY OF PFLUGERVILLE BUILDING CODE INCLUDING THE REQUIREMENTS TO OBTAIN PERMITS AND REQUEST INSPECTIONS.
- THE OWNER/SUBDIVIDER, AS LISTED ON THIS PLAT, SHALL BE RESPONSIBLE FOR POSTING FISCAL SURETY FOR THE CONSTRUCTION OF ALL CONCRETE SIDEWALKS AS SHOWN OR LISTED ON THE PLAT, WHETHER INSTALLED BY THE OWNER/DEVELOPER OR INDIVIDUAL HOMEBUILDERS. IT IS THE RESPONSIBILITY OF THE OWNER/SUBDIVIDER TO ENSURE ALL SIDEWALKS ARE ADA COMPLIANT AND BUILT IN SUBSTANTIAL COMPLIANCE WITH THE PROVISIONS OF THE TEXAS ARCHITECTURAL BARRIERS ACT, ARTICLE 1102, TEXAS CIVIL STATUTES, AS ADMINISTERED BY THE TEXAS DEPARTMENT OF LICENSING AND REGULATION OR TO REQUEST PRE-CONSTRUCTION VARIANCES FOR ANY PROPOSED SIDEWALKS NOT MEETING ADA REQUIREMENTS. APPLICATION FOR THE VARIANCES SHALL BE REQUIRED BEFORE ISSUANCE OF THE DEVELOPMENT PERMIT.

- THE 100-YEAR FLOODPLAIN IS CONTAINED WITHIN THE DRAINAGE EASEMENT(S) AS SHOWN HEREON. NO PORTION OF THIS TRACT IS WITHIN THE DESIGNATED FLOOD HAZARD AREA AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NO. 484530280R1 TRAVIS COUNTY, TEXAS, DATED SEPTEMBER 28, 2008.
- A 10' (10) FOOT PUBLIC UTILITY EASEMENT IS HEREBY DEDICATED ADJACENT TO ALL PUBLIC RIGHT-OF-WAY.
- BENCHMARKS:
  - BENCHMARK #1: SQUARE CUT SET ON THE SOUTH END OF THE CONCRETE HEADWALL WHERE IT MEETS THE WINGWALL, ON THE WEST END OF THE DRAINAGE CHANNEL, LOCATED ON THE EAST SIDE OF HIDDEN LAKE DRIVE. ELEVATION: 652.47 NAVD 83
  - BENCHMARK #2: SQUARE CUT SET ON THE NORTH END OF THE CONCRETE HEADWALL, ON THE EAST END OF THE DRAINAGE CHANNEL, LOCATED ON THE WEST SIDE OF SILENT HARBOR LOOP. ELEVATION: 648.30' NAVD 83
- ALL BEARINGS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM CENTRAL ZONE.
- LOT 17, BLOCK SS IS HEREBY DEDICATED AS AN OPEN SPACE, WASTEWATER EASEMENT, AND DRAINAGE EASEMENT LOT TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
- LOT 17, BLOCK UU IS HEREBY DEDICATED AS AN OPEN SPACE, DRAINAGE EASEMENT, AND P.U.E. LOT TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
- THIS SUBDIVISION IS SUBJECT TO ALL CITY OF PFLUGERVILLE ORDINANCES RELATED TO TREE PRESERVATION INCLUDING BUT NOT LIMITED TO SUBCHAPTER 12 OF THE UNITED DEVELOPMENT CODE AND THE TREE TECHNICAL MANUAL, AS AMENDED.
- NON-RESIDENTIAL LOTS (INCLUDING LANDSCAPE AND GREEN SPACE) AND LANDSCAPE EASEMENTS TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.

- LOTS WITH DOUBLE AND TRIPLE FRONTAGE ARE ALLOWED ACCESS TO ONLY ONE STREET. LOT ACCESS TO HIDDEN LAKE CROSSING AND SILENT HARBOR LOOP IS PROHIBITED.
- THIS PLAT IS SUBJECT TO SUB-DISTRICT TYPE FIVE DEVELOPMENT AS DEFINED IN THE COMPREHENSIVE DEVELOPMENT AGREEMENT.
- ASSESSED IMPACT FEE RATE PER SERVICE UNIT WITH A 5/8 INCH METER SIZE FOR WATER SHALL BE \$2403 AND FOR WASTEWATER SHALL BE \$2414 WITH ADDITIONAL FEES AS STATED WITHIN THE COMPREHENSIVE DEVELOPMENT AGREEMENT.
- STREETLIGHTS SHALL BE INSTALLED WITH THE PUBLIC IMPROVEMENTS PER ALL CITY OF PFLUGERVILLE STANDARDS AND OPERATIONAL.
- ALL (NEW) TELEPHONE, CABLE TELEVISION AND ELECTRIC UTILITY LATERAL AND SERVICE LINES AND WIRES SHALL BE PLACED UNDERGROUND. ALL ELECTRICAL, CABLE TELEVISION AND TELEPHONE SUPPORT EQUIPMENT (TRANSFORMERS, AMPLIFIERS, SWITCHING DEVICES, ETC.) NECESSARY FOR UNDERGROUND INSTALLATIONS IN SUBDIVISION SHALL BE PAD MOUNTED OR PLACED UNDERGROUND IN A PUBLIC UTILITY EASEMENT RATHER THAN RIGHT-OF-WAY, WHERE EXISTING OVERHEAD ELECTRICAL SERVICE EXISTS, ELECTRIC UTILITY SERVICE LINES FOR STREET OR SITE LIGHTING SHALL BE PLACED UNDERGROUND.
- THIS PLAT IS WITHIN THE CITY OF PFLUGERVILLE ETJ.
- LOTS 1, 13, AND 18, BLOCK UU, LOTS 1, 15, AND 26, BLOCK SS, AND LOTS 1, 4, AND 8, BLOCK T HAVE RESTRICTED ACCESS TO ONE STREET.
- NO OBJECTS, INCLUDING BUT NOT LIMITED TO, BUILDINGS, FENCES, OR LANDSCAPING SHALL BE ALLOWED IN A DRAINAGE EASEMENT EXCEPT AS APPROVED BY TRAVIS COUNTY.
- ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE OWNER AND/OR HIS/HER ASSIGNS.



**BAKER-AICKLEN & ASSOCIATES, INC.**  
 507 WEST LIBERTY AVE.  
 ROUND ROCK, TEXAS 78664  
 (512) 244-9652  
 ENGINEERING FIRM # F-40  
 SURVEY FIRM # 10022110  
 TBAE # 1787

# FINAL PLAT OF THE VILLAGES OF HIDDEN LAKE PHASE 6B-2

13.79 ACRES OUT OF GEORGE M. MARTIN  
SURVEY NO. 9, ABSTRACT NO. 529,  
TRAVIS COUNTY, TEXAS

THE STATE OF TEXAS )  
KNOW ALL MEN BY THESE PRESENTS  
COUNTY OF TRAVIS )

THAT I, JAMES DORNEY, ACTING ON BEHALF OF BUFFINGTON V04L SA 6A 6B, LTD., A TEXAS LIMITED PARTNERSHIP, GENERAL PARTNER, BEING THE OWNER OF 13.79 ACRES OF LAND OUT OF THE GEORGE M. MARTIN SURVEY NO. 9, ABSTRACT NO. 529 IN TRAVIS COUNTY, TEXAS, SAME BEING CONVEYED BY DEED OF RECORD IN DOCUMENT NO. 2006178332, OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, DOES HEREBY SUBDIVIDE 13.79 ACRES OF LAND, IN ACCORDANCE WITH THE ATTACHED PLAT, PURSUANT TO CHAPTER 232 OF THE TEXAS LOCAL GOVERNMENT CODE, TO BE KNOWN AS:

THE VILLAGES OF HIDDEN LAKE, PHASE 6B-2

AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF ALL THE STREETS, ALLEYS, PARKS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D.

BUFFINGTON V04L SA 6A 6B, LTD., A TEXAS LIMITED PARTNERSHIP

BY: \_\_\_\_\_  
PRINTED NAME: JAMES DORNEY  
TITLE: PRESIDENT  
3900 N. CAPITAL OF TEXAS HIGHWAY  
BLDG. 8, SUITE 170  
AUSTIN, TEXAS 78748

THE STATE OF TEXAS )  
KNOW ALL MEN BY THESE PRESENTS  
COUNTY OF TRAVIS )

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED

\_\_\_\_\_ ACTING ON BEHALF OF BUFFINGTON V04L SA 6A 6B, LTD., A TEXAS LIMITED PARTNERSHIP, GENERAL PARTNER KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT OF WRITING, AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED.

WITNESS MY HAND, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D.

NOTARY PUBLIC, STATE OF TEXAS \_\_\_\_\_

### COMMISSIONERS' COURT RESOLUTION

IN APPROVING THIS PLAT, THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, ASSUMES NO OBLIGATION TO BUILD THE STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, AND ALL BRIDGES AND CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, IS THE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS.

THE OWNER(S) OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREET AND DRAINAGE IMPROVEMENTS (THE "IMPROVEMENTS") TO COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE FISCAL SECURITY POSTED TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION, THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF IMPROVEMENTS. THE OWNER(S) OBLIGATION TO CONSTRUCT THE IMPROVEMENTS TO COUNTY STANDARDS AND TO POST THE FISCAL SECURITY TO SECURE SUCH CONSTRUCTION IS A CONTINUING OBLIGATION BINDING ON THE OWNERS AND THEIR SUCCESSORS AND ASSIGNS UNTIL THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY, OR THE PRIVATE IMPROVEMENTS HAVE BEEN CONSTRUCTED AND ARE PERFORMING TO COUNTY STANDARDS.

THE AUTHORIZATION OF THIS PLAT BY THE COMMISSIONERS COURT FOR FILING OR THE SUBSEQUENT ACCEPTANCE FOR MAINTENANCE BY TRAVIS COUNTY, TEXAS, OF ROADS AND STREETS IN THE SUBDIVISION DOES NOT OBLIGATE THE COUNTY TO INSTALL STREET NAME SIGNS OR ERECT TRAFFIC CONTROL SIGNS, SUCH AS SPEED LIMIT, STOP SIGNS, AND YIELD SIGNS, WHICH IS CONSIDERED TO BE A PART OF THE DEVELOPER'S CONSTRUCTION.

I, STEVEN S. CRAUFORD, P.E., AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STANDPOINT, IS COMPLETE AND COMPLIES WITH THE ENGINEERING RELATED PORTIONS OF CHAPTER 82 OF THE TRAVIS COUNTY SUBDIVISION REGULATIONS, AND THE CITY OF PFLUGERVILLE SUBDIVISION REGULATIONS, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NO PORTION OF THIS TRACT IS WITHIN THE BOUNDARIES OF THE 100-YEAR FLOOD PLAIN OF ANY WATERWAY THAT IS WITHIN THE LIMITS OF STUDY OF THE FEDERAL FLOOD INSURANCE ADMINISTRATION, FIRM PANEL NO. 49453C02804, DATE SEPTEMBER 26, 2000, FOR TRAVIS COUNTY, TEXAS.

STEVEN S. CRAUFORD, P.E. \_\_\_\_\_ DATE \_\_\_\_\_  
LIC. NO. 62677  
BAKER-AICKLEN AND ASSOC. INC.  
507 WEST LIBERTY AVE.  
ROUND ROCK, TEXAS 78664  
PHONE NUMBER: (512) 244-9620  
FAX NUMBER: (512) 244-9623

THAT I, MARGARET A. NOLEN, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ACCURATE ON-THE-GROUND SURVEY OF THE LAND, AND THAT ALL CORNER MONUMENTS SHOWN THEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, IN ACCORDANCE WITH THE SUBDIVISION CODE OF THE CITY OF PFLUGERVILLE, TEXAS AND THAT ALL KNOWN EASEMENTS WITHIN THE BOUNDARY OF THE PLAT ARE SHOWN HEREON.

MARGARET A. NOLEN \_\_\_\_\_ DATE \_\_\_\_\_  
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5589  
BAKER-AICKLEN AND ASSOC. INC.  
507 WEST LIBERTY AVE.  
ROUND ROCK, TEXAS 78664  
PHONE NUMBER: (512) 244-9620  
FAX NUMBER: (512) 244-9623

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_ KNOW ALL MEN BY THESE PRESENTS

I, DANA DEBEALVOIR, CLERK OF TRAVIS COUNTY, TEXAS DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D., AT \_\_\_\_\_ O'CLOCK, \_\_\_\_\_ M., DULY RECORDED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D. AT \_\_\_\_\_ O'CLOCK, \_\_\_\_\_ M., PLAT RECORDS OF SAID COUNTY AND STATE IN DOCUMENT NUMBER \_\_\_\_\_ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THE \_\_\_\_\_ DAY

OF \_\_\_\_\_, 20\_\_\_\_, A.D.

DANA DEBEALVOIR, COUNTY CLERK  
TRAVIS COUNTY, TEXAS.

DEPUTY \_\_\_\_\_

THE STATE OF TEXAS  
COUNTY OF TRAVIS

I, DANA DEBEALVOIR, CLERK OF TRAVIS COUNTY, TEXAS DO HEREBY CERTIFY THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D., THE COMMISSIONERS' COURT OF TRAVIS COUNTY, TEXAS PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT AND THAT SAID ORDER WAS DULY ENTERED IN THE MINUTES OF SAID COURT.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D.

DANA DEBEALVOIR, COUNTY CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF PFLUGERVILLE, TEXAS, ON BEHALF OF THE CITY.

BY: \_\_\_\_\_  
CHAIRPERSON

THIS PLAT REFLECTS THE APPROVAL GRANTED BY THE PLANNING AND ZONING COMMISSION ON THE DATE INDICATED ABOVE.

BY: \_\_\_\_\_  
PLANNING DIRECTOR

ATTEST:

\_\_\_\_\_  
CITY SECRETARY


APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE CITY COUNCIL OF PFLUGERVILLE, TEXAS, ON BEHALF OF THE CITY.

BY: \_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY SECRETARY

SHEET 4 OF 4  
PROJECT NO. 2143-2-004-22

 **BAKER-AICKLEN & ASSOCIATES, INC.**  
507 WEST LIBERTY AVE.  
ROUND ROCK, TEXAS 78664  
512 244-9620  
ENGINEERING FIRM # 142  
SURVEY FIRM # 10022110  
ROUND ROCK TEXAS # 1787

**§ EXHIBIT 82.201(C)  
EXTENSION OF SIXTY-DAY PERIOD FOR  
COMPLETED PLAT APPLICATION FINAL ACTION**

Date: 4-8-13

Owner's Name and Address: Buffington VoHL 5A 6A 6B, Ltd.  
3600 N. Capital of Texas Hwy,  
Blq. B, Suite 170  
Austin, TX 78746

Proposed Subdivision Name and Legal Description (the "Property"):

Villages of Hidden Lake Preliminary Plat Revision #5

The undersigned Owner and the Executive Manager of Travis County Transportation and Natural Resources Department hereby agree that the sixty (60) day period for final action to be taken on a Completed Plat Application for the Property is hereby extended by mutual agreement and without compulsion until the date that all subdivision requirements have been met to Travis County standards to the satisfaction of the Executive Manager of TNR.

Executed and effective as of the date set forth below.

Owner: Buffington VoHL 5A 6A 6B, Ltd.  
By: [Signature]  
Name: James Dorney  
Title: President  
Authorized Representative

**ACKNOWLEDGEMENT**

STATE OF TEXAS  
COUNTY OF TRAVIS

This instrument was acknowledged before me on the 8 day of April,  
2013, by JAMES DORNEY of Travis County, Texas known to me  
personally or on the basis of an approved form of identification, in the capacity stated.

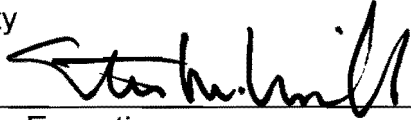
Notary Public, State of Texas

[Signature]



EXHIBIT 82.201(C)  
EXTENSION OF SIXTY DAY PERIOD – PAGE 2 OF 2

Travis County

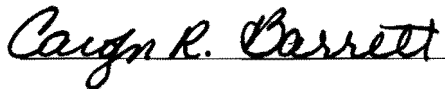
By:   
County Executive  
Travis County Transportation and Natural Resources Department

ACKNOWLEDGEMENT

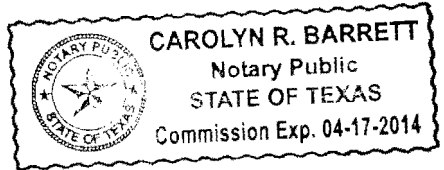
STATE OF TEXAS  
COUNTY OF TRAVIS

This instrument was acknowledged before me on the 8<sup>th</sup> day of May,  
2013 by Steven M Manilla, P.E., County Executive of Travis County, Texas known to me  
personally or on the basis of an approved form of identification, in the capacity stated.

Notary Public, State of Texas

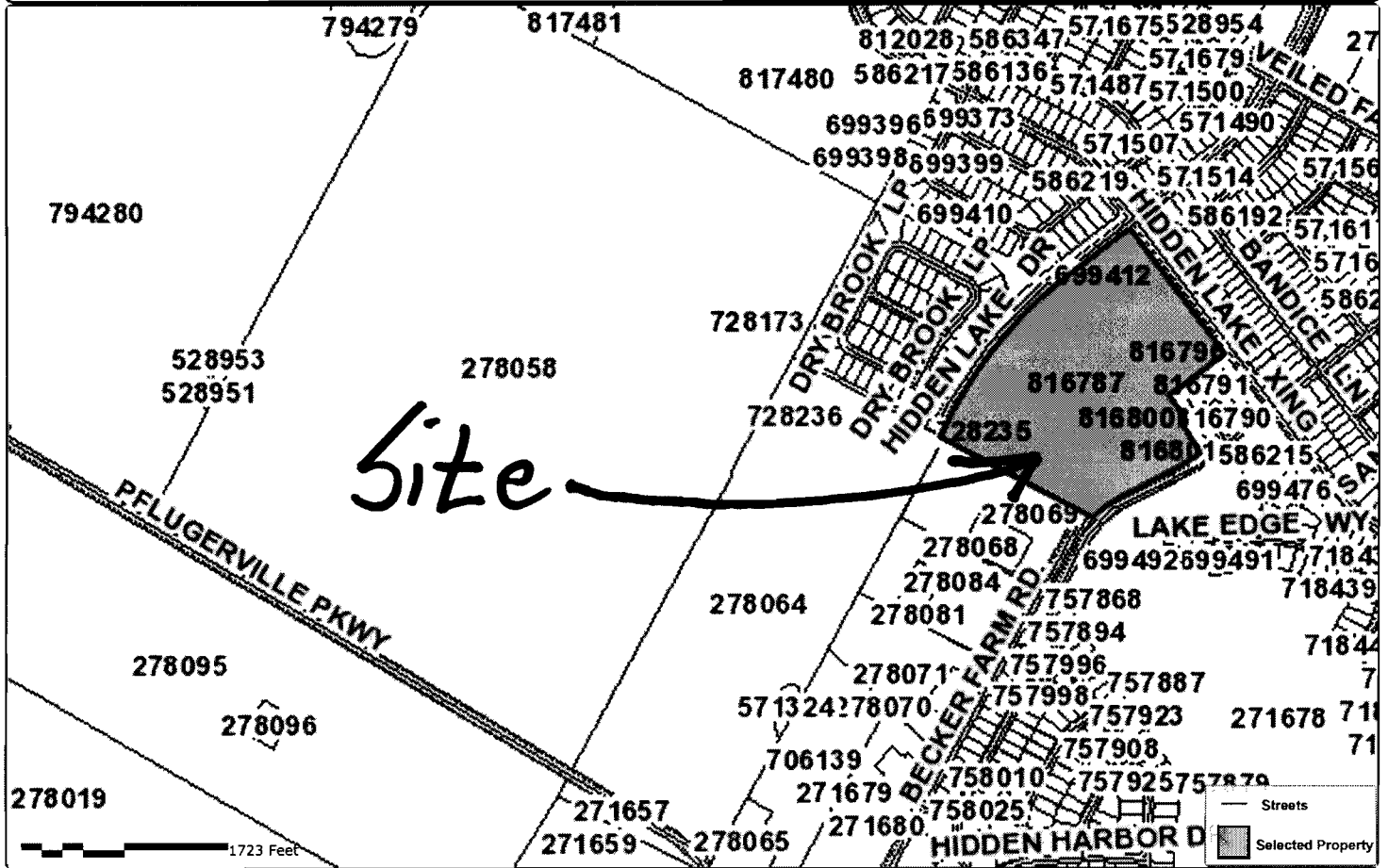


Carolyn R. Barrett  
(Printed Name of Notary)



My Commission Expires:

### Travis CAD - Map of Property ID 816787 for Year 2013



### Property Details

#### Account

Property ID: 816787  
Geo ID: 0276551703  
Type: Real  
Legal Description: ABS 529 SUR 9 MARTIN G M ACR 28.6687 (1-D-1)

#### Location

Situs Address: HIDDEN LAKE XING TX 78660  
Neighborhood: Land Region 317  
Mapsco: 439P  
Jurisdictions: 0A, 03, 19, 2H, 2J, 9B

#### Owner

Owner Name: BUFFINGTON VOHL 5A 6A 6B LTD  
Mailing Address: BLDG B, 3600 N CAPITAL OF TEXAS HWY, , AUSTIN, TX 78746-3314

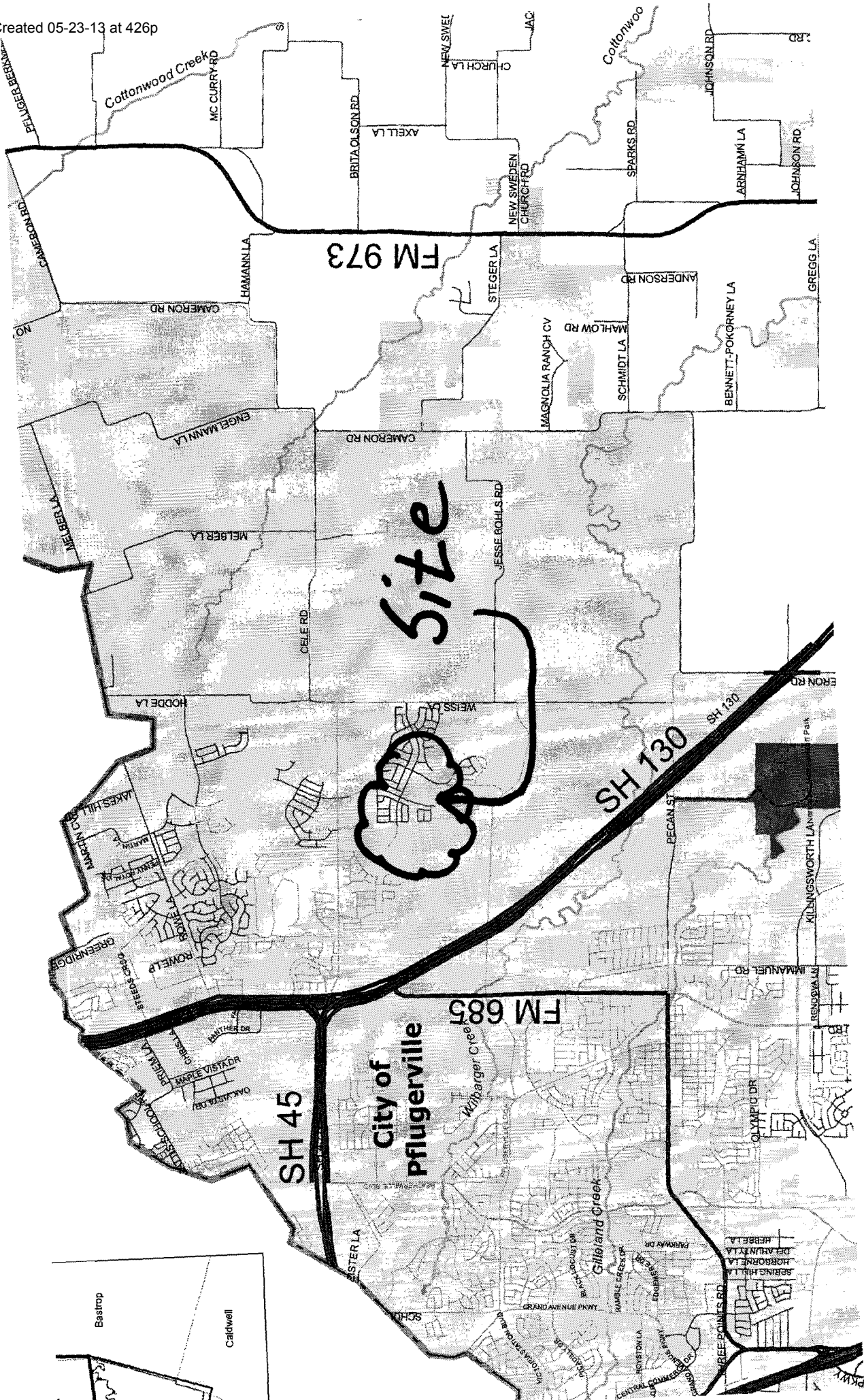
#### Property

Appraised Value: \$42,670.00

<http://propaccess.traviscad.org/Map/View/Map/1/816787/2013>

powered by:  
**PropertyACCESS**  
www.trueautomation.com

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Site

City of Pflugerville

FM 973

FM 685

SH 130

SH 45

Bastrop

Caldwell

Cottonwood Creek

Cottonwood

Gililand Creek

Wulperger Creek

Steger La

Jesse Boll's Rd

Becan St

Kilngsworth Lane

Olympic Dr

Spring Hill La

Horrocks La

De Aluntya Dr

Hebber La

Three Palms Rd

Greenwood Dr

Rocky Hill Dr

Grand Avenue Pkwy

Samble Creek Dr

Robinson Dr

Parkway Dr

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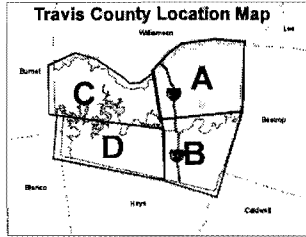
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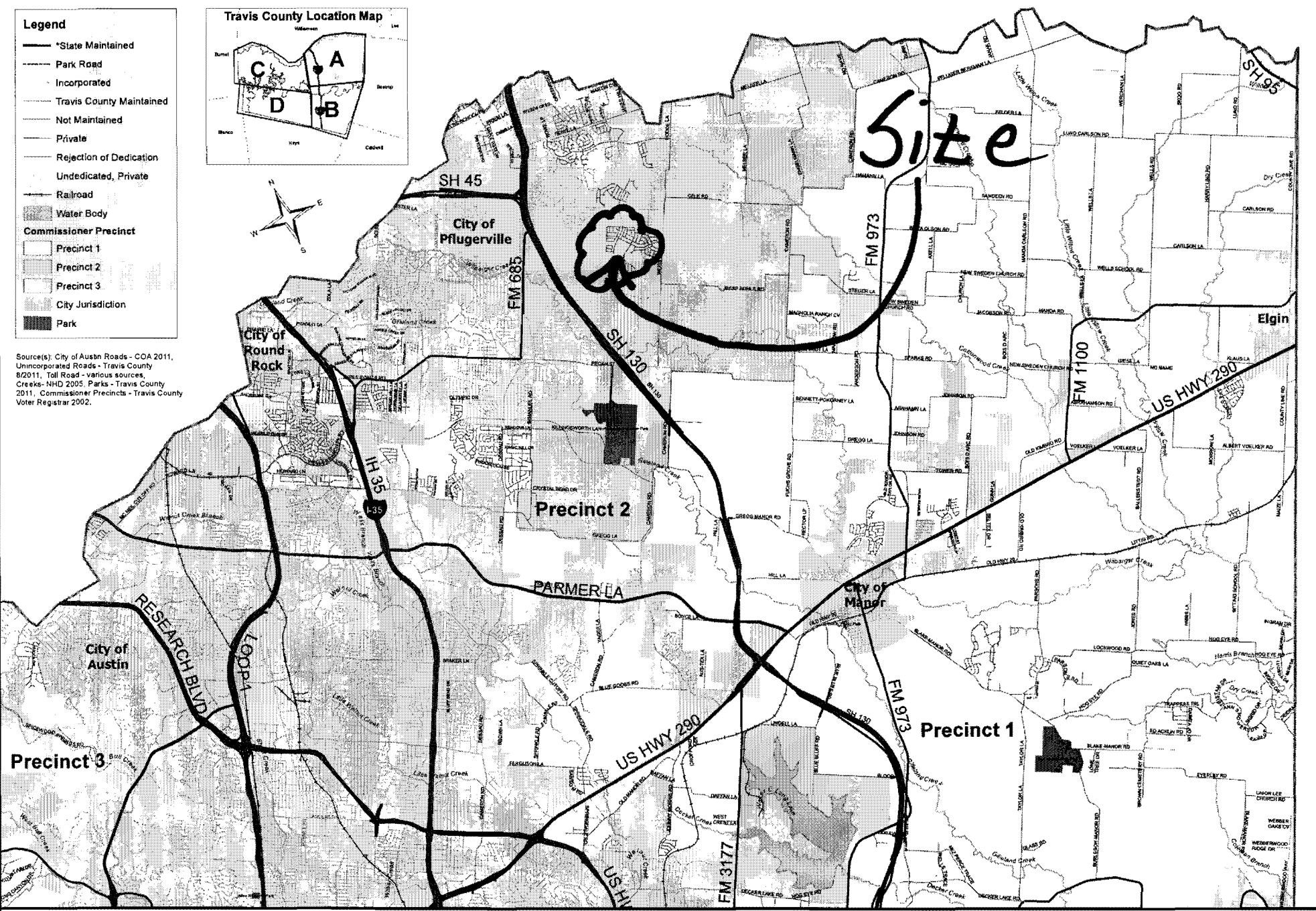
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Three Palms Rd

- Legend**
- \*State Maintained
  - - - Park Road
  - - - Incorporated
  - - - Travis County Maintained
  - - - Not Maintained
  - - - Private
  - - - Rejection of Dedication
  - - - Undedicated, Private
  - Railroad
  - Water Body
  - Commissioner Precinct
  - Precinct 1
  - Precinct 2
  - Precinct 3
  - City Jurisdiction
  - Park

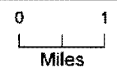


Sources: City of Austin Roads - COA 2011, Unincorporated Roads - Travis County 8/2011, Toll Road - various sources, Creeks - NHD 2005, Parks - Travis County 2011, Commissioner Precincts - Travis County Voter Registrar 2002.



Map Disclaimer: The data is provided "as is" with no warranties of any kind.

# Travis County Roadways, Map A



Map Prepared by: Travis County, Dept. of Transportation & Natural Resources, Date: 5/9/2011



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 5/28/13

**Prepared By/Phone Number:** Christy Moffett / 854-3460

**Elected/Appointed Official/Dept. Head:**

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

**Commissioners Court Sponsor:**

Judge Samuel T. Biscoe

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items related to the Community Development Block Grant available through HUD:

- A. Approve public comment period to commence on June 24, 2013 at 8:00 am and end of July 24, 2013 at 5:00 pm;
- B. The following public hearing dates for the public to provide input:
  - a. Travis County Commissioners Courtroom at 9 AM on July 2, 2013;
  - b. Travis County Commissioners Courtroom at 9 AM on July 9, 2013; and
- C. Approve the advertisements announcing the public comment period and hearing dates in newspapers of general circulation: The Villager, Pflugerville Pflag, Hill Country News, Lake Travis View, Oak Hill Gazette, West Lake Picayune, Austin Chronicle, Ahora Si and El Mundo.

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

- A. Under the provisions of Title 1 of the Housing and Community Development Act of 1974 (42 USC 5301), the Federal government through the U.S Department of Housing sponsors a program that provides Community Development Block Grants (CDBG) to cities and counties to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities for low and moderate income persons. Since 2006, Travis County has received CDBG funds from HUD on an annual basis. Community engagement and participation is an essential goal of this program.

Travis County anticipates receiving an estimated \$851,524 for Program Year 2013, and is required to turn in an Action Plan which details how the County intends to use the funds. The public is invited to comment on the Action Plan and proposed projects.

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



- B. For Travis County to be in compliance with its Citizen Participation Plan (CPP) and 24 Code of Federal Regulations (CFR) Part 91, a 30-day public comment period must be held to allow the public to comment on the proposed uses for CDBG funds for the 2013 program year, and the 2013 Action Plan. Staff recommends June 24, 2013 – July 24, 2013, for the comment period. During this time, residents, community organizations, agencies and any other stakeholders will have an opportunity to send CDBG staff comments in writing via postal mail, or e-mail or by attending a public hearing.
- C. For Travis County to be in compliance with its CPP and 24 CFR Part 91, two public hearings must be held during the Commissioners Court's approved 30-day comment period. Staff recommends these dates:

<b>Travis County Commissioners Courtroom</b> 700 Lavaca, Austin, TX	Tuesday, July 2, 2013 9:00 am
<b>Travis County Commissioners Courtroom</b> 700 Lavaca, Austin, TX	Tuesday, July 9, 2013 9:00 am

Those that are not able to attend the public hearings will have an opportunity to provide their input in writing by email or postal mail.

- D. The attached advertisements notify the public of the public hearings and public comment period to provide input on the PY 2013 Action Plan. Notification to the public must occur 14 days prior to the public hearings in newspapers of general circulation and must target the areas the grant serves: the unincorporated areas of the county and the Village of Webberville.

To meet these criteria, the following papers will be targeted for advertising in English.

The Villager  
Hill Country News  
Oak Hill Gazette  
West Lake Picayune

Pflugerville Pflag  
Lake Travis View  
Austin Chronicle

To reach the Spanish speaking population the ad will be advertised in the Spanish language newspapers Ahora Sí and El Mundo. A copy of the ad is translated into Spanish.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

**STAFF RECOMMENDATIONS:**

Staff recommends approval of the public comment period, hearings and related ads.

**ISSUES AND OPPORTUNITIES:**

Moving forward with the public comment period allows the County to be in compliance with CDBG requirements and Travis County's CDBG Citizen Participation Plan.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

A. N/A

B. N/A

C. Costs for the public notice will be paid for with the CDBG budget resources.

**REQUIRED AUTHORIZATIONS:**

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

# INVITATION TO COMMENT ON THE PY13 ACTION PLAN

Travis County is eligible to receive an estimated \$851,524 in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) to benefit Travis County low- to moderate-income residents who live in the unincorporated areas of the county or the Village of Webberville. The funds are for the program year 2013, which goes from October 1, 2013 to September 30, 2014.

CDBG activities are aimed at revitalizing neighborhoods, improving affordable housing options and providing improved community facilities and services. You can comment on the proposed amendments, projects and actions by attending one of two public hearings or by sending your comments in writing via postal mail or e-mail.

## COMMENT PERIOD AND DRAFT DOCUMENT

Comments will be accepted for 30 days beginning June 24, 2013 at 8:00 a.m. and ending July 24, 2013 at 5:00 p.m. Beginning June 24, 2013, drafts of the proposed action plan and related summaries will be available for download on the Travis County CDBG webpage at: [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG) or available for review at any of the seven Travis County Community Centers:

SOUTH RURAL COMMUNITY CENTER  3518 FM 973, <i>Del Valle</i>	TRAVIS COUNTY COMMUNITY CENTER  15822 Foothills Farm Loop, Bldg. D, <i>Pflugerville</i>	WEST RURAL COMMUNITY CENTER  8656 Hwy 71W, Bldg. A, <i>Oak Hill</i>	NORTHWEST RURAL COMMUNITY CENTER  18649 FM 1431, <i>Jonestown</i>	EAST RURAL COMMUNITY CENTER  600 W. Carrie Manor St., <i>Manor</i>	PALM SQUARE COMMUNITY CENTER  100 N. IH-35, Suite 1000, <i>Austin</i>	POST ROAD COMMUNITY CENTER  2201 Post Rd., Suite 101, <i>Austin</i>
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## PUBLIC HEARINGS

You can provide your comment by attending any of two Public Hearings scheduled for Tuesday, July 2, 2013 at 9:00 AM or Tuesday, July 9, 2013 at 9:00 AM at Travis County, Commissioners Courtroom, 700 Lavaca, Austin, TX.

## MAILING YOUR COMMENTS

You can mail your comments to: CDBG Program, Travis County, HHSVS P.O. Box 1748, Austin, TX 78767 or e-mail them to: [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us).

Travis County is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. Please call 512-854-3460 for assistance.



TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

# INVITACIÓN PARA COMENTAR SOBRE EL PLAN DE ACCIÓN PY13

El Condado de Travis está calificado para recibir una suma estimada de \$851,524 en fondos del Programa de Subsidio Globales para el Desarrollo Comunitario (CDBG) del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD) destinados a beneficiar a residentes de ingresos bajos o medianos que residen en las áreas no incorporadas del condado o la Villa de Webberville. Los fondos son para el año programático de 2013, el cual cubre desde el 1 de octubre de 2013 al 30 de septiembre de 2014.

Las actividades CDBG tienen como propósito revitalizar comunidades, mejorar opciones de viviendas asequibles y proporcionar servicios e instalaciones comunitarias mejoradas. El público puede realizar comentarios sobre las rectificaciones, los proyectos y acciones durante una de dos audiencias públicas o enviando sus comentarios por escrito a través del correo postal o de un correo electrónico.

## PERÍODO DE COMENTARIO Y DOCUMENTO PRELIMINAR

Los comentarios públicos se aceptarán por un período de 30 días a partir del 24 de junio de 2013 a las 8:00 a.m. hasta el 24 de julio de 2013 a las 5:00 p.m., borradores del plan de acción y resúmenes relacionados serán disponibles para descargar en la página de internet de CDBG del Condado de Travis en: [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG), o en uno de los siguientes siete centros comunitarios del Condado de Travis::

<b>CENTRO COMUNITARIO RURAL DEL SUR</b>  3518 FM 973, <i>Del Valle</i>	<b>CENTRO COMUNITARIO DEL CONDADO DE TRAVIS</b>  15822 Foothills Farm Loop, Bldg. D, <i>Pflugerville</i>	<b>CENTRO COMUNITARIO RURAL DEL OESTE</b>  8656 Hwy 71W, Bldg. A, <i>Oak Hill</i>	<b>CENTRO COMUNITARIO RURAL DEL NOROESTE</b>  18649 FM 1431, <i>Jonestown</i>	<b>CENTRO COMUNITARIO RURAL DEL ESTE</b>  600 W. Carrie Manor St., <i>Manor</i>	<b>CENTRO COMUNITARIO DEL PALM SQUARE</b>  100 N. IH-35, Suite 1000, <i>Austin</i>	<b>CENTRO COMUNITARIO DE POST ROAD</b>  2201 Post Rd., Suite 101, <i>Austin</i>
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## AUDIENCIA PÚBLICA

El público puede presentar sus comentarios asistiendo a cualquiera de dos audiencias públicas planificadas para el martes 2 de julio de 2013 a las 9:00 AM y el martes 9 de julio de 2013 a las 9:00 AM en la sala de justicia del Comisionado del Condado de Travis, ubicada en 700 Lavaca, Austin, TX.

## ENVÍO DE COMENTARIOS

El público puede enviar sus comentarios por correo postal a la dirección: CDBG Program, Travis County HHSVS P.O. Box 1748, Austin, TX 78767 o por e-mail a: [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us).

El Condado de Travis está comprometido a cumplir con la Ley de Americanos con Discapacidades (ADA) y con la Sección 504 de la Ley de Rehabilitación de 1973, según su enmienda. Al solicitarlo, se proporcionarán modificaciones razonables e igual acceso a comunicaciones.

Si necesita ayuda, por favor llame al 512-854-3460.



## Item 9



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 5/28/13

**Prepared By/Phone Number:** Christy Moffett, LMSW / 854-3460

**Elected/Appointed Official/Dept. Head:**

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

**Commissioners Court Sponsor:**

Judge Samuel T. Biscoe

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items related to the Community Development Block Grant available through HUD:

- A. Update on current projects;
- B. Overview of the Program Year 2013 Spring public engagement process; and
- C. Potential projects for the Program Year 2013 Action Plan.

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

A. Staff is currently implementing seven CDBG projects with funding from multiple program years. Refer to Attachment "B" for a status update on each project/program.

B. During the months of February and March 2013, the public had the opportunity to identify the needs of the unincorporated areas by 1) attending one of five public hearings, 2) completing a Participation Form or 3) completing a Project Proposal. During this period:

- A total of 39 people attended the five public hearings.
- Three Participation Forms were submitted.
- One project proposal was submitted by an agency: Sustainability on Site at Las Lomitas.
- Three proposals were submitted by Travis County Departments: One from the Family and Support Service (FSS) division of the Health and Human Service and Veteran Service Department (HHS&VS) for the ongoing social work project, one from the Transportation and Natural Resources Department (TNR) for ongoing project management of infrastructure projects, and one from The Transportation and Natural Resources Department (TNR) for the third phase of the Lake Oak Estates Road Improvement Project.

Refer to Attachment "C" for a detailed description of public participation.

C. Travis County's CDBG allocation for Program Year 2013 is estimated to be \$851,524. An Action Plan describing how Travis County intends to spend its

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allocation is due to HUD by August 15, 2013. A minimum of 65% of the allocation must be spent on Housing and Community Development projects. Funds for Administration and Planning projects are capped at 20% and funds for Public Services capped at fifteen percent.

### STAFF RECOMMENDATIONS:

- A. Staff recommends acceptance of the project update.
- B. Staff recommend acceptance of the public engagement update.
- C. Staff recommends the following projects for funding in PY 13:

<b>Detailed Project Recommendations for PY13</b>	
<b>Community Development (must be at least 65 % of Total Allocation)</b>	
<p><b>Street Improvements: Lake Oak Estates</b>            The project will improve several substandard roads in the neighborhood. The first phase of the project, funded with PY11 funds, included design, environmental and related services. The second phase of the project, funded in PY12 included construction of improvements for about half the roadways in the subdivision. During the third phase of the project, proposed for PY13, all streets will be completed. The project includes funds for a TNR Senior Engineer to act as a project manager. The improvements impact 126 people, of which, 86% are considered low to moderate income based on the primary survey.</p>	\$425,000
<p><b>Owner Occupied Housing: Home Rehabilitation</b>            This project will fund minor home repair services to move homes towards Housing Quality Standards to low and moderate income homeowners in the CDBG service area. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The impact will be 5 homes owned by households at or below 80% MFI.</p>	\$ 131,221*
<b>Housing and Community Development total (65 %):</b>	
<b>\$ 556,221</b>	
<b>Public Services (capped at 15 % of Total Allocation)</b>	
<p><b>Social Work Expansion:</b>            This project funds the equivalent of one FTE social work position and related operating expenses to provide services to clients in the CDBG service area. Social Work services include case management, information and referral, non-clinical counseling, crisis intervention and outreach. This project will be administered by the Travis County HHS/VS, Family Support Services Division. The impact will be assistance to 400 individuals living at or below 80% MFI.</p>	\$75,000
<p><b>Tenant's Rights and Fair Housing Counseling</b>            This program will expand existing fair housing and tenant's rights services in the CDBG service area, and proposes to serve approximately 68 people of which 51% must be at or below 80% MFI. Fair housing services include: fair housing counseling, fair housing complaint processing and testing in support of an individual complainant. Tenant's Rights services include: telephone counseling and in-person mediation, as needed. Additionally, part of the funds will be used for allowable program delivery costs such as marketing materials and office supplies.</p>	\$50,000
<b>Public Service total (15 %):</b>	
<b>\$125,000</b>	

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<b>Administration and Planning (capped at 20 % of Total Allocation)</b>	
<b>Administration &amp; Planning</b> The funds allocated for administration will pay for the operating expenses associated with the grant including office supplies, training, contracted services, interpreting, fair housing activities, membership, the Consolidated Plan and Action Plan, annual report, reporting and other business related expenses. Additionally, the funds will pay for a portion of the salaries for the CDBG Planners and the TNR Senior Engineer. These positions are responsible for project development, action plan and annual report development, monitoring, and reporting among others.	\$170,303
<b>Administration and Planning Total (20%):</b>	<b>\$170,303</b>
<b>Total award by HUD:</b>	<b>\$851,524</b>

\*Additional funds in the amount of \$33,885 of unallocated PY12 grant funds will be allocated to the Home Repair project for a total funding level in PY13 of \$165,106.

The proposed Alternate Projects for 2013 are:

<b>Proposed Alternate Projects for Program Year 2013</b>	
<b>Project/Activities</b>	<b>Amount</b>
<b>Community Development</b>	
<b>Owner Occupied Housing: Home Rehabilitation</b> This project will fund minor home repair services to move homes towards Housing Quality Standards to low and moderate income homeowners in the CDBG service area. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available.	Up to \$1 million
<b>Sustainability on Site at Las Lomitas Neighborhood</b> A two part project is proposed: 1) An assessment of existing conditions and a comprehensive comparison of the feasibility, costs, and benefits of conventional water and wastewater options versus sustainable alternatives; 2) Implementation of sustainable water, wastewater, and climatic intervention infrastructure, per the outcomes of the study, for qualifying residents.	Up to \$480,000

**ISSUES AND OPPORTUNITIES:**

A. Slow spending continues to be an issue for the grant. This year, if the program is not successful in making its ratio of 1.5 by July 31<sup>st</sup>, an informal consultation with HUD will be required. Challenges over the past year include starting two new programs with numerous requirements and implementing them while ensuring

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compliance with federal requirements with one of the programs not taking off as anticipated.

- B. The public engagement piece continues to be successful in its engagement of a variety of people.
- C. All projects recommended are high priority projects as established by the Travis County Commissioners Court on May 24, 2011 for the Program Year 2011-2013 Consolidated Plan.

A brief summary of the project considerations can be found below:

- **Street Improvements: Lake Oak Estates:** 1) the first phase of the three year project was funded in PY11, and included design and environmental review, 2) the second phase of the project was funding in PY12 and includes construction of improvements for about half the roadways in the subdivision; 3) the third phase of the project is proposed for PY13 and would complete construction of remaining roadway improvements; 4) funding the construction phase allows the first phase to be an eligible expense; 5) the project improves the livelihood of a community and their ability to gain access to a safe and decent road; 6) TNR and the CDBG Office are currently working to resolve issues related to the acquisition of two easements to complete the project. As a federal project, the County may not require donation of easements, but if a change to the scope of the project needs to occur as a result, the Court will be notified.
- **Home Rehabilitation:** 1) improves quality of existing housing stock; 2) increases access to funding for repairs as few providers work in the CDBG service area; and 3) helps to address the current waiting list for the program; 4) the project was funded in PY12 and is currently being administered by Meals on Wheels and More, Inc.
- **Public Services, Social Work Expansion:** 1) improves access for households who need the services; 2) allows the County to better understand the needs in the unincorporated areas and work with other service providers to expand services; and 3) leverages funds.
- **Tenant's Rights and Fair Housing Counseling:** 1) helps the County meet a statutory requirement to meet federal Fair Housing obligations; 2) Residents of the CDBG service area have limited access to tenant's rights and fair housing services, the project increases access to services, training and outreach to all four precincts; 3) Austin Tenants Council can help residents determine if and how discrimination is occurring and take the appropriate actions to ameliorate the situation; 4) This work informs CDBG staff on the nature and extent of fair housing choice/discrimination facing residents of the CDBG service area.
- **Administration & Planning:** 1) allows the grant to absorb more of the administrative cost of the program; 2) assists in timeliness achievement through drawing down funds consistently.

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



A. Considering the inclusion of alternate projects allows for the pre-planning of unforeseen incidents, and allows the CDBG program to utilize the funds in a timely manner toward pre-identified alternate projects. Resources, including time and money, that would otherwise be used to add or delete projects through the customary Substantial Amendment process described in the Citizen Participation Plan can be saved. A brief summary of issues related to the Alternate Projects proposed for PY13 can be found below:

- Home Rehabilitation: Additional funds may be allocated to the existing Home Rehabilitation project from either or both of the following sources:
  - 1) Any unused funds from the Homebuyer Assistance Program that remain at the conclusion of the program administrator's contract on September 30, 2013.
  - 2) PY13 funds made available due to delays to Phase 3 of the Lake Oak Estates Road Project.
- Sustainability on Site at Las Lomitas: 1) The neighborhood lacks water lines and connections and water is currently being transported in by home owners and stored in tanks; 2) The neighborhood also has the ability to address wastewater issues for those houses who need a more sustainable option; 3) The CDBG Office will need to request technical assistance from HUD to determine the eligibility of the feasibility study portion of the proposed project; 4) Adding as an alternate allows the project to move forward if the subdivision and tax issues are resolved.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

CDBG funding comes from the U.S. Department of Housing and Urban Development. For PY13, CDBG will continue to need the dollars allocated in the HHS/VS General Fund target budget, which will continue to support the CDBG Planning Project Manager and 40% of a CDBG Planner position. If the Court approves the grant projects, the grant will support 100% of one part-time CDBG Planner, 60% of a second CDBG Planner, and 25% of the TNR Senior Engineer and all operating expenses.

No matching funds are required for CDBG. Staff anticipates that the grant funds will be available by mid-October 2013. The contract period will be October 1st through September 30th annually.

**REQUIRED AUTHORIZATIONS:**

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

# TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Recommendations for  
CDBG Program Year (PY) 2013 Allocations

# Project Update



# CDBG PROJECT UPDATE – 2013

<p><b>FSS Social Work Services Expansion</b></p> <ul style="list-style-type: none"><li>• Provision of services underway</li><li>• 307 People served in first two quarters</li><li>• \$19,540 in leveraged funding accessed to date</li><li>• New Project Manager switch going smoothly</li></ul>	<ul style="list-style-type: none"><li>• Funds anticipated to be spent by September 2013. Any funding left will be programmed to another project.</li></ul>
<p><b>Lake Oak Estates Street Improvement</b></p> <ul style="list-style-type: none"><li>•Phase 1, Design completed, ready to go to bid.</li><li>•Phase 2, Construction on approximately half of roadways</li><li>•Phase 2 Acquisition of easements, ordered appraisals</li><li>•Phase 3, Completion of construction</li></ul>	<ul style="list-style-type: none"><li>• Phase 2 completion anticipated in September, 2013</li><li>• Phase 3 commencement anticipated November 2013</li></ul>
<p><b>Land Acquisition for Affordable Owner Housing Infrastructure Development</b></p> <ul style="list-style-type: none"><li>• Land acquisition</li><li>• 2 houses completed</li><li>• Completion of construction of all houses</li></ul>	<ul style="list-style-type: none"><li>• Completion of 27 houses by October 2015 and last 4 houses by July 2016</li></ul>
<p><b>Fair Housing</b></p> <ul style="list-style-type: none"><li>• Non-profit identified &amp; contract in place</li></ul>	<ul style="list-style-type: none"><li>• Provision of services anticipated to begin June 2013</li></ul>

# CDBG PROJECT UPDATE – 2013

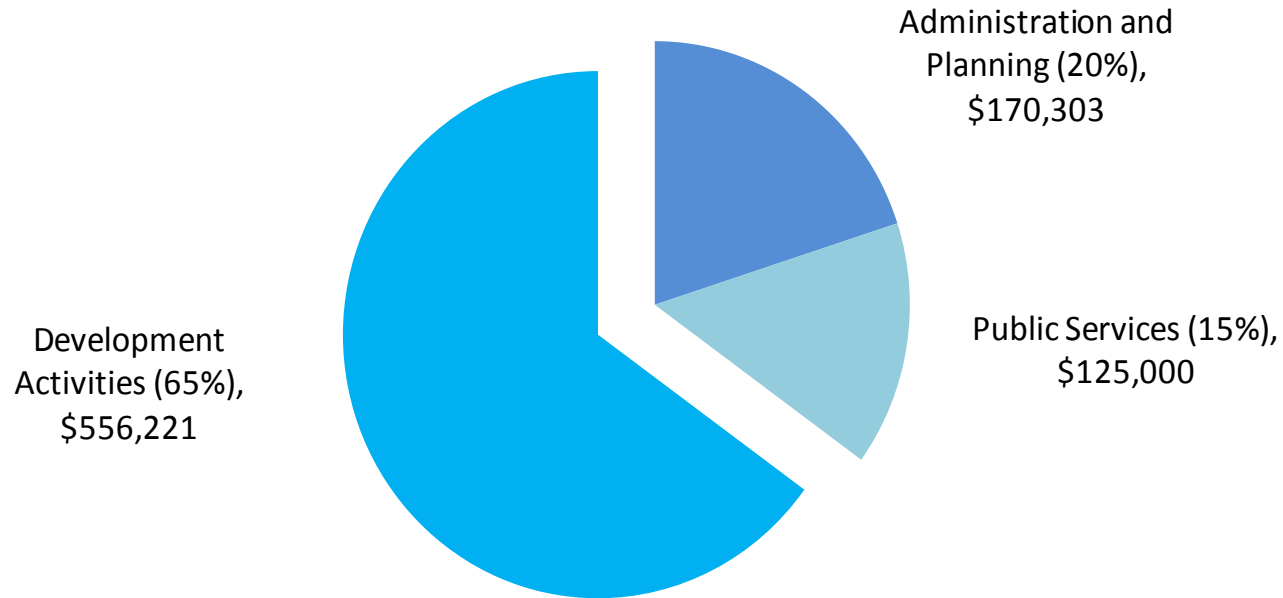
<p><b>Homeowner Rehabilitation</b></p> <ul style="list-style-type: none"><li>• Non-profit identified &amp; contract in place</li><li>• Eligibility and site specific determinations</li><li>• Home repairs begin and ongoing determinations</li><li>• Approximately 20 homes repaired and \$500,000 expended</li><li>• Approximately 21 homes repaired and additional \$568,000 expended, completing project</li></ul>	<ul style="list-style-type: none"><li>• March, 2013</li><li>• March-April, 2013</li><li>• May, 2013</li><li>• September, 2013</li><li>• February, 2014</li></ul>
<p><b>Homebuyer Assistance</b></p> <ul style="list-style-type: none"><li>• Non-profit identified &amp; contract in place</li><li>• Program launched</li><li>• 1 loan made to date</li><li>• Contract completion, any unspent funds reallocated</li></ul>	<ul style="list-style-type: none"><li>• September 2012</li><li>• October 2012</li><li>• April 2013</li><li>• October 2013</li></ul>
<p><b>Administration &amp; Planning</b></p> <ul style="list-style-type: none"><li>• Ongoing planning and administrative activities</li><li>• Analysis of Impediments to Fair Housing Choice</li></ul>	<ul style="list-style-type: none"><li>• Anticipated completion in September 2013</li></ul>

# Funding Available



# PROGRAM YEAR 2013 ALLOCATION: *\$851,524 (estimated)*

## CDBG Activities



# Public Engagement Summary





# SUMMARY OF PARTICIPATION PROCESS

Five Public Hearings held = 39 participants

Participation Forms = 3 submitted

Project Proposal Forms = 4 submitted

- 1 proposal from an agency

- 3 proposals from TC Departments

# SUMMARY OF RESULTS

CATEGORY	PRIORITY RANKING
Infrastructure	1
Community Services	2
Business and Jobs	3
Housing	4 (tie)
Public Buildings and Facilities	4 (tie)
Populations with Specialized Needs/Services	5

# PY 13 Project Recommendations



# PROJECT SCORING CRITERIA

- Addresses a high priority in the 2011-2013 Consolidated Plan
- Feasibility: Completed in 12-18 months
- Impacts a significant number of people
- Benefits Low to Moderate Income Households
- Leverages funds

# PY2011 TO PY2013 CONSOLIDATED PLAN STRATEGIC DIRECTION

CATEGORY	PRIORITY
Infrastructure	High
Housing	High
Community Services	High
Populations with Specialized Needs/Services	Medium
Business and Jobs	Medium
Public Facilities	Medium

# SUMMARY OF RECOMMENDED PROJECTS

PROPOSED PROJECTS FOR PY 2013	PY13 ALLOCATION
Street Improvements: Lake Oak Estates	\$425,000
Home Rehabilitation	\$131,221*
Public Services: Social Work Services	\$75,000
Fair Housing	\$50,000
CDBG Administration & Planning	\$170,303
<b>Total</b>	<b>\$851,524</b>

\*Additional funds in the amount of \$33,885 of unallocated PY12 grant funds will be allocated to the Home Repair project for a total funding level in PY13 of \$165,106.

# PY13 PROJECT RECOMMENDATION: LAKE OAK ESTATES STREET IMPROVEMENTS

## PROJECT DETAILS

Phase 1 of the project was funded in PY11, and included design and environmental review. Phase 2 was funded in PY12 and included construction of approximately half the roadways. Phase 3 proposed for PY13 will complete construction of the roadways.

**Proposed Funding:** \$425,000

**Priority Area:** High (Infrastructure)

**Feasibility:** Phased over 3 years

**Impact:** 126 people

**Low/Mod benefit:** 85.7%

**Leverage:** \$0

# PROJECT SAVINGS RECOMMENDATION: HOMEOWNER REHABILITATION

## PROJECT DETAILS

Provides a 5 year forgivable loan, up to \$24,999, to improve homes for low to moderate income homeowners.

**Proposed Funding: \$131,221 (PY13 funds) + \$33,885  
(unallocated prior year funding) = \$165,106**

**Priority Area:** High (Housing)

**Feasibility:** 12 Months

**Impact:** 5 houses

**Low/Mod benefit:** 100%

**Leverage:** \$TBD



# PY13 PROJECT RECOMMENDATION: SOCIAL WORK EXPANSION

## Project Details

Provides funding for one FTE plus operating costs. Case management provided to all precincts.

**Proposed Funding:** \$75,000

**Priority Area:** High (Community Services)

**Feasibility:** 12 Months

**Impact:** 400 people

**Low/Mod benefit:** 100%

**Leverage:** \$ TBD

# PY13 PROJECT RECOMMENDATION: TENANT'S RIGHTS AND FAIR HOUSING COUNSELING

## PROJECT DETAILS

This program will expand existing tenant's rights and fair housing services into the unincorporated areas of the County and the Village of Webberville.

**Proposed Funding:** \$50,000

**Priority Area:** High (Community Services)

**Feasibility:** 12 Months

**Impact:** 68 people

**Low/Mod benefit:** 51%

**Leverage:** \$TBD

# PY13 PROJECT RECOMMENDATION: ADMINISTRATION AND PLANNING

## PROJECT DETAILS

The project funds grant administration, partially funds CDBG planners, and a Senior Engineer, related operating costs and potentially some fair housing training and outreach.

**Proposed Funding:** \$170,303

**Priority Area:** N/A

**Feasibility:** 12 Months

**Impact:** N/A

**Low/Mod benefit:** N/A

**Leverage:** Approx. \$120,000

# Alternate Projects Recommendations



# SUMMARY OF ALTERNATE PROJECTS RECOMMENDATIONS

PROPOSED ALTERNATE PROJECTS FOR PY 2013	ALLOCATION
Homeowner Rehabilitation	Up to \$1 million
Las Lomitas Sustainability on Site Project	Up to \$480,000

Alternate Projects are defined as projects that could be considered, if necessary, to replace a slow moving project or use project savings.

# Timeline for Action Plan Submission



# TIMELINE: DEVELOPMENT OF PY13 ACTION PLAN

- May 28:** Presentation of PY13 projects and consideration of Approval
- June 11:** **Deadline:** Court project approvals required
- June 18:** **Deadline:** Court approval of Draft PY13 Action Plan
- June 24-July 24 :** 30-day comment period for PY13 Action Plan  
*Includes two public hearings on July 2 and July 9*
- August 13 :** **Deadline:** Court approval of PY13 Action Plan required
- August 15:** **Deadline:** PY13 Action Plan Due to HUD

# ATTACHMENT B: PROJECT UPDATE

Implementation schedule for CDBG-funded projects as of May 28, 2013



## Attachment B: Implementation Schedules for CDBG-funded Projects As of April 30, 2013

Project	Funding Allocated	Expended as of April 30th	Updated Timeline
Land Acquisition for Affordable Housing Development	\$1,094,655	\$1,062,545	October, 2010: 27 lots acquired; July, 2011: Additional 4 lots acquired; May, 2012: 2 homes completed and occupied; October, 2015: 27 homes completed July, 2016 final 4 lots completed.
Lake Oak Estates Street Improvements	\$471,598	\$84,033	January-June 2013: Design Phase; May-September, 2013: Construction for approximately half of roadways and acquisition of easements; January-July, 2014: Construction on remaining roadways, project completion.
FSS Social Work Services Expansion	\$106,000	\$42,120	October, 2012: Provision of services underway; First two quarters of program year: 307 people served; \$ 19,540 dollars in other services accessed due to services; September, 2013: Funding expended.
Fair Housing Project	\$28,451	\$0	June 2013: Contract execution anticipated; September 2013: Funding expended.
Administration and Planning	\$179,268	\$62,415	October, 2012: Provision of services underway; September, 2013: Funding expended.
Homeowner Rehabilitation	\$1,088,731	\$0	October 2012: RFS Released; December 2012-February 2013: Negotiations with contractor; March 2013: Contract awarded; March – April 2013: Eligibility and Site Specific Environmental Determinations; May 2013: Site Specific Determinations are ongoing and Home Repairs begin; September 2013: Anticipate repairing approx. 20 homes and spend \$500,000; February 2014: Anticipate repairing

			approximately 21 more homes and spend the remaining funds.
Homebuyer Assistance	\$794,945	\$4,178	September 2012: Nonprofit under contract as program administrator; October 2012: Program launched; April 2013, first home loan closed; September 2013, contract ends; October 2013, after closeout reprogram unspent funds to an alternate project.

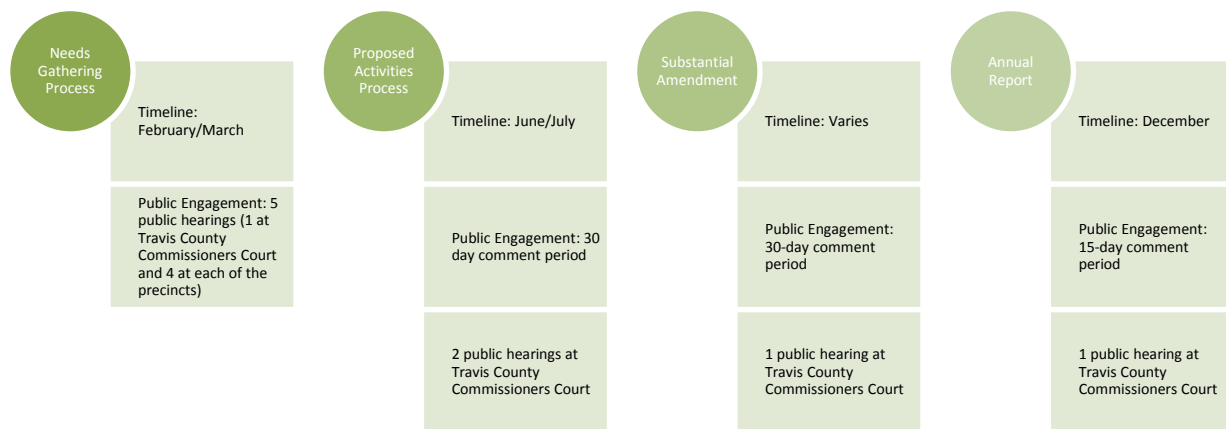
# ATTACHMENT C: PUBLIC PARTICIPATION AND COMMUNITY NEEDS IDENTIFIED FOR PROGRAM YEAR 2013

Summary of Action Plan Participation Process  
Participation Forms  
Detailed Results of Participation Process  
Testimonies received during Public Hearing at Commissioners Court  
Public Participation Advertisements

## ATTACHMENT A: ACTION PLAN PARTICIPATION PROCESS

Public engagement occurs throughout CDBG activities for four main purposes: needs gathering, approval of proposed actions, the substantial amendment process (if applicable), and the annual report (see Figure 1 below).

**Figure 1: Public Engagement Process**



## SUMMARY OF PARTICIPATION PROCESS

During the months of February and March 2013, the public had an opportunity to identify the needs of the unincorporated areas by;

- 1) Attending one of five public hearings;
- 2) Turning in a Participation Form; or
- 3) Turning in a Project Proposal form.

It is important to note that the Program Year 2013 Action Plan marks the third year of the second Consolidated Plan.

### Public Hearings and Participation Forms

The purpose of the hearings and participation forms was to obtain the public's input on the community development, housing, and public service needs, as well as potential project ideas to address those needs. The first hearing, held at the Commissioner Courtroom, followed a

traditional hearing format, while those held in each of the precincts had an information session followed by facilitated discussion. The hearings were held according to the following schedule:

**Figure 2: Locations and Dates of Public Hearings Held to Collect Information for the PY 2013 Action Plan**

Locations of Hearings		Dates/Times of Public hearings
Community-Wide Hearing	Travis County Commissioners Court, Granger Building	Tuesday, February 19, 2013 9:00 am
Precinct 1	East Rural Community Center, Manor	Wednesday, March 6, 2013 6:30 pm
Precinct 2	Westside Meeting Hall, Austin	Wednesday, February 20, 2013 6:30 pm
Precinct 3	West Rural Community Center, Oak Hill	Thursday, March 7, 2013 6:30 pm
Precinct 4	South Rural Community Center, Del Valle	Thursday, February 21, 2013 6:30 pm

The public that could not participate in public hearings had the choice of providing their input by filling out a Participation Form or a Project Proposal Form. These forms were provided to interested parties upon request and were available in both English and Spanish on the Travis County CDBG website.

### **Technical Assistance to Neighborhoods**

Organized residents and non-profit agencies who identified CDBG eligible projects received technical assistance from CDBG staff in the form of site visits, guidance on project proposals and understanding CDBG eligible activities and eligible beneficiaries. CDBG staff provided technical assistance to two non-profits and one neighborhood thus far in the program year.

### **Advertising**

The opportunity to participate was advertised on the Travis County website ([www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)), the seven community centers and the television channel of Travis County. Advertisements also appeared in newspapers of general circulation including Hill Country News, The Oak Hill Gazette, The Villager, The Austin Chronicle, Pflugerville Pflag, Lake Travis View, and Westlake Picayune and the Spanish language newspapers *Ahora Si* and *El Mundo*. In addition, notifications by mail and e-mail were sent to service providers, to county residents who had previously attended public hearings, to the community liaison departments

of schools districts and to neighborhood associations, and were posted on the CDBG Facebook and Twitter pages. The announcements were available in English and Spanish (see Attachment E.)

The following efforts were made to broaden public participation:

- Public notices presented the option of requesting an American Sign Language or Spanish interpreter.
- The CDBG website stayed current with documents and announcements of the different participation opportunities.
- The public that could not attend the public hearings had the option to provide their input by filling out a Participation Form or Project Proposal Form.
- To increase the access to information for Spanish-speakers, all the participation forms were available in Spanish, and selected sections of the website were translated into Spanish.
- Notices of opportunities to participate were sent to all neighborhood associations in the unincorporated areas and to school district community liaison departments.
- Notices were posted at the seven Travis County Community Centers.

### **Summary of Public Participation**

- A total of 39 people attended the five public hearings
- Three Participation Forms were submitted
- One project proposal was submitted by a neighborhood or agency: Las Lomitas neighborhood Sustainability on Site project.
- Three proposals were submitted by Travis County Departments: One from the Family and Support Service (FSS) division of the Health and Human Service and Veteran Service Department (HHS&VS) for the ongoing social work project, one from the Transportation and Natural Resources Department (TNR) for ongoing project management of infrastructure projects, and one from The Transportation and Natural Resources Department (TNR) for the third phase of the Lake Oak Estates Road Improvement Project.

## PUBLIC COMMENT PERIOD

Every year during the development of the Annual Action Plan, a 30-day public comment period is held to receive comments on the proposed uses of CDBG funds. The comment period includes two public hearings held at the Travis County Commissioners Court. For the development of the PY13 Action Plan, the 30-day public comment period is proposed to be held from June 24, 2013 to July 24, 2013 and the two public hearings are proposed to be held on July 2, 2013 and July 9, 2013.

The public comment period will be advertised on the County's website, Travis County Community Centers and in newspapers of general circulation. In addition, notifications by mail and e-mail will be sent to service providers, to citizens who had previously attended public hearings, to the community liaison departments of schools districts and to neighborhood associations. The announcements will be available in English and Spanish.

## PROJECT SELECTION PROCESS

Travis County CDBG staff considered and weighed all potential projects identified by the public. First, the CDBG Office staff assessed whether potential projects met one of HUD's national objectives, were eligible CDBG activities, and were feasible to complete in a timely manner. CDBG staff further evaluated the projects according to the following criteria:

- **Addresses a high priority goal of the Strategic Plan:** Projects addressing one of the three high priority categories identified in the Strategic (Consolidated) Plan will receive more favorable review.
- **Feasibility of project:** Projects that have the ability to be implemented and completed within 12 months will receive more favorable review. Project may be broken up into manageable 12-18 month phases for those that are more costly or slower moving.
- **Impacts a significant number of households:** Project scope and the number of persons benefiting will be considered to determine the level of project impact.
- **Benefit to low/moderate-income persons:** Projects that benefit low- and moderate-income households will receive a more favorable review.
- **Leverages/matches with funding from another source:** Projects that utilize other funds (federal, state, local, private) and public/private joint efforts will receive more favorable review.

# Travis County CDBG Annual Community Needs Survey PY 2013

## 1. Introduction & Contact Information

- Every year, Travis County receives federal funds from a program called the Community Development Block Grant (CDBG). For program year 2013, Travis County anticipates receiving an estimated \$896,341.
- The program must support housing, community development and public service projects and must benefit residents that live in the unincorporated areas of Travis County or in the Village of Webberville.
- We would like you to have a voice in how these funds are spent for the NEXT program year (October 2013 - September 2014) by filling out this survey, telling us where you see the greatest needs in your community and providing specific project ideas.
- To learn more about CDBG, visit [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)

### \* 1. Contact Information

**Name:**

**Company:**

**Address:**

**City/Town:**

**State:**

**ZIP/Postal Code:**

**Email Address:**

**Phone Number:**

### \* 2. Please check the category you represent

- Resident
- Community Group
- For-Profit Business
- Faith-Based Organization
- Non-Profit Organization
- Travis County Department

### 3. Would you like to receive emails or postal mail notifications about CDBG events?

- Email Notices
- Postal Mail Notices
- Not Interested



# Travis County CDBG Annual Community Needs Survey PY 2013

## 2. Identifying Needs for 2013

In this section, please think of the time period spanning from October 1, 2013 through September 30, 2014. Answer the questions with the needs of the unincorporated areas and the Village of Webberville in mind, and identify the categories you think are important enough to be priorities for CDBG funds in the next year.

**1. Of the six funding areas available, please rank the areas by letting us know which one represents:**

- **The most urgent need (the most urgent area of investment in your community)**
- **An urgent need (but not necessarily the most urgent)**
- **An important need (but not as urgent)**

**No more than three categories can be prioritized.**

	Most Urgent	Urgent	Important	N/A
Populations with Specialized Needs/Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Buildings & Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business & Jobs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Travis County CDBG Annual Community Needs Survey PY 2013

## 3. Identifying Projects for 2013

**1. Please provide ideas for potential projects for Program Year 2013. Include the community need, the type of project and the location.**

**For Example:**

**Community Need: Poor roads**

**Project Idea: Road Improvement Project**

**Location: Hill Country Subdivision, 1004-1207 ABC Road, Austin, TX 78717**

**Please note you may also provide a proposal for a specific project by filling out a Project Proposal Form available at the CDBG webpage at [www.co.travis.tx.us/cdbg](http://www.co.travis.tx.us/cdbg)**

**2. For an additional comment or project idea, use the space below:**

# Travis County CDBG Annual Community Needs Survey PY 2013

## 4. Optional Section: Housing Discrimination

The next section is optional, but would be helpful to help the CDBG Office understand the extent to which housing discrimination may be occurring in the unincorporated areas.

Housing discrimination based on your race, color, national origin, religion, sex, family status, or disability is illegal by federal law. Please answer the following questions about housing discrimination. Completion of this section is optional.

### 1. Do you believe housing discrimination is an issue in your neighborhood?

- Yes
- No

### 2. Have you ever experienced discrimination in housing?

- Yes
- No

### 3. If so, who do you believe discriminated against you? Check all that apply.

- Landlord
- Mortgage Insurer
- Mortgage Lender
- Real State Agent
- Other

### 4. On what basis do you believe you were discriminated against? Check all that apply.

- Color
- Disability
- Family Status (single parent with children, family with children or expecting a child)
- Gender
- National Origin (country where you were born)
- Religion
- Race

### 5. If you believe you were discriminated against, did you report the incident?

- Yes
- No

## Travis County CDBG Annual Community Needs Survey PY 2013

### 6. If not, WHY? Check all that apply.

- Don't know where to report
- Too much trouble
- Afraid of retaliation
- Don't believe it makes a difference
- Other

To find out more information about fair housing or how to report discriminating housing practices contact the CDBG program by calling 512-854-3465 or visit [http://www.co.travis.tx.us/health\\_human\\_services/cdbg/fair\\_housing.asp](http://www.co.travis.tx.us/health_human_services/cdbg/fair_housing.asp)

# Travis County CDBG Annual Community Needs Survey PY 2013

## 5. Thank You!

Thank you for participating in this survey. Your assistance will help the County to plan for the future. If you have questions regarding this survey, please contact the Travis County CDBG Program at: (512) 854-3460, email: [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us) or visit [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)

To return this survey by mail, please address it to: CDBG Program, TCHHS/VS, P.O. Box 1748, Austin , TX 78767, postmarked no later than March 31, 2013.

# Encuesta sobre las necesidades de la comunidad para el programa CDBG

## 1. Introducción e información para comunicarnos con usted

- El Condado de Travis todos los años recibe fondos federales de un programa llamado Subsidios Globales para el Desarrollo Comunitario (CDBG). Para el año programático 2013, el Condado de Travis espera recibir un estimado de \$896,341.
- El programa debe financiar proyectos de viviendas, desarrollo comunitario y servicios públicos y debe beneficiar a los residentes que viven en las áreas no incorporadas del Condado de Travis o en Village of Webberville.
- Nos gustaría que exprese sus opiniones y sugerencias sobre cómo se deberían gastar estos fondos en el PRÓXIMO año programático (octubre 2013 a septiembre 2014) completando esta encuesta, indicando dónde piensa que existen las mayores necesidades en su comunidad y proporcionar ideas de proyectos específicos.
- Para obtener mayor información sobre el programa CDBG, visite [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)

### \*1. Información para comunicarnos con usted

Nombre:

Compañía:

Dirección:

Ciudad/pueblo:

Estado:

Código Postal:

Correo electrónico:

Número de teléfono:

### \*2. Por favor indique la categoría que usted representa

- Residente
- Grupo comunitario
- Negocio/Empresa con fines de lucro
- Organización religiosa
- Organización sin fines de lucro
- Departamento del Condado de Travis

### 3. ¿Le gustaría recibir notificaciones sobre eventos del programa CDBG por correo electrónico o correo postal?

- Correo electrónico
- Correo postal
- No estoy interesado

# Encuesta sobre las necesidades de la comunidad para el programa CDBG

## 2. Identificación de necesidades para 2013

En esta sección, piense en el periodo de tiempo desde el 1° de octubre de 2013 hasta el 30 de septiembre de 2014. Responda las preguntas teniendo en cuenta las necesidades de las áreas no incorporadas y de Village of Webberville e identifique las categorías que piensa que son lo suficientemente importantes para ser una prioridad para los fondos del programa CDBG para el año próximo.

**1. De las seis áreas de financiamiento disponibles, clasifíquelas indicando cual piensa que es:**

**La necesidad más urgente (el área de inversión más urgente en su comunidad)**

**Una necesidad urgente (pero no necesariamente la más urgente)**

**Una necesidad importante (pero no tan urgente)**

**No puede priorizar más de tres categorías.**

	Necesidad más urgente	Necesidad urgente	Necesidad importante	N/A
Poblaciones con necesidad y servicios especializados	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Servicios comunitarios	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infraestructura	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Viviendas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instalaciones y edificios públicos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Empresas y empleos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Encuesta sobre las necesidades de la comunidad para el programa CDBG

## 3. Identificación de proyectos para 2013

**1. Bríndenos sus ideas para posibles proyectos para el año programático 2012. Incluya la necesidad de la comunidad, el tipo de proyecto y el lugar.**

**Por ejemplo:**

**Necesidad comunitaria: calles en malas condiciones**

**Idea de proyecto: Proyecto de mejoramiento de calle**

**Lugar: Hill Country Subdivision, 10041207 ABC Road, Austin, TX 78717**

**También puede presentar una propuesta para un proyecto específico completando una Planilla de presentación de propuesta que se encuentra en el sitio web del programa CDBG en [www.co.travis.tx.us/cdbg](http://www.co.travis.tx.us/cdbg)**

**2. Para alguna idea para un proyecto o comentario adicional, use el siguiente espacio:**



# Encuesta sobre las necesidades de la comunidad para el programa CDBG

## 4. Sección opcional: discriminación en la vivienda

La próxima sección es opcional pero es muy útil para ayudar a la oficina del programa CDBG a entender el grado de discriminación en la vivienda que puede estar ocurriendo en las áreas no incorporadas.

Por ley federal es ilegal discriminar en la vivienda según su raza, color, país de origen, religión, sexo, situación de la familia o discapacidad. Sírvase contestar las siguientes preguntas sobre discriminación en la vivienda. Completar esta sección es opcional.

### \*1. ¿Usted cree que en su vecindario la discriminación en la vivienda es un problema?

- Sí
- No

### \*2. ¿Alguna vez ha sido víctima de discriminación en la vivienda?

- Sí
- No

### 3. De ser así, ¿quién cree usted que lo discriminó? Marque todos los cuadros que correspondan.

- Dueño
- Asegurador hipotecario
- Proveedor de crédito hipotecario
- Agente de bienes raíces
- Otro

### \*4. ¿Por qué cree usted que fue discriminado? Marque todos los cuadros que correspondan.

- Color
- Discapacidad
- Situación familiar (madre o padre soltero con hijos, familia con hijos o esperando un hijo)
- Sexo
- Nacionalidad de origen (país de nacimiento)
- Religión
- Raza

## Encuesta sobre las necesidades de la comunidad para el programa CDBG

### 5. Si usted cree que fue discriminado, ¿denunció el incidente?

- Sí
- No

### 6. Si no, ¿por qué no lo hizo? Marque todos los cuadros que correspondan.

- No sabe dónde deben realizarse las denuncias
- Es demasiado problema
- Teme ser víctima de represalias
- No cree que sirva de nada
- Otro

Para obtener más información sobre vivienda justa o sobre cómo denunciar casos de discriminación en la vivienda, póngase en contacto con el programa CDBG llamando al 512-854-3465 o visite el sitio [http://www.co.travis.tx.us/health\\_human\\_services/cdbg/fair\\_housing.asp](http://www.co.travis.tx.us/health_human_services/cdbg/fair_housing.asp)

## Encuesta sobre las necesidades de la comunidad para el programa CDBG

### 5. ¡Gracias!

Gracias por participar en esta encuesta. Su ayuda será muy útil para que el Condado planifique para el futuro. Si tiene alguna pregunta en cuanto a esta encuesta, por favor póngase en contacto con el Programa CDBG del Condado de Travis por teléfono al (512) 854-3460, por correo electrónico a: [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us) o visite el sitio: [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)

Para enviar esta encuesta por correo postal, envíela a más tardar el 31 de marzo de 2013 a:

CDBG Program, TCHHS/VS  
P.O. Box 1748  
Austin, TX 78767

## ATTACHMENT C: DETAILED RESULTS OF PARTICIPATION PROCESS

### Community Needs

As part of the PY13 public engagement process, the CDBG office sought public input on priority community needs. In PY11, during the consolidated planning public engagement process, the following areas were identified as high or medium priorities for the PY11-PY13 period:

**Figure 3: Ranking of CDBG Priorities by the Public, PY 2011 to PY 2013**

Priorities for the 2011-2013 Period	Priority Level
Infrastructure	High
Housing	High
Community Services	High
Populations with Specialized Needs/Services	Medium
Business and Jobs	Medium
Public Facilities	Medium

Source: PY 2011-PY 2013 Consolidation Plan, Travis County CDBG Survey, April 2011

The public were given the opportunity to assess these priorities and suggest project ideas for PY13 through a variety of channels, including public hearings, submission of participation forms and testimony at Commissioner's Court.

Public hearings were held in each of the four precincts and consisted of an informational section and two interactive exercises. As a part of the hearings, CDBG staff provided the list of the six CDBG priorities on large pieces of paper on the wall. Participants were asked to rank the priorities by assigning dots with numerical values next to the ones they consider most significant for investment of the upcoming year. They were specifically asked to:

- 1) Assign 5 points to the priority that represents to them the most urgent need or most urgent area of investment,
- 2) Assign 3 points to a priority that represents to them an urgent need, but not necessarily the most urgent need, and
- 3) Assign 1 point to the priority that represents to them an important need, but not as urgent need.

Participants could choose to assign all their points to one priority, or distribute the points between multiple priorities. Additionally, if a participant only wanted to assign points for one priority level (i.e. Most Urgent or Important) they were not required to use all of their points.

Residents that were unable to attend one of the public hearings could provide their input by completing a participation form (see Attachment B). All information presented at the public hearings was accessible via the participation form and a power point presentation, available online and at each of the seven community centers. The form allowed people to similarly rank priorities, and suggest project ideas.

The results gathered at the public hearing and the participation forms were combined and are summarized in the figure below:

<b>Figure 4: Ranking of CDBG Priorities by the Public, Spring 2013</b>				
Priorities for Investment	Most Urgent (5-point dots)	Urgent (3-point dots)	Important (1-point dots)	Total Points
<b>Infrastructure</b>	160	90	32	282
<b>Community Services</b>	20	12	3	35
<b>Business and Jobs</b>	10	3	0	13
<b>Housing</b>	5	3	3	11
<b>Public Buildings and Facilities</b>	5	6	0	11
<b>Populations with Specialized Needs</b>	5	3	2	10

Source: PY 2013 Action Plan, Travis County CDBG Public Hearings and Citizen Participation Form, February-March 2013

Based on public participation, infrastructure was ranked as the highest current need, followed by Community Services. The remaining categories were fairly evenly split in terms of priority. While the public engagement process did not necessarily prioritize investment in housing for the upcoming program year, other data sources and information gathered from the current home rehabilitation project indicate a strong need for safe, decent and affordable housing in Travis County.

### Project Recommendations

The public could provide recommendations for projects at the public hearings, on the participation forms, or by turning in a detailed project proposal for consideration. Travis County received a total of four project proposals for consideration for PY 2013 funding.

A summary of the all specific needs/projects identified during the PY13 public engagement process are compiled below.

<b>Figure 5: Needs/Projects identified by the Public, Spring 2013</b>	
High Priority Needs/Projects Identified	Precinct
<b>Water/Sewer Improvements</b>	
• Septic tank needs in Las Lomitas	<b>4</b>
• Permanent water source needs in Las Lomitas	<b>4</b>
<b>Housing Needs</b>	
• Home repair/modification for low-income homeowners in unincorporated county	<b>All</b>
<b>Other Needs Identified</b>	
• Community garden in Southeast Metro Park or elsewhere	<b>1</b>
• Increased funding for populations with Specialized Needs	<b>All</b>

Source: PY 2013 Action Plan, Travis County CDBG Public Hearings, Citizen Participation Form, Commissioners Court Testimonies and Project Proposals, February-March 2013

## ATTACHMENT D: TESTIMONIES RECEIVED DURING PUBLIC HEARINGS AT COMMISSIONERS COURT

One person testified at the February 19, 2013 public hearing held to gather needs for the PY 13 Action Plan. The full transcription of testimony received at Commissioners Court follows:

### DETAILED TESTIMONIES RECEIVED DURING PUBLIC HEARINGS AT TRAVIS COUNTY COMMISSIONERS COURT ON 02/19/13

**Ronnie “Reeferseed” Gjemre:** One question about the citizen participation form that is available to the public that cannot attend the public hearings to identify needs. Does that mean it’s not available to those members of the public who may or actually do choose to come, or is it – in other words, it seems maybe exclusionary to those who don’t go to meetings.

**Christy Moffett:** Our assumption is that we’ve had people in the past call us and say they can’t attend the public hearings for a variety of reasons.

**Ronnie “Reeferseed” Gjemre:** I understand, yeah.

**Christy Moffett:** So we created the form. It was a way to provide increased access to people to provide information.

**Ronnie “Reeferseed” Gjemre:** That’s just great, and I was trying to take notes as you went along. When you were on the page about how projects are prioritized, was that when it comes to a head in May?

**Christy Moffett:** In May, what we do is come forward to the Commissioners Court and at that time, we present the findings of the participation forms, plus the people who to the public hearings, and then we also look at the project proposals, and then we make recommendations.

**Ronnie “Reeferseed” Gjemre:** And that’s in between the scoring matrix and the projects selected?

**Christy Moffett:** Yes, correct.

**Ronnie “Reeferseed” Gjemre:** Okay. So I’m new to this thing. One other area of concern was that the estimate: You feel sure it’s going to be less next time for some reason, I guess, because hard times, generally speaking, or...?

**Christy Moffett:** Yeah, based on what we’re hearing, it’s likely we’ll receive a reduction. The thing to keep in mind, last year, whereas many jurisdictions received large cuts in their CDBG and home funding because of our population growth and a variety of other factors, we actually

received an increase. So it will probably be less than what we received this year. How much less, I don't know. If it increases, I'll be surprised.

**Ronnie "Reeferseed" Gjemre:** So it might be just a reduction per capita, but might be an overall reduction.

**Christy Moffett:** Right.

**Ronnie "Reeferseed" Gjemre:** The other question on CDBG priorities list: Who comes up with that? And would this be an opportunity to say, I think – one of your earlier pages said new housing is ineligible at this time.

**Christy Moffett:** What that means is that we're not allowed to use CDBG funds to build housing. What we can do is support housing. So we're working with Austin Habitat for Humanity: We've purchased the land, Habitat owns it, but we provided the funding and they have to come up with the leveraged funding to build the houses. They can't use CDBG funds to build the housing.

**Ronnie "Reeferseed" Gjemre:** Okay, and is it exclusive to that organization, or do you still have openings?

**Christy Moffett:** That particular project was for that.

**Ronnie "Reeferseed" Gjemre:** Okay. And the community services, that's also listed as high. The one that I can relate to is populations with specialized needs and services. It would seem like the spirit of Travis County and caring for our people and in line with our large spending of money or medical priorities, generally speaking, I would think that would be in the high category.

**Christy Moffett:** And what we did, part of the reason we made the recommendation, because of the amount of CDBG funds that we receive, if we had had a larger entitlement, I believe that we would recommend to carve out certain types of funding for particular populations. But what we do with the funding that we have -- for instance, our home repair program, so we have to go out and market to different people to try to find people who might need their home repaired, that's where we focus on special populations with particular needs. And we use information from citizens as well as information that we have from data that lets us know typically what populations live in housing that may be substandard. And so that's how we incorporate that particular category into our services, because to try to reduce or restrict our programs specifically to a population – because our funding is small and because the area that we serve is generally already underserved because of location and transportation barriers, we try to make the program as open as possible while focusing on special populations when appropriate.

**Ronnie "Reeferseed" Gjemre:** That's a little confusing to me. The populations with specialized needs who need special services, for instance needing special transportation, well, that's very



costly. My only suggestion, because of the inherent high cost of some of this, specialized populations should be a high priority as opposed to something vague like “community services,” which is what all governments are supposed to do. And businesses and jobs, also, should be a high priority. Who sets those priorities?

**Commissioner Daugherty:** Is this the format you want to go down? You have a lot of questions to ask. If you want to have that kind of conversation, you need to have it with Ms. Moffett off the dais. This could go on for 30 minutes. You’ll read something, it will spawn an idea – if you have a specific question, that’s one thing, but if you just want to go down the list and interact this way, this is probably not the format to do that.

**Ronnie “Reeferseed” Gjemre:** Well, you certainly have your right to have that opinion, sir. I did have specific things to say, and I did make specific notes on the information that was provided to me. And I don't think you should discourage citizens like me who have questions, from coming down here and asking. Maybe I should have written it down and sent it to you in an email or something. I don't know, but just to encourage citizens' participation, is something -- it should be a goal, not something to extinguish.

**Commissioner Daugherty:** We open this up every week for citizen communication, you know that. All I'm pointing out here, is I think you are entitled to ask your question but this is not the format to do it. We're sitting up here, we're kind of listening to this bouncing back-and-forth. I think you've got legitimate questions, but the format ought to be that you either get Christy and you go out, go up to one of our rooms, go up to my office if you want and sit down a discuss it.

**Ronnie “Reeferseed” Gjemre:** That's a great idea. I'm just speaking for citizens, and they not all can get here. I happen to be blessed that I can do this, and I'm sorry if it seems irrelevant or the wrong time to ask, but I bet you there are some citizens out there who might agree or want to hear it. Maybe I'm the only person who thinks -- even if that's so, I'm a citizen and I bother to come, and I'm just trying to throw in my two cents. I didn't mean to take too much time with you, but I did have a couple of -- you know, three items on this to mention. I'm sorry if it seemed like too much to you.

**Commissioner Daugherty:** My point was that, if you wanted to take the microphone and you wanted to address it to the court, then we could do that. But what you got into here is, you're getting educated on the subject matter while we have court in session. I want you to get your questioned answered but that's my opinion, and that's how I feel, but I'm not the judge.

**Judge Biscoe:** Sounded like a judge to me. I'm having a hard time finding the citizens you speak for, too, Mr. Reeferseed. They may be here, but I'm having a hard time recognizing them today.

**Commissioner Daugherty:** But Christy will be able to do that for you, right?

**Christy Moffett:** Sure, absolutely.

**Commissioner Daugherty:** Ronnie, she's more than happy to take your time. You all can find a spot in my office or up on the second floor, there are plenty of offices.

**Christy Moffett:** I also will say that the public hearings that we have out in the precincts tend to lend themselves more to this kind of conversation, but also people can call me anytime and ask. We have a very rich discussion at the public hearings out in the precincts, which we enjoy every year.

**Judge Biscoe:** This is a public hearing. Would anyone else like to give comment? I'll move that the public hearing be closed.

**Judge Biscoe:** I move that the hearing be closed, then. All in favor. It passes by unanimous vote. Thank you very much, Ms. Moffett.

**ATTACHMENT E: PUBLIC PARTICIPATION ADVERTISEMENTS**

**PUBLIC NOTICE**

TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

**INVITATION TO PARTICIPATE  
IN COMMUNITY NEEDS FORUMS  
IN FEBRUARY & MARCH 2013**

Travis County invites the public to participate in community forums where residents will have an opportunity to present community needs and recommend projects for Community Development Block Grant (CDBG) funds for usage in the unincorporated areas of Travis County. The information collected in the forums will guide the selection of CDBG projects for the Program Year 2013 (October 2013 – September 2014).

The Community Development Block Grant (CDBG) program is funded by the United States Department of Housing and Urban Development (HUD) to benefit Travis County low- to moderate-income residents who live in the Village of Webberville or outside any other city limit. The program supports community development activities aimed at revitalizing neighborhoods, improving affordable housing options, and providing improved community facilities and services. For program year 2013, Travis County anticipates to receive an estimated \$896,341.

The forums will be held according to the following schedule:

FEBRUARY 2013			MARCH 2013	
TUESDAY Feb. 19 <sup>th</sup>	WEDNESDAY Feb. 20 <sup>th</sup>	THURSDAY Feb. 21 <sup>st</sup>	WEDNESDAY March 6 <sup>th</sup>	THURSDAY March 7 <sup>th</sup>
9:00 am	6:30 pm	6:30 pm	6:30 pm	6:30 pm
Travis County Commissioners Courtroom	Westside Meeting Hall (Austin)	South Rural Community Center (Del Valle)	East Rural Community Center (Manor)	West Rural Community Center (Oak Hill)
700 Lavaca Austin, Texas, 78701	4501 FM 620 Austin, TX 78732	3518 FM 973 Del Valle, Texas 78617	600 W. Carrie Manor St Manor, Texas 78653	8656-A Hwy 71W Austin, Texas 78735

Beginning February 19, 2013, if you cannot attend any of the forums, you can participate by filling out a Participation Form found at the Travis County Website at [www.co.travis.tx.us/CDBG/](http://www.co.travis.tx.us/CDBG/), at one of the seven Travis County Community Centers or by requesting that it be mailed to you by calling 512-854-3460.

For additional information, contact the CDBG office at [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us) or call 512-854-3460. To request that an American Sign Language or Spanish interpreter be present at any of the public hearings, please contact CDBG staff at least five business days in advance.



NOTICIA PÚBLICA

EL PROGRAMA DE SUBSIDIOS GLOBALES DE DESARROLLO COMUNITARIO (CDBG) DEL CONDADO DE TRAVIS

SOLICITAMOS SU AYUDA IDENTIFICANDO NECESIDADES COMUNITARIAS DURANTE FOROS COMUNITARIOS EN FEBRERO Y MARZO DE 2013

El Condado de Travis invita al público a participar en foros comunitarios donde residentes tendrán la oportunidad de identificar necesidades comunitarias y de recomendar proyectos para el uso de los fondos del Programa de Subsidios Globales de Desarrollo Comunitario (CDBG) que se enfoca en las áreas no incorporadas del condado de Travis. La información recaudada en los foros guiará la selección de proyectos CDBG para el Año Programático 2013 (desde octubre de 2013 a septiembre de 2014).

El Programa de Subsidios Globales de Desarrollo Comunitario (CDBG) recibe fondos del Departamento de Vivienda y Desarrollo Urbano de los EE.UU. para beneficiar a residentes de bajo y medianos ingresos que viven en el Pueblo de Webberville o en las otras áreas no incorporadas del condado de Travis. El programa apoya actividades de desarrollo comunitarias que tienen como propósito revitalizar comunidades, mejorar opciones de viviendas, y proporcionar servicios e instalaciones comunitarias mejoradas. Para el Año Programático 2013, el Condado de Travis anticipa recibir un estimado de \$896,341 en fondos CDBG.

Los foros públicos se llevarán a cabo de acuerdo al siguiente horario:

FEBRERO de 2013			MARZO de 2013	
MARTES 19 de febrero	MIÉRCOLES 20 de febrero	JUEVES 21 de febrero	MIÉRCOLES 6 de marzo	THURSDAY 7 de marzo
9:00 am	6:30 pm	6:30 pm	6:30 pm	6:30 pm
Travis County Commissioner s Courtroom	Westside Meeting Hall (Austin)	South Rural Community Center (Del Valle)	East Rural Community Center (Manor)	West Rural Community Center (Oak Hill)
700 Lavaca Austin, Texas, 78701	4501 FM 620 Austin, TX 78732	3518 FM 973 Del Valle, Texas 78617	600 W. Carrie Manor St Manor, Texas 78653	8656-A Hwy 71W Austin, Texas 78735

Comenzando el 19 de febrero de 2013, si no puede asistir a los foros, usted puede participar llenando una Planilla de Participación ubicada en la página web [www.co.travis.tx.us/CDBG/](http://www.co.travis.tx.us/CDBG/) o en uno de los siete Centros Comunitarios del Condado de Travis, o puede solicitar que se le envíe una planilla por correo llamando al 512-854-3460.

Para mas información, comuníquese con la oficina de CDBG a través del correo electrónico al [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us) o llamando al 512-854-3460. Para solicitar que haya un intérprete en español o de lenguaje americano de señas en alguna de estas reuniones, por favor contacte al personal de CDBG por lo menos con cinco días hábiles de anterioridad.



# ATTACHMENT D: RECOMMENDATION FOR PROJECTS

Overview of Project Selection Process

Projects Recommended for CDBG PY13 Funding

High-Priority projects identified by the public during the Spring 2013

## OVERVIEW OF PROJECT SELECTION PROCESS

### Project Submission Process

County residents, services providers and County departments had the opportunity to present potential CDBG projects:

- By participating in any of the five public hearings held during the months of February and March, 2013. One of hearings was held at the Travis County Commissioners Court and the other four were held throughout each of the four County precincts.
- Through the submission of a Citizen Participation Form or a Project Proposal Form. Those that were not able to attend public hearings had the choice of filling out any of these two forms by accessing it on the Travis County Website or by requesting it from Travis County CDBG staff.

### Project Scoring Matrix

Travis County CDBG staff considered and weighed all potential projects identified by the public. First, the CDBG Office staff assessed whether potential projects met one of HUD's national objectives, were eligible CDBG activities, and were feasible to complete in a timely manner.

Second, CDBG staff further evaluated the projects according to the following criteria:

- **Addresses a high priority goal of the Strategic Plan:** Projects addressing one of the high priority categories identified in the strategic (consolidated) plan are given a priority (see figure 1 below.)

**Figure 1: Prioritization of Categories for the PY 2011 – 2013 Consolidated Plan**

Category	Priority
Infrastructure	High
Housing	High
Community Services	High
Populations with Specialized Needs / Services	Medium
Public Facilities	Medium
Business & Jobs	Medium

- **Feasibility of project:** Projects that have the ability to be implemented and completed within 18 months receive a more favorable review. Phased projects for which 12 - 18 months of work would leave an incomplete project with little to no impact are considered with less priority.
- **Impacts a significant number of households:** Project scope and the number of persons benefiting are considered to determine the level of project impact.
- **Benefit to low/moderate-income persons:** Projects that benefit low- and moderate income households receive a more favorable review.

- **Leverages/matches with funding from another source:** Projects that utilize other funds (federal, state, local, private) and public/private joint efforts receive more favorable review.

## ATTACHMENT D: PROJECTS RECOMMENDED FOR PY13 CDBG FUNDING

### Project # 1: Lake Oak Estates Substandard Road Improvement - \$425,000

**Project Description:**

The Lake Oak Estates Neighborhood completed a primary survey in March 2011 and was identified as a low to moderate income area. The roads in the unincorporated areas of Lake Oak Estates do not meet Travis County standards; therefore, the substandard roads are not accepted into the Travis County road maintenance program.

The street improvement scope of work may include, but is not limited to: 1) design services; 2) land surveying services; 3) geo-technical services; 4) drainage design services; 4) utility location and relocation coordination services; 5) environmental review and related regulatory permits; 6) acquisition of right of way and easements; and 6) construction.

The project will be broken up into three phases and include the improvement to sections of Cavalier Canyon Drive, Bowling Lane, Covenant Canyon Trail, Holly Lane and related cross streets. The improvements impact 126 people, of which, 85.7% are considered low to moderate income based on the primary survey. The first phase, funded with PY 11 grant funds, included: 1) design services; 2) land surveying services; 3) geo-technical services; 4) drainage design services; 4) utility location and relocation coordination services; 5) environmental review and related regulatory permits.; and 6) project management time.

Two of three phases have been funded thus far which allowed for design, construction of half of the roadways and acquisition of easements. Funding for PY13 is proposed to fund the third and final phase of this project which will allow for the construction of improvements for the remaining half the roadways in the subdivision (see Map of Lake Oak Phases below).

The project includes funds for a TNR Senior Engineer to act as a project manager.

#### Figure 1: Project 1 - General Project Information

<b>CDBG Funding:</b>	\$425,000
<b>Leverage Funding:</b>	Not Applicable
<b>Program Delivery:</b>	Travis County Transportation and Natural Resource Department
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services



<b>Expected Start/ Completion Date:</b>	Phase 1: June 2013, Design Phase concludes Phase 2: May 2013-August 2013, Construction begins Phase 3: September 2014, Construction completed
<b>Location:</b>	Lake Oak Estates, Precinct 3

## Figure 2: Project 1 - Priority and Performance Measurement Information (HUD – prescribed)

<b>Priority Need Category:</b>	Infrastructure	<b>Project:</b>	Street Improvements
<b>Eligible Activity:</b>	Street Improvements	<b>Outcome Category</b>	Sustainability
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve quality of public improvements for lower income persons
<b>Citation</b>	570.201 (c)	<b>Accomplishment</b>	126 individuals
<b>Eligibility</b>	LMA –Survey	<b>Matrix Code</b>	03 K Street Improvements
<b>Priority in the 2011-2013 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	HCUH01

### Considerations:

- Low to moderate income property owners have an urgent need for improved access for themselves, school buses, mail service and emergency vehicles.
- Total cost of project approximately \$896,000 over three years. The project has been broken into phases to make the project feasible, given the level of CDBG funding.
- This project is a three phase improvement that includes:
  - Phase 1 (PY11): Design and Environmental;
  - Phase 2 (PY12): Acquisition of a small drainage easement and construction on approximately half the roadways; and
  - Phase 3 (PY13): Construction on remaining roadways.
- Improvements will positively impact quality of life for residents.
- The acquisition of two drainage easements has slowed. As a federal project, the County may not require donation of easements, but if a change of scope of the project needs to occur, the Court will be notified.
- Project partially funds TNR Senior Engineer who acts as project manager.

**Figure 3: Lake Oak Estates Project Location**

# LAKE OAK ESTATES PROJECT LOCATION

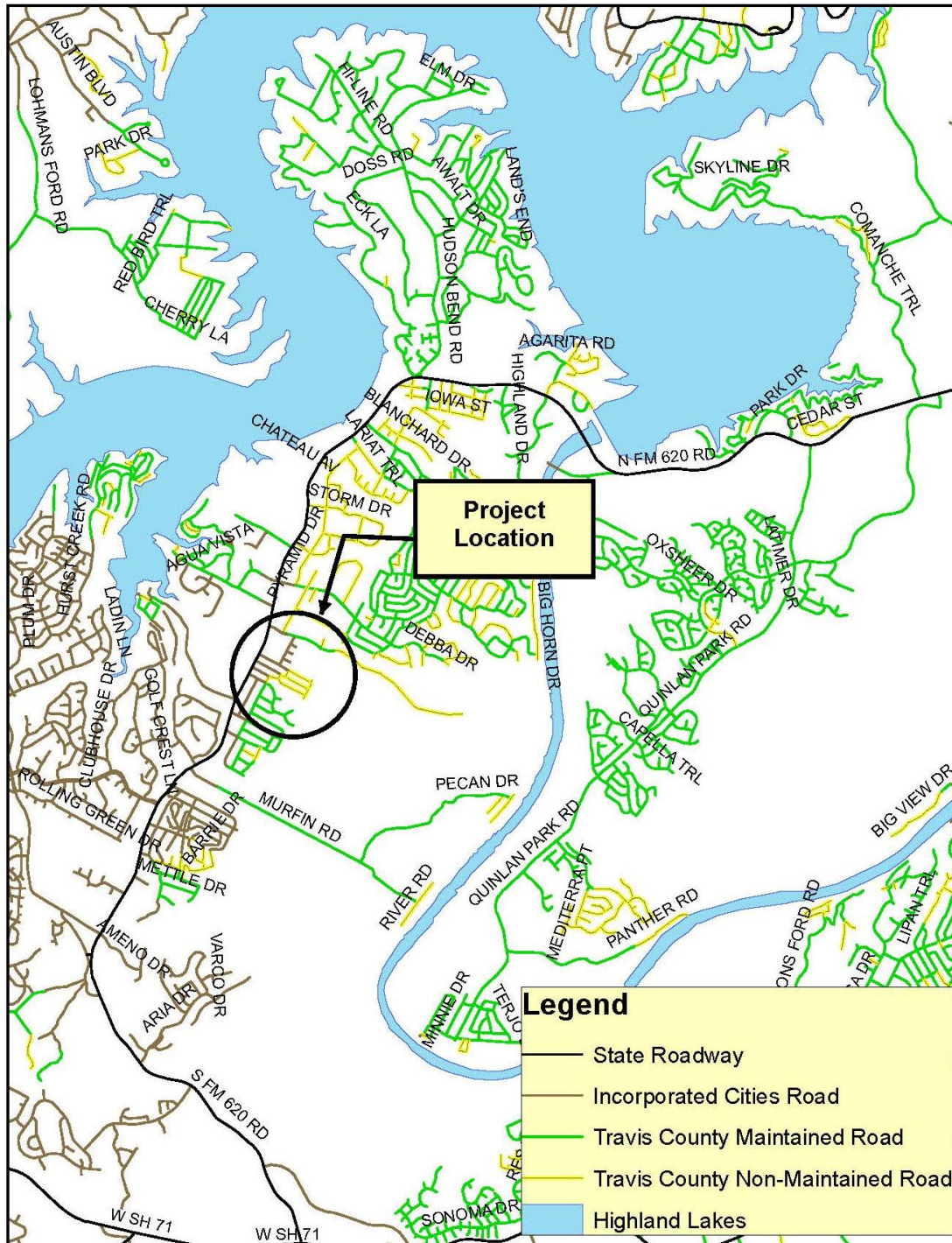


Figure 4: Lake Oak Estates Phases



**Figure 5: Current Lake Oak Estates Road Conditions**



## **Project # 2: Home Rehabilitation - \$131,221**

### **Project Description:**

This project funds minor home repair services for low and moderate income homeowners in the unincorporated areas of Travis County and the Village of Webberville, to move homes towards Housing Quality Standards. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The loan is forgiven at a pro-rata rate of 20% for each year of home ownership. Examples of potential improvements include, but are not limited to: connections of houses to long-term viable sources of water (not part of a stand-alone infrastructure project), complementing weatherization services of other funding sources, septic tank repairs, and electrical and plumbing repairs. In the event that program income is created, it will be reinvested into the Home Rehabilitation project.

These funds are targeted toward homeowners at or below 80% MFI in the CDBG service area. This project will be administered by Meals on Wheels and More, Inc. Some of the allocation will partially fund a CDBG Planner position to complete environmental paperwork, final inspections and sign off and any other needed project delivery related costs.

### **Figure 6: Project 2 - General Project Information**

<b>CDBG Funding:</b>	\$131,221
<b>Leverage Funding:</b>	To be determined
<b>Program Delivery:</b>	Meals on Wheels and More, Inc.
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services
<b>Estimated Start/ Completion Date:</b>	February 2014 –June 2014
<b>Location:</b>	Eligible homes in the unincorporated areas of Travis County and the Village of Webberville

### Figure 7: Project 2 - Priority and Performance Measurement Information (HUD – prescribed)

<b>Priority Need Category:</b>	Owner Occupied Housing	<b>Project:</b>	Rehabilitation of existing units
<b>Eligible Activity:</b>	Rehabilitation	<b>Outcome Category</b>	Availability/ Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve the quality of owner housing
<b>Citation</b>	570.202	<b>Accomplishment</b>	5 houses
<b>Eligibility</b>	LMH	<b>Matrix Code</b>	14A, Rehabilitation, Single Unit Residential
<b>Priority in the 2011-2013 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	HCIH02

#### Considerations:

- The need to repair aging and deteriorating houses in the unincorporated areas of the county is a one of the most frequently presented needs in the CDBG public hearings. It is also a need observed first hand by the CDBG social workers who provide service through home visits.
- This project was funded in PY12, and is currently being administered by Meals on Wheels and More.
- Out of 58 applicants currently on the list, approximately 33 are being considered for program participation. The other applicants have either withdrawn their application or were not eligible for one or more reasons such as income, property taxes, and/or environmental or other issues. This number will continue to fluctuate as new applicants are added to the wait list and existing applicants are removed from the list because they do not respond to information requests, cannot be reached, withdraw their application, or are deemed ineligible.
- We expect the first two properties to receive environmental clearance before the end of May and repairs to begin in late May or early June. The environmental clearance process for the remaining properties is ongoing and we expect to continue to give environmental clearance to additional properties each week.
- An additional \$33,885 of unallocated PY12 grant funds will be allocated to the Home Rehabilitation project for a total funding level in PY13 of \$165,106.
- Repairs and improvements through the Home Rehabilitation Program will positively impact quality of life for residents.

### **Project # 3: FSS Social Work Services Expansion Project - \$75,000**

**Project Description:**

This program is an internal Travis County Health and Human Services & Veterans Service expansion of existing services. In PY11, the program was redesigned to increase program capacity to provide case management, information and referral, non-clinical counseling, crisis intervention and outreach in all four precincts of the unincorporated areas. The project is targeted to individuals who are at 80% MFI or below. The project will fund the equivalent of one FTE social worker who works at a Travis County HHS&VS facility, however, to reduce transportation barriers; the social worker provides the majority of service provision through home visits. Additionally, part of the funds will be used for outreach events, and operating expenses such as items necessary to provide home based services, mileage, and training, among others.

#### **Figure 8: Project 3 - General Project Information**

<b>CDBG Funding:</b>	\$75,000
<b>Leverage Funding:</b>	TBD
<b>Program Delivery:</b>	Family Support Services (FSS) Division of the Travis County Health and Human Services & Veteran Services
<b>Program Oversight:</b>	Travis County Health and Human Services & Veteran Services
<b>Expected Start/ Completion Date:</b>	October 2013-September 2014
<b>Location:</b>	Households in the unincorporated areas of Travis County and the Village of Webberville

#### **Figure 9: Project 3 - Priority and Performance Measurement Information (HUD – prescribed)**

<b>Priority Need Category:</b>	Public Services, Other	<b>Project:</b>	Social Work Services Program
<b>Eligible Activity:</b>	Public Services	<b>Outcome Category</b>	Availability/ Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve the availability of services for low/moderate income persons

<b>Citation</b>	570.201 (e)	<b>Accomplishment</b>	400 Individuals
<b>Eligibility</b>	LMC	<b>Matrix Code</b>	05, Public Services (General)
<b>Priority in the 2011-2013 Strategic Plan#:</b>	High	<b>Travis County HTE #:</b>	HSOH03

**Considerations:**

- Residents of the unincorporated areas have limited access to social services, partly because only a limited number of agencies concentrate on rendering services for unincorporated residents and partly because transportation barriers prevent them from getting to and from health and human service agencies. This project addresses transportation barriers by using the home-based service model.
- Project funds the equivalent of one FTE social work position.
- The project increases access to case management, resource linkage and outreach to all four precincts.
- The project funds a significant part of outreach services needed to be able to identify potential clients.
- Social workers can link clients to other nonprofits to expand service provision outside the urban core.
- The work of the Social Workers informs CDBG staff on the nature and extent of unmet needs facing residents of the unincorporated areas. This information will continue to be of great value in shaping future funding decisions in the unincorporated areas.

**Project # 4: Tenant’s Rights and Fair Housing Counseling– \$50,000**

**Project Description:**

The funds are allocated for Tenant’s Rights and Fair Housing Counseling for residents of the unincorporated areas and the Village of Webberville. This program will expand existing services in the unincorporated areas of the County and the Village of Webberville, and proposes to serve approximately 68 people. Tenant’s Rights services include: telephone counseling and in-person mediation, as needed. Fair housing services include: fair housing counseling, fair housing complaint processing and testing in support of an individual complainant. Additionally, part of the funds will be used for allowable program delivery costs such as marketing materials and office supplies. At least 51% of the recipients will be at or below 80% of the Median Family Income (MFI). Because housing discrimination occurs at all income levels, the project will be allowed to service up to 33 households above 80% MFI. Austin Tenant’s Council, designated as a sub-recipient, will provide these services.

**Figure 10: Project 4 - General Project Information**

<b>CDBG Funding:</b>	\$50,000
<b>Leverage Funding:</b>	Not Applicable



<b>Program Delivery:</b>	Austin Tenant’s Council or other designated sub-recipient
<b>Program Oversight:</b>	Travis County Health and Human Service & Veteran Services
<b>Expected Start/ Completion Date:</b>	September 2013-October 2014
<b>Location:</b>	CDBG Service Area

**Figure 11: Project 4 - Priority and Performance Measurement Information (HUD – prescribed)**

<b>Priority Need Category:</b>	Public Services, Other	<b>Project:</b>	Fair Housing Counseling & Testing
<b>Eligible Activity:</b>	Public Services	<b>Outcome Category</b>	Availability/Accessibility
<b>Objective Category</b>	Provide Decent Housing	<b>Specific Objective</b>	Improve the availability of services for low/moderate income persons
<b>Citation</b>	570.201 (e)	<b>Accomplishment</b>	68 People
<b>Eligibility</b>	LMC	<b>Matrix Code</b>	05J, Fair Housing Activities
<b>Priority in the 2011-2013 Strategic Plan#:</b>	High	<b>Travis County HTE #:</b>	HSFH04

**Considerations:**

- Residents of the CDBG service area have limited access to fair housing services, partly because no agencies concentrate on rendering services for unincorporated residents and partly because transportation barriers prevent them from getting to local fair housing agencies.
- The project increases access to tenant’s rights and fair housing services, training and outreach to all four precincts.
- ATC can help residents determine if and how discrimination is occurring, and make the appropriate complaints to ameliorate it.
- This work informs CDBG staff on the nature and extent of fair housing choice/discrimination facing residents of the CDBG service area. This information will continue to be of great value in shaping future fair housing programs in the CDBG service area.

## **Project # 5: Administrative & Planning Expenses – \$170,303**

### **Project Description:**

The funds allocated for administration will pay for the operating expenses associated with the grant including office supplies, training, contracted services, interpreting, fair housing activities, membership, Action Plan, annual report, reporting and other business related expenses. Additionally, the funds will pay for a portion (100% and 60%) of the salaries for the two CDBG Planners (one full time and one part time), and a portion (25%) of the salary of a TNR Senior Engineer. These positions are responsible for project development, action plan and annual report development, monitoring, and reporting and other tasks relating to administration and planning.

### **Figure 12: Project 5 - General Project Information**

<b>CDBG Funding:</b>	\$170,303
<b>Leverage Funding:</b>	Travis County General Fund = estimated \$120,000
<b>Program Delivery:</b>	Travis County Health and Human Service & Veteran Services
<b>Program Oversight:</b>	Travis County Health and Human Service & Veteran Services
<b>Expected Start/ Completion Date:</b>	October 2013-September 2014
<b>Location:</b>	Not Applicable

### **Figure 14: Project 5 - Priority and Performance Measurement Information (HUD – prescribed)**

<b>Priority Need Category:</b>	Not Applicable	<b>Project:</b>	Program Administration
<b>Eligible Activity:</b>	Administration and Planning	<b>Outcome Category</b>	Not Applicable
<b>Objective Category</b>	Not Applicable	<b>Specific Objective</b>	Not Applicable
<b>Citation</b>	570.206	<b>Accomplishment</b>	Other, Effective administration of the grant
<b>Eligibility</b>	Not Applicable	<b>Matrix Code</b>	21A, General Program Administration

<b>Priority in the 2011-2013 Strategic Plan#:</b>	Not Applicable	<b>Travis County HTE #:</b>	HAGH05
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**Considerations:**

- Funds 100% of a part time, existing planner and 60% of a full time, existing planner.
- Funds 25% of existing TNR Senior Engineer.
- Assists in addressing timeliness through consistent monthly expenditures.
- Leverages an estimated \$120,000 in general fund dollars to support personnel and other costs.
- Pays for all of the grant related costs related to translation, fair housing outreach and training, advertising and other costs.

**Alternate Project # 1: Home Rehabilitation – up to \$1,000,000**

**Project Description**

This project funds minor home repair services for low and moderate income homeowners in the unincorporated areas of Travis County and the Village of Webberville, to move homes towards Housing Quality Standards. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The loan is forgiven at a pro-rata rate of 20% for each year of home ownership. Examples of potential improvements include connections of houses to long-term viable sources of water (not part of a stand-alone infrastructure project), complementing weatherization services of other funding sources, septic tank repairs, and electrical and plumbing repairs. In the event that program income is created, it will be reinvested into the Home Rehabilitation project.

These funds are targeted to homeowners at or below 80% MFI in the CDBG service area. This project is currently being administered by Meals on Wheels and More, Inc.

**Figure 15: Alternate Project 2 - General Project Information**

<b>CDBG Funding:</b>	Up to \$1,000,000
<b>Leverage Funding:</b>	To be determined
<b>Program Delivery:</b>	Meals on Wheels and More, Inc.
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services
<b>Estimated Start/Completion Date:</b>	To be determined
<b>Location:</b>	Homes in the unincorporated areas of Travis County and the Village of Webberville

**Figure 16: Alternate Project 2- Priority and Performance Measurement Information (HUD –prescribed)**

<b>Priority Need Category:</b>	Owner Occupied Housing	<b>Project:</b>	Rehabilitation of existing units
<b>Eligible Activity:</b>	Rehabilitation	<b>Outcome Category</b>	Availability/ Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve the quality of owner housing
<b>Citation</b>	570.202	<b>Accomplishment</b>	TBD, dependent on funding level
<b>Eligibility</b>	LMH	<b>Matrix Code</b>	14A, Rehabilitation, Single Unit Residential
<b>Priority in the 2011-2013 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	HCIH06

**Considerations:**

- The need to repair aging and deteriorating houses in the unincorporated areas of the county is a one of the most frequently presented need in the CDBG public hearings. It is also a need observed first hand by the CDBG social workers who provide service through home visits.
- This project was funded in PY12, and is currently being administered by Meals on Wheels and More.
- As noted under Project #2 above, out of 58 applicants, approximately 38 are currently being considered for program participation. The other 20 applicants either withdrew their application or were not eligible for one or more reasons such as income, property taxes, and/or environmental or other issues. This number will continue to fluctuate as new applicants are added to the wait list and existing applicants are either deemed ineligible or withdraw their application. We expect the first two properties to receive environmental clearance in the coming days and repairs to begin in early June. The environmental clearance process for the remaining properties is ongoing and we expect to continue to give environmental clearance to additional properties each week.
- Repairs and improvements through continued funding of the Home Rehabilitation Program will continue to positively impact and improve the quality of life for residents.

**Alternate Project # 2: Sustainability on Site at Las Lomitas****Project Description**

The Las Lomitas neighborhood is located in southeastern Travis County, in Precinct 4. The neighborhood lacks water lines and associated connections, and homeowners are currently purchasing water from a standpipe and transporting it to onsite tanks. The proposed project would fund 1) An assessment of existing conditions and a comprehensive comparison of the feasibility, costs, and benefits of sustainable alternative water and wastewater options versus conventional options; and 2) the implementation of sustainable water, wastewater, and climatic intervention infrastructure, per the outcomes of the study, for qualifying residents.



### Figure 18: Alternate Project 3 - General Project Information

<b>CDBG Funding:</b>	Up to \$480,000
<b>Leverage Funding:</b>	Not Applicable
<b>Program Delivery:</b>	Center for Maximum Potential Building Systems (CMPBS)
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services
<b>Expected Start/ Completion Date:</b>	To Be Determined
<b>Location:</b>	Las Lomas Neighborhood, Precinct 4

### Figure 19: Alternate Project 3 - Priority and Performance Measurement Information (HUD –prescribed)

<b>Priority Need Category:</b>	Infrastructure	<b>Project:</b>	Feasibility study and pilot water project
<b>Eligible Activity:</b>	TBD	<b>Outcome Category:</b>	Sustainability
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve quality of public improvements for lower income persons
<b>Citation</b>	570.201 (c)	<b>Accomplishment</b>	TBD
<b>Eligibility</b>	LMA –Survey	<b>Matrix Code</b>	TBD
<b>Priority in the 2011-2013 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	TBD

## Figure 20: Las Lomitas Current Conditions



Water being transported to a residence in the Las Lomitas Neighborhood



Water storage

### Considerations:

- Reliable access to clean, potable water is a fundamental need, and the proposed project would meet this need as well as greatly improve the living conditions of the neighborhood residents.
- Of the approximate 33 households, which house about 146 residents, at least twelve households have no septic system, which precludes them from qualifying for a water connection to the existing water district. It appears that these households cannot afford septic tanks and instead use outhouses, honey wagons, or some combination thereof.
- Currently, residents purchase water from a waterspout at Highway 183.
- The proposed Sustainability On-Site at Las Lomitas (SOS at Las Lomitas) program aims to increase the community's utility independence, improve the quality of life for as many residents as possible and, ultimately, simultaneously enhance environmental and social sustainability within the neighborhood.
- During the first phase of the proposed project, existing conditions would be assessed for all the eligible properties and the feasibility, costs, and benefits of conventional versus the proposed sustainable water and wastewater options would be compared. This comparison will form the basis for a plan that would reflect the combination of issues faced by the residents and an intervention strategy that would include input and approval from the residents.
- The second phase of the project being proposed by CMPBS, would be implementation of the sustainable water and wastewater options for the eligible properties, if it is determined that this alternative is the most beneficial option.
- If the sustainable alternative is selected, it will consist of a 'tool-kit' of water, wastewater, and climatic intervention (likely passive solar) infrastructure for qualifying properties within the Las Lomitas neighborhood. This toolkit would consist of the following:
  - 1) Zero-discharge wetland septic system (wetlands which can also be used as flower gardens, possibly creating an income opportunity for residents),
  - 2) Bathroom retrofit. Including composting toilets or similar, and low-flow showerheads and faucets,
  - 3) Rainwater collection system (can include gutter to cistern),
  - 4) Passive solar architecture (e.g., a shade roof that also collects water and can become a mounting area for future low-cost energy saving devices such as batch solar water heaters or small photovoltaic systems), and
  - 5) Solar hot water heater.
- It is expected the Tool kit item 3, a rainwater collection system, can potentially provide for all the household's water needs, thus eliminating the necessity of deriving water from an outside water connection, which would lessen the burden on the state's drought-stricken water resources.
- It is expected that Tool kit items 4 and 5 will lessen residents' energy costs.
- CMPBS proposes to design the infrastructure, tailoring it as appropriate to individual households and tracts, and then install the infrastructure with assistance provided by community members. The community includes landscapers and masons who can engage in the installation process as appropriate, thus allowing CMPBS to strengthen the community's knowledge of, and investment in, the new infrastructure, offer opportunities for paid employment to community residents, and fulfill Section 3 requirements.
- SOS at Las Lomitas will address the community members' current uncertainty about best courses for utility installation and offer environmental, economic, and social benefits.
- CDBG staff are still determining if the study would be considered an administration cost or a project delivery cost which would affect the grant's ability to fund.



**ATTACHMENT D: TRAVIS COUNTY CDBG PROGRAM  
PY 2013 PROJECT MATRIX**

Project Category	Project Request	Priority	Location	Leverage	Impact	Feasibility	Low/Mod Benefit	CDBG Eligible	Estimated Cost	Notes
<b>Infrastructure</b>	Substandard Road Improvements & Drainage Improvements	High	Lake Oak Estates, Pct. 3	None	126 indiv.	Phased over 3 years	69.8%	Yes	\$ 896,000 over 3 yrs; Phase 3: \$425,000	The design phase of the project was funded in PY11; Phase 2 of the project was funded in PY12 for the construction of improvements to about half the roadways in the subdivision; Phase 3 is proposed for PY13 and would complete construction on remaining roadways. <b>Candidate for Funding</b>
<b>Infrastructure</b>	Water and wastewater infrastructure.	High	Las Lomitas, Pct. 4	None	33 Households (146 individuals)	12 mo.	Primary Survey Pending	Yes	\$ 480,000	A two part project is proposed: 1) An assessment of existing conditions and a comprehensive comparison of the feasibility, costs, and benefits of conventional water and wastewater options versus sustainable alternatives; 2) Implementation of sustainable water, wastewater, and climatic intervention infrastructure, per the outcomes of the study, for qualifying residents. <b>Additional Planning Needed</b>
<b>Housing</b>	Home repair for low-income households	High	Unincorporated areas, all precincts	Unknown	Unknown	Unknown	Unknown	Yes	\$1 Million	Idea submitted on survey, no project proposal submitted. CDBG is currently funding a home repair program for low income households in the unincorporated areas.

**ATTACHMENT D: TRAVIS COUNTY CDBG PROGRAM  
PY 2013 PROJECT MATRIX**

										<b>Project is currently funded in PY12; additional funding is a candidate for PY13.</b>
<b>Community Services</b>	Continuation of SW Project Expansion	High	All precincts	TBD	400 individuals	12 mo.	100%	Yes	\$106,000 of CDBG funds	Continuation of existing project Funding for the equivalent of 1.5FTEs. \$106,000 of CDBG funding. Service to 400 people and to all precincts. Program hasn't billed 1.5 FTEs in two years ; therefore will fund at 1 FTE. <b>Candidate for Funding</b>
<b>Community Services</b>	Continuation of Fair Housing Counseling and Tenant's Rights	High	All precincts	TBD	68 individuals	12 mo.	51%	Yes	\$50,000	Continuation of existing project, but expand to include tenant's rights as well as fair housing counseling. <b>Candidate for Funding</b>
<b>Administration &amp; Planning</b>	Grant Administration & Planning	N/A	CDBG service areas	\$120,000 General fund	N/A	12 mo.	N/A	Yes	\$290,303; \$170,303 of CDBG funds	Staff, planning, fair housing activities, training and operating expenses necessary for grant administration. <b>Candidate for Funding</b>
<b>Planning</b>	Senior engineer for Infrastructure projects	N/A	CDBG service areas	\$56,598 from TNR	N/A	12 mo.	N/A	Yes	\$113,196; \$56,598 of CDBG funds	Continuation of existing project. \$56,598 will come from the CDBG Grant Administration project; \$28,299 will come from the Lake Oaks Project; the remaining \$28,299 will come from TNR.

## CDBG Project Proposal Form

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section attach additional sheets of paper.

<b>Contact Information</b>	
Provide a proposed project title.	<b>Project Title:</b> Lake Oak Estates Substandard Road Improvements, Phase 3
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> Travis County Transportation & Natural Resources
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Lee Turner, P.E.
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> lee.turner@co.travis.tx.us
Provide the daytime phone number for the contact person.	<b>Phone:</b> 512.854.7598
<b>Description of Problem/Need</b>	
<p><b>Problem/Need</b> - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.</p> <p>Lake Oak Estates is located east of RM 620 and west of Lake Austin, in western Travis County. It is identified as a low to moderate-income area. The roads in the Lake Oak Estates subdivision do not meet Travis County standards and cannot be accepted onto the Travis County maintained roadway system. Lack of an organized and routine roadway maintenance program will cause further deterioration of the roadway condition which will decrease the safety of the roads and jeopardize access to homes. Additionally, the condition of the roadways prevents access to many of the residences in the subdivision.</p>	

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

This project provides the improvements necessary to bring the specified roadways up to minimum County standards so that they can be accepted for maintenance and used by emergency vehicles. The goal of the project will also be to improve the drainage to contain a 25-year rain event. The Travis County Commissioners Court approved using CDBG FY2012 funds to improve half of the roads in Lake Oak Estates. Lake Oak Estates Substandard Road Improvements, Phase 3 serves to fund the construction of the improvements to the other half the roadways in the subdivision.

**Type of Project** - Please choose from the following list to indicate the category that best represents your project.

- |   |   |
|---|---|
| <input type="checkbox"/> Business and Jobs  | <input checked="" type="checkbox"/> Infrastructure Needs    |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Public Buildings & Facilities      |
| <input type="checkbox"/> Housing            | <input type="checkbox"/> Populations with Specialized Needs |

**Type of Activity** – Please choose from the list of activities on pages 5-6 of the instructions, and indicate below the activity that best matches your project.

Infrastructure Project. Improve the substandard road to Travis County Standards.

**Project Description continued**

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

The project includes 1757-feet of Holly Lane; 265-feet of Meadowlark Street and 178-feet of Unnamed Road Number 224. (Map Attached)

**Number of People Impacted** – Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

There are a total of 126 families in Lake Oak Estates. 108 of those families have been identified as low to moderate income, which is about 86%.

<b>Project Cost and Timelines</b>	
If known, provide the total project cost and a copy of the cost estimate or budget.	<b>Estimated Cost of the Project: *</b> \$ 425,000.00. Construction - \$375,000. Engineering - \$25,000. PM/Inspection - \$25,000.
If known, indicate the amount of CDBG funds requested for PY 2013.	<b>Amount of CDBG funds requested:</b> \$ 425,000.00 (Construction Estimate Attached)
If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval. If this is a housing project, please attach a proforma.	<b>Amount and Source of Other Funds:</b>
If applicable, indicate the source of the cost estimate.	<b>Source of the cost estimate:</b>  Lee Turner, P.E. and Brown & Gay Engineering
If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2013 Program Year Cycle is available no earlier than November 1, 2013.	<b>Timeline for Implementation of Project:</b>  January 2014 through April 2014.
<b>*Technical assistance on project cost estimates may be able to be provided by County staff.</b>	

**Additional Notes and Information**

Answer the question by selecting Yes or No.

**Has this project received Travis County CDBG funding in the past?**

- Yes  
 No

**If yes, describe the project's past performance** – Indicate the number of years of funding and details on successes and barriers.

FY 2006 – Northridge Acres Water Distribution System - \$200,000. Project Complete.  
 FY 2006 – Apache Shores Substandard Road Improvements - \$305,000. Project Complete.  
 FY 2007 – Apache Shores Substandard Road Improvements - \$500,000. Project Complete.  
 FY 2007 – Water /Wastewater and Project Planning - \$88,727.  
 FY 2008 – Project Planning and Project Management- \$108,704.  
 FY 2008 - Lava Lane Roadway Improvements Design - \$83,659. Design complete.  
 FY 2009 – Lava Lane Right-of Way Acquisition – 60,000 Acquisition Complete.  
 FY 2010 – Lava Lane Roadway Extension - \$400,000. Project Complete.  
 FY 2011 - Plain View Water Service Connections - \$225,000 Currently in Construction.  
 FY 2011 - Lake Oak Estates Substandard Road Design - Phase 2 Will be submitted to Purchasing by May 1, 2013.

Answer the question by selecting Yes or No.

**Does your organization or Department have experience working with CDBG funds?**

- Yes  
 No

**If yes, describe your organization's past performance** – Indicate the number of years of funding and details on successes and barriers.

FY 2006 – Northridge Acres Water Distribution System - \$200,000. Project Complete.  
 FY 2006 – Apache Shores Substandard Road Improvements - \$305,000. Project Complete.  
 FY 2007 – Apache Shores Substandard Road Improvements - \$500,000. Project Complete.  
 FY 2007 – Water /Wastewater and Project Planning - \$88,727.  
 FY 2008 – Project Planning and Project Management- \$108,704.  
 FY 2008 - Lava Lane Roadway Improvements Design - \$83,659. Design complete.  
 FY 2009 – Lava Lane Right-of Way Acquisition – 60,000 Acquisition Complete.  
 FY 2010 – Lava Lane Roadway Extension - \$400,000. Project Complete.  
 FY 2011 - Plain View Water Service Connections - \$225,000 Currently in Construction.  
 FY 2011 - Lake Oak Estates Substandard Road Design - - 80% Complete.  
 FY - 2012 - Lake Oak Estates Substandard Road Improvements Phase 2 - \$326,598. - Phase 2 Will be submitted to Purchasing by May 1, 2013.

Thank you for your participation!

## CDBG Project Proposal Form

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section attach additional sheets of paper.

<b>Contact Information</b>	
Provide a proposed project title.	<b>Project Title:</b> Family Support Services Social Work Expansion Project
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> Travis County Department of Health & Human Services and Veterans Service; Division of Family Support Services
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Jane Prince MacLean
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> 100 North IH 35, suite 2003 Austin, Texas 78701 jane.prince-maclean@co.travis.tx.us
Provide the daytime phone number for the contact person.	<b>Phone:</b> 512-854-4143
<b>Description of Problem/Need</b>	
<p><b>Problem/Need</b> - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.</p> <p>This project is an internal Travis County Health and Human Services &amp; Veterans Service (HHS&amp;VS) expansion of existing services for CDBG eligible persons. The project was started in project year 2007 (PY07) to increase the capacity of HHS&amp;VS to provide case management, information and referral, counseling, crisis intervention, and outreach in the unincorporated areas of Travis County. Over 17% of Travis County residents live in unincorporated areas, yet social service provider locations and recipients are concentrated in the urban core of the County. This project targets low income persons, and provides case management services to persons living at or below 80% of AMFI (Area Median Family Income).</p> <p>In PY07 the cost of one FTE Social Worker and that position's needed resources were funded to serve the eastern side of Travis County (precinct 1 &amp; 4). In project year 2012 this was expanded to serve all precincts with 1.5 FTEs of Social Workers direct time providing CDBG eligible services to new clients and potential clients.</p>	



Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

This project will continue funding for 1.5 FTEs of Social Workers who provide home and community based services for residents of any unincorporated areas of Travis County. This project leverages 6.5 FTE of local and state funded Social Worker positions to ensure a broad reach to unincorporated residents through all seven of the Travis County Community Centers and a total of 8 Social Worker positions.

These licensed Social Workers directly provide community services; including case management, information and referral, counseling, crisis intervention, and outreach as well as short and longer term rental and utility assistance (1 month to 24 months of assistance depending on funding). Social Workers also link clients to other County services as well as providing over \$300,000 annually in rental, utility assistance in state and locally funded programs. The Social Workers directly access services through Community Partners for Children, the Travis County system of care for children and youth at risk of multi-system involvement and oversee over \$70,000 of mental health services and supports annually.

**Type of Project** - Please choose from the following list to indicate the category that best represents your project.

- |  |   |
|--|---|
| <input type="checkbox"/> Business and Jobs             | <input type="checkbox"/> Infrastructure Needs               |
| <input checked="" type="checkbox"/> Community Services | <input type="checkbox"/> Public Buildings & Facilities      |
| <input type="checkbox"/> Housing                       | <input type="checkbox"/> Populations with Specialized Needs |

**Type of Activity** – Please choose from the list of activities on pages 5-6 of the instructions, and indicate below the activity that best matches your project.

Project Type: Case Management and Outreach for Adults and Youth

**Project Description continued**

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

These services will be provided by the 8 Family Support Services Social Workers who are at each of the seven Travis County Community Centers. All services are provided in community locations such as client homes as needed. Here is a link to the locations of all seven Centers:

[http://www.co.travis.tx.us/health\\_human\\_services/community\\_centers.asp](http://www.co.travis.tx.us/health_human_services/community_centers.asp)

**Number of People Impacted** – Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

It is estimated that 400 individuals will benefit from these services

<b>Project Cost and Timelines</b>	
If known, provide the total project cost and a copy of the cost estimate or budget.	<b>Estimated Cost of the Project: *</b> \$ \$890,240 (cost of the project estimated with Travis County funds- excluding state and federal grants)
If known, indicate the amount of CDBG funds requested for PY 2013.	<b>Amount of CDBG funds requested:</b> \$ 106,000.00 (estimated cost of 1.5 FTE personnel costs without administrative costs)
If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval. If this is a housing project, please attach a proforma.	<b>Amount and Source of Other Funds:</b> Estimated Cost per FTE for Social Worker: \$77,800 Administrative Support & Equipment per FTE: \$5,600 Estimated Mileage and Training per FTE: \$2,710 Estimated Supervisory costs: \$75,250 Estimated Direct Client Services and Supports for all
If applicable, indicate the source of the cost estimate.	<b>Source of the cost estimate:</b> Division budget for Social Work program
If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2013 Program Year Cycle is available no earlier than November 1, 2013.	<b>Timeline for Implementation of Project:</b> Already implemented
*Technical assistance on project cost estimates may be able to be provided by County staff.	

**Additional Notes and Information**

Answer the question by selecting Yes or No.

**Has this project received Travis County CDBG funding in the past?**

- Yes  
 No

**If yes, describe the project's past performance** – Indicate the number of years of funding and details on successes and barriers.

Starting in PY 2007 there have been a series of challenges most around hiring and retaining staff for the project. For example, the PY 2011 conversion to serve clients across the entire Social Work team took time to successfully hire, train and document for CDBG eligible time. For PY 2012 a focus has been on ensuring outreach, training and reporting time is captured accurately. At the end of the second quarter of PY12 307 individuals have been served under this project.

Answer the question by selecting Yes or No.

**Does your organization or Department have experience working with CDBG funds?**

- Yes  
 No

**If yes, describe your organization's past performance** – Indicate the number of years of funding and details on successes and barriers.

Project funded and expanded since PY 2007.  
 Successful in person HUD audit of project.

Thank you for your participation!

## CDBG Project Proposal Form

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section attach additional sheets of paper.

<b>Contact Information</b>	
Provide a proposed project title.	<b>Project Title:</b> Senior Engineer/Project Manager
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> Travis County Transportation and Natural Resources
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Lee Turner, P.E.
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> lee.turner@co.travis.tx.us
Provide the daytime phone number for the contact person.	<b>Phone:</b> 512.854.7598
<b>Description of Problem/Need</b>	
<p><b>Problem/Need</b> - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.</p> <p>The Travis County CDBG program utilizes a Senior Engineer position to function as Project Manager over active CDBG-funded street and water supply improvement projects that will extend beyond October 1, 2013. The Senior Engineer will assess and provide planning for potential transportation, water and wastewater projects to be considered in the future by the Travis County Commissioners Court. Additionally, Travis County is actively pursuing CDBG funding for other street improvement and utility projects that, if approved, will extend the need for a project manager into 2014 and beyond.</p> <p>TNR is requesting continued funding for this position to ensure existing projects are managed effectively through their completion and to assist with evaluating future applications for CDBG funded public works projects and managing approved projects.</p> <p>If this request is not funded, then the workload associated with the CDBG projects would fall to existing engineering staff within TNR. This would result in delays on the various CIP projects currently managed by staff</p>	

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

The Sr. Engineer position works with the Administrative Staff to evaluate and develop public works projects for the CDBG program. Specific duties include:

- Assist in identifying projects (technical advisor);
- Conduct feasibility studies and analysis of potential projects;
- Determine selection criteria for prioritizing projects;
- Determine scope of projects;
- Develop project schedules, cost estimates, and budgets;
- Prepare preliminary designs;
- Develop construction specifications;
- Negotiate cost and bid items with contractors; and
- Serve as project manager (including preparing related agenda packets, monitoring and inspecting work in progress, review testing results, approve change orders, ECT.

**Type of Project** - Please choose from the following list to indicate the category that best represents your project.

- |   |   |
|---|---|
| <input type="checkbox"/> Business and Jobs  | <input checked="" type="checkbox"/> Infrastructure Needs    |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Public Buildings & Facilities      |
| <input type="checkbox"/> Housing            | <input type="checkbox"/> Populations with Specialized Needs |

**Type of Activity** – Please choose from the list of activities on pages 5-6 of the instructions, and indicate below the activity that best matches your project.

Infrastructure planning, estimating and project management.

**Project Description continued**

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

The Senior Engineer will be officed in the Travis County Transportations and Natural Resources Department, Public Works Division, in Austin, TX. The position will manage all Travis County CDBG funded public works projects and evaluate proposals for future projects throughout Travis County.

**Number of People Impacted** – Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

This position serves multiple persons by developing and managing public works projects that, if funded, will improve the health, safety, and general quality of life for the project beneficiaries

<b>Project Cost and Timelines</b>	
If known, provide the total project cost and a copy of the cost estimate or budget.	<b>Estimated Cost of the Project: *</b> \$ 56,597.61
If known, indicate the amount of CDBG funds requested for PY 2013.	<b>Amount of CDBG funds requested:</b> \$ 56,597.61
If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval. If this is a housing project, please attach a proforma.	<b>Amount and Source of Other Funds:</b>
If applicable, indicate the source of the cost estimate.	<b>Source of the cost estimate:</b> Travis County Transportation and Natural Resources Financial Services and Public Works Divisions.
If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2013 Program Year Cycle is available no earlier than November 1, 2013.	<b>Timeline for Implementation of Project:</b>  This position is to be filled by existing staff beginning October 1, 2013.
*Technical assistance on project cost estimates may be able to be provided by County staff.	



**Additional Notes and Information**

Answer the question by selecting Yes or No.

**Has this project received Travis County CDBG funding in the past?**

- Yes  
 No

**If yes, describe the project's past performance** – Indicate the number of years of funding and details on successes and barriers.

FY 2006 – Northridge Acres Water Distribution System - \$200,000. Project Complete.  
 FY 2006 – Apache Shores Substandard Road Improvements - \$305,000. Project Complete.  
 FY 2007 – Apache Shores Substandard Road Improvements - \$500,000. Project Complete.  
 FY 2007 – Water /Wastewater and Project Planning - \$88,727.  
 FY 2008 – Project Planning and Project Management- \$108,704.  
 FY 2008 - Lava Lane Roadway Improvements Design - \$83,659. Design complete.  
 FY 2009 – Lava Lane Right-of Way Acquisition – 60,000 Acquisition Complete.  
 FY 2010 – Lava Lane Roadway Extension - \$400,000. Project Complete.  
 FY 2011 - Plain View Water Service Connections - \$225,000 Currently in Construction.  
 FY 2011 - Lake Oak Estates Substandard Road Design - Phase 2 Will be submitted to Purchasing by

Answer the question by selecting Yes or No.

**Does your organization or Department have experience working with CDBG funds?**

- Yes  
 No

**If yes, describe your organization's past performance** – Indicate the number of years of funding and details on successes and barriers.

FY 2006 – Northridge Acres Water Distribution System - \$200,000. Project Complete.  
 FY 2006 – Apache Shores Substandard Road Improvements - \$305,000. Project Complete.  
 FY 2007 – Apache Shores Substandard Road Improvements - \$500,000. Project Complete.  
 FY 2007 – Water /Wastewater and Project Planning - \$88,727.  
 FY 2008 – Project Planning and Project Management- \$108,704.  
 FY 2008 - Lava Lane Roadway Improvements Design - \$83,659. Design complete.  
 FY 2009 – Lava Lane Right-of Way Acquisition – 60,000 Acquisition Complete.  
 FY 2010 – Lava Lane Roadway Extension - \$400,000. Project Complete.  
 FY 2011 - Plain View Water Service Connections - \$225,000 Currently in Construction.  
 FY 2011 - Lake Oak Estates Substandard Road Design -  
 FY - 2012 - Lake Oak Estates Substandard Road Improvements Phase 2 - Phase 2 Will be submitted

Thank you for your participation!

## CDBG Project Proposal Form

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section, attach additional sheets of paper.

<b>Contact Information</b>	
Provide a proposed project title.	<b>Project Title:</b> Sustainability On Site at Las Lomitas (SOS at Las Lomitas)
Indicate the name of the individual, organization, or neighborhood proposing the project.	<b>Name:</b> Center for Maximum Building Potential (CMBPS)
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Pliny Fisk III
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> 8604 FM 969 Austin, TX 78724 pfisk@cmbps.org
Provide the daytime phone number for the contact person.	<b>Phone:</b> 512-925-4786
<b>Additional Information</b>	
<b>Travis County Administrative Fiscal Review (AFR)</b> - If the organization has a <u>current</u> AFR on file with Travis County, please indicate that here. If not, please complete the AFR attached to this form and submit it with the Project Proposal.	
<b>Section 3 Certification</b> – if applicable. Please complete the Section 3 certification attached to this form and submit it with the Project Proposal.	
<b>Letters of Interest from other funding sources</b> – if applicable. If other funders have committed funds to the project being proposed, please submit letters of commitment from those funders.	

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Description of Problem/Need**

**Problem/Need** - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.

See attachment A, page 1.

**Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

See attachment A, page 1.

**Type of Project** - Please choose from the following list to indicate the category that best represents your project.

- |   |   |
|---|---|
| <input type="checkbox"/> Business and Jobs  | <input checked="" type="checkbox"/> Infrastructure Needs    |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Public Buildings & Facilities      |
| <input type="checkbox"/> Housing            | <input type="checkbox"/> Populations with Specialized Needs |

**Type of Activity** – Please choose from the list of activities on pages 5-6 of the instructions, and indicate below the activity that best matches your project.

**Project Description continued**

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

See Attachment A, page 2.

**Number of People Impacted** – Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

See Attachment A, page 2.

<b>Project Cost and Timelines</b>	
If known, provide the total project cost and a copy of the cost estimate or budget.	<b>Estimated Cost of the Project:*</b> 123,262.98 \$
If known, indicate the amount of CDBG funds requested for PY2013.	<b>Amount of CDBG funds requested:</b> 123,262.98 \$
If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval. If this is a housing project, please attach a proforma.	<b>Amount and Source of Other Funds:</b>
If applicable, indicate the source of the cost estimate.	<b>Source of the cost estimate:</b>
If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2013 Program Year Cycle is available no earlier than November 1, 2013.	<b>Timeline for Implementation of Project:</b> 6 months
*Technical assistance on project cost estimates may be able to be provided by County staff.	

<b>Additional Notes and Information</b>	
<p>Answer the question by selecting Yes or No.</p>	<p><b>Has this project received Travis County CDBG funding in the past?</b></p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p><b>If yes, describe the project's past performance</b> – Indicate the number of years of funding and details on successes and barriers.</p>	
<p>Answer the question by circling Yes or No.</p>	<p><b>Does your organization have experience working with CDBG or other HUD funds?</b></p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p><b>If yes, describe your organization's past performance</b> – Indicate the number of years of funding and details on successes and barriers.</p>	

Thank you for your participation!



**TRAVIS COUNTY HEALTH & HUMAN SERVICES  
& VETERANS SERVICE  
100 North I.H. 35  
P. O. Box 1748  
Austin, Texas 78767**

**2013 AFR PACKET CHECKLIST AND STANDARDS**

**Agency Name:**

A completed application packet includes this checklist and the Common Application and all required attachments.

**Applicants must provide:**

**Provide one copy of the following items:**

**Completed Application Checklist (this page)**

Completed Common Application

**Common Application Required Attachments:**

Most recent Board roster with officers identified (include name, address, phone, job title, business affiliation, gender, ethnicity and Board term)

Board minutes from last three meetings

Current Articles of Incorporation & Agency Bylaws

This application includes general information about 501(c)(3) organizations and is required to be considered for funding from Travis County.

**1. BASIC INFORMATION**

---

Agency Legal  
Name:

Street Address:

City, State, Zip:

Phone Number:

Executive  
Director:

Phone:

Email:

Application  
Contact:

Title:

Phone:

Fax:

Email:

Agency's Fiscal  
Year:

Mailing Address:

City, State, Zip:

Web site:

Board Chair:

Mailing Address:

City, State, Zip:

Phone:

Financial Contact:

Title:

Phone:

Fax:

Email:

Volunteer  
Contact:

Phone:

Email:


We affirm that the information in this application is true and accurate and has been authorized by the board of directors.



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**Board Chairperson** *[typed name]*

**Signature**



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**Executive Director** *[typed name]*

**Signature**



**2. AGENCY MISSION AND VISION STATEMENT**

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a.

**Vision:**

**Mission:**

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**b. AGENCY OVERVIEW**

*Describe the community issue(s) the agency is attempting to address; please cite independent data sources. Include a description of the target population (the population most at risk of experiencing the issue described) including demographic and geographic characteristics.*

*(500 words max. If completing form by hand, continue on, and attach, another sheet, if necessary.)*

---

**c. PROGRAMS**

Please list the agency's programs and include a brief description of each.

<b>Program Name</b>	<b>Description (25 words max.)</b>
---------------------	------------------------------------

**Program Name**                      **Description (25 words max.)**

d. Please list the agency's affiliations, licensures, certifications or accreditations.

e. Provide agency's number of total clients served last fiscal year.

**3. BOARD**

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a. Number of board members:

b. Frequency of board meetings:

c. Please briefly describe the board and volunteer committee structure including functions and activities.

d. Please briefly describe how the board participates in fundraising activities.

e.  Yes     No    Does the board review program performance?

f.  Yes     No    Does the board annually approve the budget?

g. If necessary, please include further explanation for any items in this section.

**4. FINANCIAL**

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- a.  Yes  No 990 forms have been submitted to the IRS.
- b.  Yes  No The agency is current on its payment of payroll taxes.

c. **Agency's Current FY Budget: \$**  
*(Excluding In-Kind)*

**Revenue**

State and Federal Grants: 0%  
 City and County Grants/Contracts: 0%  
 Fundraising: 0%  
 Foundation Grants: 35%  
 Special Events: 3%  
 Contributions & Major Gifts: 3%  
 United Way: 0%  
 Client Fees: 42%  
 Interest and Other: 17%

**Expenses**

Management: 10%  
 Program: 87%  
 Fundraising: 3%

d. Please briefly describe and estimate the value of in-kind support the agency receives.

- e.  Yes  No The agency has operating reserves of at least one month.
- f.  Yes  No The agency has a current strategic plan that addresses sustaining the organization.
- g.  Yes  No The agency's audits from the two previous fiscal years show that the agency kept operating expenses within revenues. If no, please explain in k below.

- h. Briefly describe how dollars have been used to leverage other funds.
  
  
  
  
  
  
  
  
  
  
- i. Are County funds used as match for other funding sources? Please list sources and amount matched.
  
  
  
  
  
  
  
  
  
  
- j. How much money will the agency be bringing into the community through leveraging? Please describe and include amounts and sources.
  
  
  
  
  
  
  
  
  
  
- k. If necessary, please include further explanation for any items in this section.

**5. AGENCY ADMINISTRATION**

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- a.  Yes  No Do financial policies and procedures outline internal controls including separation of duties, accounts receivable, accounts payable, investments, reconciliation and classification of accounts?
  
- b.  Yes  No The agency has written personnel and operating policies.
  
- c. Number of paid full and part-time staff, please list both:

## **Compliance with Section 3 Travis County Community Development Block Grant (CDBG) Program Section 3 Overview**

### **Section 3 Overview**

Section 3 of the Housing and Urban Development Act of 1968, as amended, requires that recipients of financial assistance provided by the U.S. Department of Housing and Urban Development (HUD), including developers, owners, and contractors and their subcontractors, provide, "to the greatest extent feasible", training and employment opportunities for low income area residents and contract opportunities for the performance of work by local businesses owned by and/or employing low income residents.

### **Applicability**

Section 3 preference requirements apply to recipients of CDBG for a covered project for which the amount of assistance exceeds \$200,000. Contractors and subcontractors are subject to Section 3 requirements when the amount of assistance exceeds \$200,000 and the amount of the contract or subcontract exceeds \$100,000. If the amount of assistance exceeds \$200,000, but no contract exceeds \$100,000, the Section 3 preference requirements apply only to the recipients. Section 3 applies to subrecipients, professional services or construction work for housing rehabilitation, housing construction or other public construction projects.

### **Section 3 Residents and Business Concerns**

A "section 3 resident" is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended. Refer to Exhibit 1 for a definition of low and very low income resident.

A "Section 3 business concerns" are businesses that can provide evidence that they meet one of the following: 1) 51 percent or more owned by Section 3 residents; or 2) At least 30 percent of its fully time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or 3) Provides evidence, as required, of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two paragraphs.

### **Section 3 Compliance**

To comply with Section 3 requirements, the Travis County CDBG program will examine and consider amongst other factors the contractor's or vendor's potential for success by providing employment and business opportunities to low- and very low-income residents prior to acting on any proposed contract award. Towards this end, the County will include a local

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opportunity plan for CDBG-sponsored projects. As part of the response to bid solicitations, request for proposals, services or qualifications, businesses will be required to certify that a Section 3 Local Opportunity Plan will be submitted to the County if they are awarded a CDBG-funded contract.

### **Section 3 Local Opportunity Plan**

A sample local opportunity plan is attached as Exhibit 2 along with Section 3 definitions on Exhibit 3. Recipients will be expected to maintain documentation of activities and outreach attempts. Recipients can use the form in Exhibit 4 to document the eligibility of their workers as Section 3 eligible residents. Additional information about Section 3 can be found on HUD's website at the following URL:

<http://www.hud.gov/offices/fheo/section3/section3.cfm> .

### **Reporting**

Contractors, consultants, subrecipients and subcontractors will be expected to complete the "Section 3 Report" found in Exhibit 5 to document efforts made to direct the employment toward low-and very low income persons and to document whether Section 3 residents were hired to fill any available positions. Reports must be submitted to the County on a quarterly basis throughout the contract period and a final report will be due 5 days after the project/contract close-out date. The quarterly reports will be due according to the following schedule:

- January 5<sup>th</sup> for activities undertaken from October through December;
- April 5<sup>h</sup> for activities undertaken from January through March;
- July 5<sup>th</sup> for activities undertaken from April through June; and
- October 5<sup>th</sup> for activities undertaken from July through September.

If the 5th falls on a weekend or a holiday, the quarterly reports are due to Travis County on the next business day.

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## Exhibit 1: Section 3 Income Limits

All residents of public housing developments of the Travis County Housing Authority qualify as Section 3 residents. Additionally, individuals residing in Travis County who meet the low income limits set forth below can also qualify for Section 3 status.

### Eligibility Guideline (Effective December 11, 2012)

Number in Household	Low Income
1 individual	\$41,000
2 individuals	\$46,850
3 individuals	\$52,700
4 individuals	\$58,550
5 individuals	\$63,250
6 individuals	\$67,950
7 individuals	\$72,650
8 individuals	\$77,300

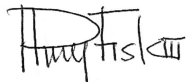
**Exhibit 2: Section 3 Local Opportunity Plan**

\_\_\_\_\_, hereby agrees to implement the following specific affirmative  
(Name of Contractor)  
action steps to increase the utilization of business concerns located within the Travis County boundaries.

1. Implement procedures to notify Section 3 residents and business concerns about training and employment opportunities generated by Section 3 covered assistance.
2. Implement procedures to notify Section 3 business concerns about the availability of contracting and subcontracting opportunities generated by Section 3 covered assistance.
3. Use notification methods to reach a broad segment of Section 3 residents that may include advertising in local advertising media, placing signs at the project site, contacting the Travis County Housing Authority, and contacting community organizations, employment agencies, and other public or private institutions operating and servicing the project area.
4. Notify potential contractors and subcontractors contemplating work on Section 3 covered projects of their responsibilities.
5. Incorporate the Section 3 Clause (verbatim) into all covered solicitations and contracts as per Section 24 CFR Part 135.38.
6. Refrain from entering into contracts with contractors or subcontractors that are in violation of the Section 3 regulations.
7. Appoint or recruit a staff member to act as Equal Opportunity Officer to coordinate the implementation of this plan.
8. Submit quarterly reports as required by the Travis County CDBG program reporting Section 3 employment activities.
9. Maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.

We, the officers / representatives of \_\_\_\_\_, have read and fully agree to this plan, and agree to become a party to the full implementation of this program.

IN WITNESS WHEREOF, the undersigned, being duly authorized, has caused this document to be executed in its name on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title



## Exhibit 3: Section 3 Definitions

Employment Opportunities Generated by Section 3 Covered Assistance – all employment opportunities generated by the expenditure of Section 3 covered projects including management and administrative jobs. Management and administrative jobs include architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g. construction manager, relocation specialist, payroll clerk, etc.

Low Income Person – families (including single persons) whose incomes do not exceed 80% of the area median family income, with adjustments for smaller and larger families.

New Hires – full-time employees for permanent, temporary, or seasonal employment opportunities.

Section 3 – Section 3 of the Housing and Urban Development Act of 1968, as amended (12 USC 1701u)

Section 3 Business Concern – a business concern,

- a. That is 51% or more owned by Section 3 residents; or
  - b. Whose permanent, full-time employees include persons, at least 30-percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
  - c. That provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraph “a” or “b” above.
- 
-

## Section 3 Definitions (continued)

### Section 3 Covered Assistance –

- a. Assistance provided under any HUD housing or community development program that is expended for work arising in connection with the construction, reconstruction, conversion, or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development funds.
- b. Public housing development assistance provided pursuant to Section 4 of the 1937 Act;
- c. Public housing operating assistance provided pursuant to Section 9 of the 1937 Act;
- d. Public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;

Section 3 Covered Contracts – a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work generated by the expenditures of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. Section 3 covered contracts do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

Section 3 Resident – a public housing resident or an individual who resides in the metropolitan area or non-metropolitan county in which the Section 3 covered assistance is expended and who is considered to be a low to very-low income person.

Subcontractor – any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

Very low-income person – families (including eligible single persons) whose income does not exceed 50% of the area median family income, with adjustments for smaller and larger families.

---

## Exhibit 4: Resident Employment Opportunity Data

### Eligibility for Preference

A section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program).

### Certification for Resident Seeking Section 3 Preference in Training and Employment

I, \_\_\_\_\_, am a legal resident of the

\_\_\_\_\_

\_\_\_\_\_ and meet the income eligibility guidelines for a low- or very-low-income person as published on the reverse.

My permanent address is:

\_\_\_\_\_

I have attached the following documentation as evidence of my status:

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of lease  | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of Evidence of participation<br>in a public assistance program. | <input type="checkbox"/> Other evidence                       |

Signature \_\_\_\_\_

Print Name Date \_\_\_\_\_

## Exhibit 5: Section 3 Report

### Part I Agency and Contractor Information

Subrecipient /Contractor/Subcontractor Name:	Project Name:
	Contract Amount:
Report Date:	Contact Person Name: Phone Number:

Indicate the efforts you made to direct the employment and other economic opportunities generated by the CDBG financial assistance to the greatest extent feasible, toward low-and very low income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

Attempted to recruit low income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3 covered project is located or similar methods.

Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

Participated in a HUD program or other program that promotes the award of contracts to businesses that meet the definition of a Section 3 business.

Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered projects is located.

Other; describe below.



**Part II Information Regarding Agency/ Contractor Employment**

Subrecipient / Contractor/Subcontractor Name:		Project Name:			
		Contact Person Name:			
Report Date:		Phone Number:			
<p><b>For Subrecipients:</b> Did your agency receive \$200,000 or more of CDBG funds for this project?</p> <p><b>For Contractors/Consultants:</b> Is your contract in excess of \$100,000? If yes continue, if no then stop. (note for subcontractors: Section 3 applies if the primary contract exceeds \$100,000)</p>		Yes		No	
<p>Were there any new hires by your organization that were generated in connection with the CDBG award/project? "New hire" is defined as full time positions that are either permanent, temporary or seasonal. A new hire can be for a new position or replacement of an existing position that became vacant. If yes, please complete the following table in its entirety. If no, then stop.</p>		Yes		No	
Job Category	Number of New Hires	Number of New Hires that are Sec 3 Residents	% of Aggregate Number of Staff Hours of New Hires that are Section 3 Residents	% of Total Staff Hours for Section 3 Employees and Trainees	Number of Section 3 Employees and Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List)					
Trade					
Trade					
Other (List)					
Total					

**Section 3 resident/employee definition:** A resident of public housing (regardless of income), or an individual residing in the metropolitan area or non metropolitan county in which the CDBG assistance is expended and whose income is below 80% of the metropolitan or county median income as published by HUD



## **Exhibit 6: Section 3 Certification**

(to be added to the contract)

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
  - B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
  - C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
  - D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
  - E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
  - F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
  - G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act .
  - H. (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the
-

provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

- I. The contractor also agrees to adopt a Local Opportunity Plan, maintain documentation to support its implementation and report not less than a quarterly basis the results of their Section 3 efforts.

### **Certification**

“I certify that I understand and will follow the Section 3 requirements presented above and have the capacity to comply, document, and report as necessary.”

WARNING: Falsifying information on this certification is a felony. HUD will prosecute false claims and statements. Conviction may result in civil and/or criminal penalties. (18 U.S.C. §§ 1001, 1010, 1012, 3559, 3571; 31 U.S.C. §§ 3729, 3802).

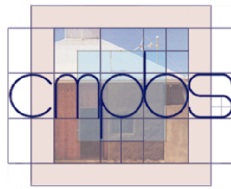
Name of Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





**CENTER FOR MAXIMUM POTENTIAL BUILDING SYSTEMS**  
**2013 CDBG PROPOSAL: SUSTAINABILITY ON-SITE AT LAS LOMITAS (SOS AT LAS LOMITAS)**  
**PROJECT PROPOSAL**

**Description of Problem/Need**

Las Lomitas Subdivision, a colonia in southeast Travis County, has no water services and limited wastewater treatment. The unincorporated subdivision contains fifteen ten-acre tracts, thirty-three households, and houses 146 residents in total. While some of the families have installed septic tanks, twelve households have no septic systems.

The absence of water services and inadequate wastewater treatment poses sanitation, health, and safety risks, as well as daily hardships to Las Lomitas residents. Those households without wastewater treatment cannot afford septic tanks and use outhouses, honey wagons, or some combination thereof. Residents purchase water from a waterspout at Highway 183, which poses dangers and financial burdens. Obtaining water from the spout means Las Lomitas has no immediate water source available to fight fires, which became evident after a fire in 2011. The spout water is non-potable and some families have moved away after their children grew sick from the water. Yet the largest risk remains that Travis County may shut down the spout, as they have threatened to do. Las Lomitas residents petitioned at Commissioner's Court to keep the spout open, but its hours have been significantly cut. The possibility looms that many residents may soon have neither wastewater treatment, nor nearby water access.

The residents of Las Lomitas understand the situation's gravity and have taken what actions they can to find long-term solutions. In addition to petitioning at Commissioner's Court, in FY 2012 the Las Lomitas Neighborhood Association applied for a Community Development Block Grant Program to install a water connection with Creedmoor-Maha Water Corporation. Their proposal was approved as an alternative project, but Travis County Office of the County Executive has specified that it cannot proceed with this project until all Las Lomitas households have wastewater treatment systems.

**Project Description**

CMPBS proposes Sustainability On-Site at Las Lomitas (SOS at Las Lomitas), a program that aims to increase the community's utility independence, improve the quality of life for as many residents as possible and, ultimately, to simultaneously enhance environmental and social sustainability within the colonia. The program is twofold: an action program with multiple potential pilot projects. These components break down as such:

A) Action program - An analysis of Las Lomitas water and wastewater services that results in an assessment of existing conditions and a comprehensive comparison of the feasibility, costs, and benefits of conventional water and wastewater options versus sustainable alternatives. CMPBS will use this comparison to generate a plan that reflects the combination of issues faced by residents and an intervention strategy to be worked on with residents for input and approval.

B) Multiple potential pilot projects - The implementation of sustainable water, wastewater, and climatic intervention (likely passive solar) infrastructure, per the outcomes of the study, for qualifying residents. CMPBS will offer these infrastructure options as various components of a "tool kit" that responds to the range of issues found. This kit will include: (1) zero-discharge wetland septic system (wetlands can be used as flower garden), (2) bathroom retrofit (including (a) composting toilet or similar, and (b) low-flow shower and faucets), (3) rainwater collection system (can include gutter to cistern), (4) passive solar architecture (i.e. a shade roof that also collects water and can become a mounting area for future low-cost



energy saving techniques such as batch solar water heaters or small photovoltaic systems), and (5) solar hot water heater. Tool kit item 3, a rainwater collection system, can potentially provide for all water needs – eliminating the necessity of deriving water from a spout or water connection. Tool kit items 4 and 5 will lessen residents' energy costs. While CMPBS will offer the relevant components of this kit to all qualifying residents as determined by Travis County CDBG Office, it will begin the process with one eligible resident: Ms. Rosa Vargas.

Blue Gold Engineering has provided preliminary cost-outs for both a conventional and sustainable (zero-discharge wetland) septic system on Ms. Vargas' tract. CMPBS has also provided a chart conceptualizing its approach to the comprehensive analysis. This analysis will entail further, more detailed cost-outs and plans such as the one provided for Ms. Vargas' property.

CMPBS will design the infrastructure, tailoring it as appropriate to individual households and tracts, and then install the infrastructure with assistance provided by community members. The community includes landscapers and masons who will engage in the installation process as appropriate, thus allowing CMPBS to strengthen the community's knowledge of and investment in the new infrastructure, offer opportunities for paid employment to community residents, and fulfill Section 3. SOS at Las Lomitas will address the community members' current uncertainty about best courses for utility installation and offer environmental, economic, and social benefits.

### **Project Location and Service Area**

CMPBS will implement the initial, analysis portion of this project across all fifteen tracts at the Las Lomitas Subdivision, which is located off of FM 1625 and Coulver Road. Attached are two maps: one identifying where Las Lomitas is within Travis County and one plat map of the subdivision (with Ms. Vargas property highlighted). There are also two maps of Ms. Vargas' tract provided with the preliminary septic cost-outs.

CMPBS will implement the first pilot project at Ms. Rosa Vargas' property, located at 8100 Coulver Rd., Austin TX, 78747, and then at the households of any other CDBG-eligible residents as determined by a CDBG survey.

### **Number of People Impacted**

SOS at Las Lomitas will benefit all 146 residents by providing them with an analysis of various utility scenarios and suggested courses for manifesting the top among these scenarios. SOS will also directly benefit at least one community member, Ms. Rosa Vargas, by upgrading her water, wastewater, and energy utilities. Furthermore, the project has the potential to upgrade the utilities for any other qualifying residents. According to preliminary surveys, 26 of the 33 households are believed to be eligible and the Travis County CDBG Office is already in the process of evaluating residents' eligibility per the community's FY 2012 CDBG application.

## **Administrative Fiscal Review**

### **Agency Overview**

CMPBS undertakes projects based on their potential contribution to site, regional and global sustainability and human health, and actively pursue collaborations with associate organizations, businesses, professional firms, and relevant populations. Projects emphasize regional contexts as bases for responsible resource use relative to materials, energy, water, waste, food, and meaningful employment. CMPBS has worked locally, statewide, and nationally to create sustainable policy agendas, such as the Austin Green Building Program, the State Architecture and Engineering Guidelines, and national LEED rating systems, which reflect the organization's dedication to all aspects of our built environment.

In CMPBS' "SOS at Las Lomitas" CDBG proposal, CMPBS focuses on its objectives to assist site and regional sustainability through use of infrastructure that efficiently utilizes water, energy, and materials, while simultaneously enhancing human health and creating meaningful employment.

CMPBS targets disadvantaged populations as among the potential beneficiaries of its design work. Such projects include the Island Nations Initiative – a contemporary project that aims to generate rapid deployment disaster relief modular shelter components that evolve over time to create permanent housing opportunities. At Las Lomitas, CMPBS seeks to aid the low- and middle- income residents of an unincorporated colonia.

Las Lomitas residents have no water connection and obtain water from a waterspout near Highway 183. The colonia exhibits varying onsite wastewater services; septic tanks exist on some properties where the homeowners have been capable of privately financing installation. The Travis County Consolidated Plan and Action Plan states that "For low- and moderate- income residents of the unincorporated areas, paying for a water connection may be a significant financial burden" (PY 2011-2013 Travis County Consolidated Plan and Action Plan 9).

The Las Lomitas residents have actively sought to remedy their water service situation, similar to many communities as described by CDBG: "Particularly in economically disenfranchised areas, residents communicated that they lacked access to running water, had wells running dry, and were without infrastructure and/or funding to access the area water utility" (121). Residents have yet been unsuccessful in obtaining financial, design, or installation assistance in utility improvements; CDBG funding would allow CMPBS to assist the residents in all of these ways.

The Las Lomitas colonia is located in an area that Travis County CDBG Office has identified as housing populations in need of assistance – southeastern Travis County. The Office writes "And while demand for water rises, an ongoing and prolonged drought has put a strain on existing water supplies in Travis County, particularly in the most economically depressed areas of eastern Travis County" (121). CMPBS' Las Lomitas initiative addresses this region of Travis County while mitigating stresses caused by the drought. As opposed to conventional wastewater treatment systems, CMPBS' "tool kit" includes rainwater catchment and other infrastructure that will preserve natural water resources and allow them to be used by the community.

CMPBS' CDBG proposal for Las Lomitas epitomizes CMPBS' critical scope of work – benefiting the environment while concurrently bettering the lives of populations most in need.

### **Programs (25 words each max.)**

**Prototype:** A prototype is an original type, form, or instance of something serving as a typical example, basis, or standard for other things of the same category.

**Policy:** A policy establishes a protocol or prototype into a publicly accessible domain, such as a code, standard, ordinance, or covenant, to expand its sphere of influence from a single project to standard practice accessible to all.

**Protocol:** A protocol is a set of guidelines, procedures, identifiers, or rules whose definitions aim to clarify and streamline understanding of particular processes according to a set routine.

# SOS AT LAS LOMITAS ACTION PLAN CONCEPTUAL APPROACH



	Existing					Scenario A (Conventional)					Scenario B (Sustainable)								
	Component	Installation	Maintenance	Environmental Impact	Community Benefit	Component	Cost	Installation	Maintenance	Environmental Impact	Community Benefit	Component	Cost	Installation	Maintenance	Environmental Impact	Community Benefit		
Water												Rainwater collection system							
													Bathroom retrofit A: lowflow shower and faucets						
Wastewater Treatment												Zero-discharge wastewater treatment wetland							
													Bathroom retrofit B: composting toilet						
Energy												Shade roof							
													Solar hot water heater						

Components of CMPBS utility improvement tool kit

## CENTER FOR MAXIMUM POTENTIAL BUILDING SYSTEMS

Board of Directors Annual Meeting

Austin, Texas

9 February 2013

10:30am – 4:00pm

### MINUTES

.....  
In Attendance: Cynthia Leigh, President; Carol Thompson, President-Elect; Bob Anderson, Treasurer; Gail Vittori, Secretary; Alberto Luera (via telephone); Dee Simpson

Board members absent: David Armistead, Dan Komer

Staff Present: Pliny Fisk III

Guests: Paige Hill and Jim Walker – Urban Patchwork

1. **Meeting called to order at 10:37AM**

2. **Introductions & Announcements:** Cynthia opened the meeting welcoming everyone present, and acknowledged that Edie was unable to attend and that Wendy will be joining later in the day. Pliny announced that he was selected as a distinguished speaker at SXSW Eco, to be held in Austin in October 2013. He also briefed the Board that CMPBS is in a working relationship with Texas A & M (Dean Jorge Vanegas) and the City of San Antonio to acquire the A & M Solar Decathlon to become a permanent demonstration building at the Center, and that the Texas Center for Applied Technology in San Antonio, under the leadership of Dr. James Wall and Mike Martin, are working towards that end. All expenses for moving and upkeep will be CMPBS' sole responsibility.

3. **Declaration of Conflicts of Interest:** None declared.

4. **Collaboration Updates**

- **Urban Patchwork:** Urban Patchwork's Paige Hill (Executive Director) and Jim Walker (Board Chair) described the history of Urban Patchwork's relationship with CMPBS, supported by an MOU that positioned CMPBS as fiscal sponsor. This enabled Urban Patchwork to receive donations as they were finalizing their 501c3 IRS status. Paige thanked CMPBS for the support and help to get Urban Patchwork off the ground, and looks forward to continued collaboration on research and projects. UP currently has 16 host properties each supporting about 4 families, 40 regular families in Violet Crown neighborhood, and 15-20 families in Cherrywood neighborhood. They described a recent initiative in the Dove Springs neighborhood—Austin's largest 'food desert'—to create a perennial 'Community Food Corridor' in partnership with Sustainable Food Center, funded by Dell Family Foundation—as part of the Go Austin Vamos Austin Neighborhood Initiative, designed to teach people and enrich neighborhood/social fabric. Board members applauded UP's success and wished them well in their future endeavors.

5. **Action Items/Strategic Updates**

- Approvals/Actions
  - Minutes of October 20, 2012 Board meeting: Carol moved to approve; Bob seconded. Motion was approved by consent.

Approved by Board: \_\_\_\_\_

- Set date for next Board meeting – May 4 or May 11? Staff will follow up and confirm board availability.
- Year to date financials – Gail gave a report on finances, indicating that revenue is running behind, especially in the area of grant revenue, while expenses are running on track with budget. Most important is to identify grant sources that will be focus of the afternoon strategic session along with fundraising more generally. The Board accepted the financials. Staff will distribute name of Bee family trust to Board members.

Wendy joined the meeting at 11:17am.

- **Report from Nominating Committee**
  - Appointment of new Board member: A motion was made by Carol, seconded by Gail, to approve Lance Hosey as a new Board member for a 2-year term. The motion was approved by consent.
  - Identification of additional Board members – there are no current names under consideration, though an intention to identify new Board members. Pliny indicated he would resurrect the list of board member attributes to guide future decisions. Cynthia will call meeting of Nominating Committee and report back to Board. Carol suggested Robyn Metcalfe, who organized the recent UT conference on the history of food, as someone to consider.
- **Approve Bylaws Amendments:** The Board amended bylaws at the last meeting to include President-Elect on the roster of Board officers. Another amendment was put forward to establish CMPBS executive director(s) to serve on the Board as ex officio. Bob moved to approve, seconded by Dee. The motion was approved 5-0-1, with Gail abstaining.
- **Report from Organizational Excellence Working Group:** With David not in attendance to report, Cynthia briefed the Board, indicating that a meeting occurred with Cynthia, David, Pliny, Gail. The group acknowledged the OEWG's 'charter' based on motion approved at October '12 board meeting. Meeting focused on IP vs. the specific charge of the motion. In discussion, Wendy suggested that the OEWG identify a few things you want to benchmark against – for board terms, employee benefits, etc. What is the sense of the board re: term limits and organizational structure, such as advisory board? Is the primary interest staff benefits and executive compensation that aligned with Bob's general sense of doing fewer things better.
- **Appoint Compensation Committee:** Cynthia appointed the Executive Committee as Compensation Committee, with the understanding that Gail would be recused. Alberto suggested that the Committee assess the financial impact of the package on the budget, and also that it would be helpful to have a sense from Gail and Pliny what they would be looking for. Gail and Pliny indicated that they are working on this through their personal financial advisor, and will provide relevant information to the Compensation Committee. The Committee will figure out how the budget can be stretched to compensate the co-directors as they consider appropriate. Goal to have recommendations in place in time to integrate into the FY '14 budgeting process. To clarify, the Compensation Committee will address executive compensation and co-directors will address staff benefits. Both efforts will assess a range of resources/technical support to advance these efforts by the end of FY '13 (June 30, 2013).
- Other Business

Brendan Wittstruck joined the meeting at 11:45am.

Approved by Board: \_\_\_\_\_

## 6. Updates/Discussion

- Still Water Foundation / Meadows Foundation status: Pliny updated the Board on status, indicating that the due date for the Meadows' grant had been extended until April.
- Report from Fundraising Committee – to be addressed in afternoon strategic action session.
- Intellectual Property -- Vincent & Elkins is providing pro bono services to the Center related to Intellectual Property. They suggest that the Center and Fisk agree on a relationship for IP within the Executive package and that this become a permanent relationship. This agreement should enable Fisk to use CMPBS facilities (grounds utilities , tools etc ) to independently pursue IP and to compensate for this through a percentage agreement that goes to the Center as a overarching relationship and to not get into the specific recording of time spent, utilizes used etc. This is augmented by guidance from Wendy that would establish a list of all IP that is owned by the Center, based on copyrights, trademarks, etc. that can be tracked, with the understanding that everything else (not listed) is assumed to be Pliny's personal IP, for which he grants a non-exclusive right to CMPBS. These points need to be taken seriously in that Patent laws are changing meaning to first to file is the base criteria as of March 15 2013. This means that any past creations that were not picked up on by others are all possible to still file even though some might well have been publicly presented (i.e., if there is no record of another company or individual that picked up on the IP then you can still claim its use and legally protect it under law. It happens that two patent applications are being filed this week using this understanding including some items that were indeed developed years ago but never filed and never used or patented by others.
- Staffing: Gail indicated that Elena is expected back in early March and, in the interim, Kylie Palzer has filled the Office Administrator/Executive Assistant position well.
- Board roles + responsibilities – how are we doing? Cynthia reported that only 2 out of 8 Board members contributed to the Center last year; the low percentage is a concern since many funders ask for the percentage of board members that financially support the organization, and we want to always be able to respond with “100 percent.”

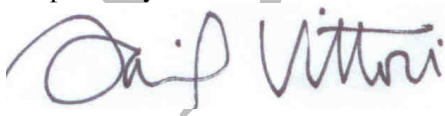
## 7. Collaboration Updates

- Archifarm: Archifarm is undergoing a restructuring and there are no formal plans for continued collaboration at this time.

Motion to adjourn made by Alberto, seconded by Dee. The motion was approved by consent.

Meeting adjourned at 12:41pm.

Respectively submitted,



Gail Vittori  
Board Secretary



PRELIMINARY SKETCH, OPTION A  
**RAINWATER AND ZERO DIS-  
 CHARGE WASTEWATER  
 SYSTEM FOR  
 THE VARGAS RESIDENCE,  
 LAS LOMITAS**

Scale 1": 20' (tabloid)

- |   |  |
|---|--|
| <span style="color: blue;">●</span> Downspout/First Flush | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">P</span> Pump                         |
| <span style="color: blue;">—</span> Gutters               | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">F</span> Filtration unit              |
| <span style="color: green;">—</span> Rainwater Conveyance | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">H</span> Hydropneumatic pressure tank |
| <span style="color: purple;">—</span> Treated Rainwater   | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</span> Disinfection equipment       |
| <span style="color: yellow;">—</span> Wastewater Line     |  |
| <span style="color: red;">✓</span> Requires Electric      |  |





PRELIMINARY SKETCH, OPTION B  
**RAINWATER AND TRADI-  
TIONAL WASTEWATER  
SYSTEM FOR THE  
VARGAS RESIDENCE,  
LAS LOMITAS**

Scale 1": 20' (tabloid)

- |                         |                                |
|-------------------------|--------------------------------|
| ● Downspout/First Flush | Ⓟ Pump                         |
| — Gutters               | Ⓡ Filtration unit              |
| — Rainwater Conveyance  | Ⓜ Hydropneumatic pressure tank |
| — Treated Rainwater     | Ⓣ Disinfection equipment       |
| — Wastewater Line       |                                |
| ✓ Requires Electric     |                                |

## SCENARIO B- SUSTAINABLE

ZERO DISCHARGE WASTEWATER SYSTEM FOR THE  
VARGAS RESIDENCE, LAS LOMITAS

SUBMITTED APR. 12, 2012 BY:



		Unit	Unit Price	Number of Units	Item Cost	Cumulative
<b>EARTHWORK</b>						
	Hand Trenching, 8 x 8 (conveyance only)		2	265	530	
	Hand Trenching 4 x 8 (house feed force main)	lin ft	2	110	220	
	Fill Sand — Trenches, labor		400	1	400	
	Equipment Rental, Jackhammer	lump sum	100	4	400	
	Fill Sand—material for trenches and 4" tank bedding	lump sum	400	1	400	
	Wastewater Tank Excavation	lump sum	2000	1	2000	
	Wastewater Tank Pit Spoils Haul Off and Dump Fee	lump sum	750	1	750	4700
<b>CAPTURE, TREATMENT &amp; FILTRATION</b>						
	Tank Outlet Filtration	ea	200	1	200	
	Wastewater Tank Outlet Filtration		200	1	200	400
<b>PIPING &amp; CONVEYANCE</b>						
	Reconfigure Wastewater Lines to Tank	lump sum	500	1	500	
	Tank Inlet Plumbing	lin ft	150	1	150	650
<b>TANK AND APPURTENANCES</b>						
	2500 Gallon Interceptor Tank*	lump sum	1500	1	1500	
	Biotube Effluent Filter	lump sum	300	1	300	
	Tank Outlet Plumbing	lump sum	150	1	150	1950
<b>PUMP SYSTEM</b>						
	Submersible Effluent Pump	ea	750	1	750	
	Pump	ea	500	1	500	
	Hydropneumatic Tank	ea	750	1	750	
	Flow Meters	ea	200	1	200	
	Pump Vault	ea	250	1	250	
	Low Level Off	ea	150	1	150	
	Pressure Relief Valve	ea	50	1	50	
	Combination Air Release Valve	ea	50	1	50	2700
<b>DISPERSAL SYSTEM &amp; 2100 SQFT ET BED</b>						
	Custom Control Panel	ea	200	1	200	
	Low Voltage Wiring for System	lin ft	1	110	110	
	Force Main Pipe	lin ft	2	50	100	
	Sub Main Piping	lin ft	2	250	500	
	Manifold Pipe and Fittings	lin ft	4	150	600	
	Drip Tubing	lin ft	0.8	1100	880	
	Zone Control Valves	ea	200	2	400	
	Valve and Appurtenances Boxes	lump sum	200	1	200	
	Liner	lump sum	1000	1	1000	
	Sand & Gravel and Filter Fabric	est	1000	1	1000	
	Piping	est	1500	1	1500	6490
<b>ELECTRICAL LINES</b>	Pump Service Lines	lump sum	1500	1	1500	1500
<b>PROFESSIONAL FEES</b>		not included				
				<b>TOTAL*</b>	<b>\$18,390.00</b>	18390

\*Potential savings of \$1,000 by using ferrocement tank

\*\*Potential savings of 15% by purchasing materials in bulk sourcing recycled aggregate, or by getting vendors to cut their costs to help the community

## SCENARIO A - CONVENTIONAL

**CONVENTIONAL WASTEWATER SYSTEM FOR THE  
VARGAS RESIDENCE, LAS LOMITAS**

SUBMITTED APR. 12, 2012 BY:



		Unit	Unit Price	Number of Units	Item Cost	Cumulative
<b>EARTHWORK</b>						
	Hand Trenching, 8 x 8 (conveyance only)			2	265	530
	Hand Trenching 4 x 8 (house feed force main)	lin ft		2	110	220
	Fill Sand — Trenches, labor		400	1	400	
	Equipment Rental, Jackhammer	lump sum	100	4	400	
	Fill Sand—material for trenches and 4" tank bedding	lump sum	400	1	400	
	Wastewater Tank Excavation	lump sum	2000	1	2000	
	Wastewater Tank Pit Spoils Haul Off and Dump Fee	lump sum	750	1	750	4700
<b>CAPTURE, TREATMENT &amp; FILTRATION</b>						
	Tank Outlet Filtration	ea	200	1	200	
	Wastewater Tank Outlet Filtration		200	1	200	400
<b>PIPING &amp; CONVEYANCE</b>						
	Reconfigure Wastewater Lines to Tank	lump sum	500	1	500	
	Tank Inlet Plumbing	lin ft	150	1	150	650
<b>TANK AND APPURTENANCES</b>						
	2500 Gallon Interceptor Tank	lump sum	1500	1	1500	
	Biotube Effluent Filter	lump sum	300	1	300	
	Tank Outlet Plumbing	lump sum	150	1	150	1950
<b>PUMP SYSTEM</b>						
	Submersible Effluent Pump	ea	750	1	750	
	Pump	ea	500	1	500	
	Hydropneumatic Tank	ea	750	1	750	
	Flow Meters	ea	200	1	200	
	Pump Vault	ea	250	1	250	
	Low Level Off	ea	150	1	150	
	Pressure Relief Valve	ea	50	1	50	
	Combination Air Release Valve	ea	50	1	50	2700
<b>WASTEWATER DRIP IRRIGATION FIELD</b>						
	Custom Control Panel	ea	200	1	200	
	Low Voltage Wiring for System	lin ft		1	110	110
	Force Main Pipe	lin ft		2	50	100
	Sub Main Piping	lin ft		2	250	500
	Manifold Pipe and Fittings	lin ft		4	150	600
	Drip Tubing	lin ft	0.8	1100	880	
	Zone Control Valves	ea	200	2	400	
	Misc Valves and Appurtenances	est	750	1	750	
	Valve and Appurtenances Boxes	lump sum	200	1	200	3740
<b>ELECTRICAL LINES</b>	Pump Service Lines	lump sum	1500	1	1500	1500
<b>PROFESSIONAL FEES</b>		not included				
				<b>TOTAL</b>	<b>\$15,640.00</b>	15640

**Travis County - Community Development Block Grant Program  
High Priority Infrastructure Needs/Projects identified by the Public for PY06- PY12 - April 2012**

TYPE OF PROJECT	PROJECT/NEED DETAILS	AREA	PRECINCT	PY 06-10	PY 11	PY 12	PY 13	CDBG ELIGIBLE	FEASIBILITY	IMPACT	LOW-MOD BENEFIT	PHASED	TIMEFRAME FOR PROJECT	TOTAL ESTIMATED COST	LEVERAGE FUNDS	CDBG FUNDS	NOTES	STATUS
Water/Sewer Improvements	Water and Wastewater Infrastructure needed	Cardinal Hills	3	√		√		Yes	U	1710	Low-Mod %: 50.9	Y	2 yrs phased	\$750,000	N		<ul style="list-style-type: none"> <li>Design 1st yr, construction in 1-2 yrs depending on available funds. Aproximately 35% developed.</li> </ul>	Planning Needed
Water/Sewer Improvements	Saving Family Homes and Stabilizing Neighborhoods Frameworks Inc. Foreclosure Prevention Project	Walnut Place	1	√				Yes	N	U	U	U	U	\$1,750,000 + service connections	U		<ul style="list-style-type: none"> <li>Main line in Walnut Creek Watershed could cause Environmental Assessment Problems</li> <li>Requires alternate funding</li> </ul>	Resource Development Needed
Water/Sewer Improvements	FM 812 & Elroy Rd/ 973 - no water at least once per month. Issues with water lines lasting from 4 hrs to 2 days.	FM 812 & Elroy Rd	4	√				Yes	N	U	U	U	U	\$4,750,000 + acquisition	U		<ul style="list-style-type: none"> <li>Problem not evident, possible undersized lines</li> <li>Plan to replace back to transmission main.</li> <li>Possible flood plain issues.</li> </ul>	Resource Development Needed
Water/Sewer Improvements	Lack of public water infrastructure. Water is being purchased (trucked in) by residents.	FM 1625 area	4	√				Yes	N	U	U	N	U	2,400,000 + acquisition and service connection	U		<ul style="list-style-type: none"> <li>Area of Benefit not specifically defined. No acquisition included</li> <li>No specific contact.</li> </ul>	Resource Development Needed
Housing	Installation of public infrastructure for the construction of affordable housing (AHFH)	Mountain View	3	√				Yes	N	41 people	U	N	U	\$500,000	\$20,000 from Vlado Ruzicka		<ul style="list-style-type: none"> <li>Undeveloped area contingent on affordable housing commitment</li> </ul>	Planning Needed
Water/Sewer Improvements	Access to wastewater needed	Plainview Estates	1	√				Yes	N	40 HH	Y	N	U	\$ 1,300,000 + acquisition & service connection	U		<ul style="list-style-type: none"> <li>Would require easement for acquisition likely through the use of eminent domain for a lift station</li> </ul>	Planning Needed
Water/Sewer Improvements	Water/Wastewater Infrastructure needed for residents and a new church at N 973/N 969 to Loyola and Decker Lake Road	FM 969 and FM 973 area	1	√				Yes	N	U	U	N	U	\$1,000,000	U		<ul style="list-style-type: none"> <li>Multi-jurisdictional project, north side of roadway has been fully annexed by COA.</li> <li>South side in 2-mile ETJ m Water must be installed before Wastewater.</li> </ul>	Resource Development & Planning Needed
Water/Sewer Improvements	Wastewater infrastructure need or septic tank repair	Northridge Acres	2	√				Yes	N	58 HH	Y	N	U	\$2,500,000	U		<ul style="list-style-type: none"> <li>Multi-jurisdictional project.</li> <li>Estimate includes Williamson County homes</li> </ul>	Resource Development & Planning Needed
Water/Sewer Improvements	Expansion Kennedy Ridge water/wastewater system and grinder pumps	Kennedy Ridge	1	√				Yes	N	U	U	N	u	\$27,000 per unit	U		<ul style="list-style-type: none"> <li>Maintenance plan from water supply corporation needed to manage grinder pumps</li> </ul>	Planning Needed

**Travis County - Community Development Block Grant Program  
High Priority Infrastructure Needs/Projects identified by the Public for PY06- PY12 - April 2012**

TYPE OF PROJECT	PROJECT/NEED DETAILS	AREA	PRECINCT	PY 06-10	PY 11	PY 12	PY 13	CDBG ELIGIBLE	FEASIBILITY	IMPACT	LOW-MOD BENEFIT	PHASED	TIMEFRAME FOR PROJECT	TOTAL ESTIMATED COST	LEVERAGE FUNDS	CDBG FUNDS	NOTES	STATUS
Water/Sewer Improvements	Fire Hydrants - Manville Water will provide pipe – Bluebonnet/Volker Lane Association	Bluebonnet Volker Lane	1	✓				Yes	N	U	U	N	u	U	U		• On Water/Wastewater planning project	Planning Needed
Water/Sewer Improvements	Water/wastewater infrastructure in Apache Shores	Apache Shores	3	✓				Yes	N	U	Y	N	U	U	U		• On Water/Wastewater planning project	Planning Needed
Water/Sewer Improvements	Mt. Chalet	Mt. Chalet	3	✓				Yes	N	U	U	N	U	U	U		• This project is not feasible. Homes on Mt. Chalet out of existing pressure plane. Would require pump station and storage.	Planning Needed
Water/Sewer Improvements	Line replacement (water) 6" for fire hydrants (safety) - Deer Creek Ranch	Deer Creek Ranch	3	✓				Yes	N	U	U	N	U	U	U		• On Water/Wastewater planning project	Planning Needed
Water/Sewer Improvements	Need for water/meter hook-up for houses along Rodriguez Rd	Rodriguez Rd	4	✓				Yes	N	U	Y	N	U	\$345,000	U		• Refer to Home Repair program • Assume 65 LUEs • No real sense on how many people need to connect	Referral to Currently Funded Program
Water/Sewer Improvements	Wastewater infrastructure need	Imperial Valley	1	✓				Yes	N	U	U	N	U	\$25,000 per unit	U		• On Water/Wastewater planning project	Planning Needed
Road/Street Improvements	Improvements Needed	Navarro Creek Drive	4	✓				Yes	N	1239	Low-Mod % 49.7	Y	2 yrs phased	\$650,000	N		• Navarro Creek Dr is a County Maintained Roadway. There is a private road that parallels part of Navarro Creek Dr. Roadway will be partially in floodplain, improvement would take road	Candidate for Funding
Road/Street Improvements	Road improvements needed Deer Creek Ranch near RR12 & Hamilton Pool.-8 miles of deteriorated roads	Deer Creek Ranch	3	✓				Yes	N	U	U	N	U	More Information Needed - 6,000,000	N		• Primary Surveying needed to determine area eligible.	Resource Development & Planning Needed

**Travis County - Community Development Block Grant Program  
High Priority Infrastructure Needs/Projects identified by the Public for PY06- PY12 - April 2012**

TYPE OF PROJECT	PROJECT/NEED DETAILS	AREA	PRECINCT	PY 06-10	PY 11	PY 12	PY 13	CDBG ELIGIBLE	FEASIBILITY	IMPACT	LOW-MOD BENEFIT	PHASED	TIMEFRAME FOR PROJECT	TOTAL ESTIMATED COST	LEVERAGE FUNDS	CDBG FUNDS	NOTES	STATUS
Road/Street Improvements	Road improvements needed	Lago Rancho	3	√				Yes	N	U	U	N	U	\$3,100,000	N		<ul style="list-style-type: none"> <li>• Primary Surveying needed to determine area eligible.</li> <li>• Potentially a multi-jurisdictional project because the area of benefit includes City of Lago Vista</li> </ul>	Resource Development & Planning Needed
Road/Street Improvements	Road improvements needed: dangerous dirt roads littered with large boulders, pot holes and erosion.	Mountain View	4	√				Yes	N	41 people	U	N	U	U	\$20,000 from Vlado Ruzicka		<ul style="list-style-type: none"> <li>• Further assessment needed into regulations about restrictions on % of development, possible deed restrictions to ensure development of at least 51% low to moderate income area.</li> </ul>	Planning Needed
Road/Street Improvements	Road Improvement	Apache Shores	3	√				Yes	Y	1710	Low-Mod % 50.9	N		\$805,00	N	\$805,00		Complete
Road/Street Improvements	Need of road expansion/improvement.	Lava Lane	4	√				Yes	Y	1297	Low-Mod %: 47.9	Y	31 months	\$687,000	N	\$687,000		Complete



## **Travis County Commissioners Court Agenda Request**

**Meeting Date:** May 28, 2013

**Prepared By/Phone Number:** Aerin-Renee Toussaint, (512) 854-1160

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on budget amendments, transfers and discussion items.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**  
Please see attached documentation

**STAFF RECOMMENDATIONS:** Please see attached documentation.

**ISSUES AND OPPORTUNITIES:** Please see attached documentation.

**FISCAL IMPACT AND SOURCE OF FUNDING:** Please see attached documentation.

**REQUIRED AUTHORIZATIONS:**

**Leslie Browder, Planning and Budget Office (512) 854-9106**

**Jessica Rio, Planning and Budget Office, (512) 854-9106**

**County Judge's Office, (512) 854-9555**

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

## BUDGET AMENDMENTS AND TRANSFERS

### FY 2013

5/28/2013

AMENDMENTS

<b>BA#</b>	<b>IO/WBS FUND</b>	<b>COST CENTER</b>	<b>COMMITMENT</b>	<b>Dept.</b>	<b>Line Item</b>	<b>Increase</b>	<b>Decrease</b>	<b>Pg #</b>
A1	0001	198000	580160	Reserves	Reserves - IJS/FACTS		98,063.00	1
	0001	157004	510310	RMCR	Software	82,162.00		
	0001	157004	510310	RMCR	Software	15,901.00		
N1	0001	120004	422120	County Clerk	Contractual Services-Election Services	\$974,139.05		8
	0001	198000	580010	Reserves	Reserves - Allocated	\$721,064.05		
	0001	120004	500070	County Clerk	Sal-Temp Emp	\$206,292.00		
	0001	120004	506010	County Clerk	FICA Tax-OASDI	\$12,791.00		
	0001	120004	506020	County Clerk	FICA Tax-Mdcr	\$2,992.00		
	0001	120004	506060	County Clerk	Workers Comp	\$1,000.00		
	0001	120004	510200	County Clerk	Ofc Eqp	\$30,000.00		
N2	0149	158044	422065	HHS	Afterschool Youth Enrich.Ser.Fees	23,240.00		13
	0149	158044	503080	HHS	Stipend Volunteers	9,140.00		
	0149	158044	512100	HHS	Travel Mileage	\$4,000.00		
	0149	158044	513010	HHS	Background Check Service	\$500.00		
	0149	158044	516620	HHS	Benefits Admin.	\$9,600.00		





## PLANNING AND BUDGET OFFICE

TRAVIS COUNTY, TEXAS

314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

### MEMORANDUM

**TO:** Commissioners Court

**FROM:** Alan Miller, Planning and Budget Analyst *AM*

**DATE:** May 20, 2013

**RE:** Request for Funds to Purchase Licenses for the Hyland OnBase Document Management System (DMS) and Associated Software and Training Expense.

RMCR is requesting approval to transfer \$98,063 from the IJS/FACTS Reserve for purchases related to the implementation of a document management system in RMCR. This includes

- \$52,570 to purchase 65 licenses for the DMS system that is currently being implemented in the County Clerk's Office, (the Hyland OnBase Document Management System);
- \$33,093 to purchase a Countywide license for application enabler software to link existing applications with the DMS system. This license was purchased for the County Clerk's installation and the vender is applying that cost to the price of a Countywide license; and
- \$12,400 for training in the new system as part of the purchase.

The purchase of the DMS system for departments other than the County Clerk was a budget item in the FY 13 budget process. At the time of the Adopted Budget the ability of individual departments to be ready to implement the DMS was unclear and as such departments were advised to make individual requests from the IJS reserve when they were ready to implement the DMS system. For FY 13 the IJS/FACTS Reserve was funded at \$2,164,795. Transfers totaling \$2,060,793 from the IJS/FACTS Reserve have already occurred in FY 13 These transfers were:

- \$196,951 on 10/23/12 to purchase hardware to support Countywide application of the DMS system
- \$717,746 on 11/6/12 to provide funding for the second year of the CUC Techshare Prosecution Module project with the Council of Urban Counties.
- \$1,146,096 on 12/18/12 to provide funding for the first year of funding for the Techshare Courts Development Project with the Council of Urban Counties.

After the above transfers, there is a balance of \$104,002. If this action is approved, the balance will be \$5,939. The only other known requests pending against the IJS reserve is a possible request from ITS for \$50,000, related to the costs of a Techshare module. PBO has discussed with ITS that they may need internal departmental resources to implement any additional FY 13 requests from the IJS/FACTS Reserve.

**PBO has reviewed this proposal both now and in the FY 13 budget process and recommends approval of these transfers.**

**cc: Jessica Rio, Leslie Browder, Travis Gatlin, PBO  
Steve Broberg, Tom Ashburn, Shawn Malone, RMCR**



**TRAVIS COUNTY**  
**Records Management and Communications Resources**

700 Lavaca Street, Suite 300

PO Box 1748

Austin, TX 78767

Tel: (512) 854-9575

RECEIVED  
MAY 13 AM 8:17  
TRAVIS COUNTY  
PLANNING & BUDGET OFFICE

**TO: ALAN MILLER**  
**FROM: S.B. STEVEN BROBERG**  
**RE: BUDGET TRANSFERS FOR DOCUMENT MANAGEMENT SYSTEM**

RMCR has been meeting with various County departments during the last 18 months to plan improvements to electronic records management. The goal has been to leverage the resources already procured by the County Clerk and ITS to expand the use of document imaging and avoid offsite storage of paper records. Based on this planning work, PBO assistance is sought to purchase 65 licenses for the Hyland OnBase Document Management System (DMS). The \$54,000 earmark against the FY 2013 allocated reserve for this purpose will be enough to fund this procurement.

Additionally, another \$45,493 in related expenditures is recommended during the current fiscal year. These costs are broken out in the attached statement of work. This recommendation includes:

- **Application Enabler software** – This product links any existing application to the OnBase DMS, enabling them to work like one program. The County Clerk purchased this module for \$15,000 to link the FACTS system to OnBase. A license to use Application Enabler on all programs, not just one instance of FACTS, is priced at \$50,000 County-wide. The vendor is offering to apply that \$15,000 County Clerk payment towards the enterprise license cost, making the negotiated price \$35,000. This will allow the benefit of Application Enabler on the programs already used by the Juvenile Probation department and any other application that links to OnBase in the future.
- **Training** – Online training for RMCR employees is less expensive and more effective than the alternative, professional services. Please refer to the attached PB-4 form for additional information.

Please agendaize the Commissioners Court actions necessary to fund these expenditures. Thank you.

cc: David Lamp'l  
Judy Branham  
Scott Wilson



### **ImageSoft Statement of Work (SOW)**

<b>Statement of Work No.</b>	14536
<b>Revision No.</b>	1
<b>Customer Name:</b>	Travis County Clerk's Office
<b>Project Name:</b>	OnBase Licensing for RM and Juvenile
<b>ImageSoft Contact:</b>	Kevin Kowalkowski
<b>Submitted Date:</b>	4/15/2013

This Statement of Work is made and entered into by and between ImageSoft, Inc., a Michigan Corporation with its principal offices at 25900 West 11 Mile Rd, Suite 100, Southfield, MI 48034 ("ImageSoft"), and Travis County Clerk's Office with its principal offices at 5501 Airport Blvd, Austin, TX 78701 ("Customer"):

This Statement of Work ("SOW") is to be attached to and is hereby made a part of the Professional Services Agreement ("PSA") entered into by and between Customer and ImageSoft dated September 5, 2012.

To the extent that any terms and conditions contained in the related PSA are in conflict with, or in addition to the terms and conditions of this Statement of Work, the terms and conditions of this Statement of Work shall control.



## 1. ImageSoft Statement of Work

This Statement of Work includes the purchase of OnBase licenses for the Travis County Clerk's Office for OnBase licensing intended for use by the Records Management and Juvenile departments. Also, included are five OnBase online training courses.

There are no services or hardware included in this Statement of Work.

### 1.1 Cost

<i>Software</i>				
	Product	Unit Cost	# Units	Cost
<b>OnBase Software</b>				
Named User Client (1-100)	CTIPN1	\$600	36	\$21,600
Workflow Named User Client SL (1-20)	WLIPN1	\$1,250	20	\$25,000
Workflow Named User Client SL (21-50)	WLIPN2	\$1,000	9	\$9,000
Enterprise Discount (23%)				-\$12,788
<b>OnBase Annual Maintenance and telephone support</b>				
	OBMAINT	\$10,842	1	\$10,842
Enterprise Maintenance Discount (10%)				\$1,084
<b>Software Subtotal</b>				<b>\$52,570</b>
<i>Total</i>				
<b>Grand Total</b>				<b>\$52,570</b>
<i>Pricing valid for 30 days</i>				

<i>Optional Prices</i>				
	Product	Unit Cost	# Units	Cost
<b>OnBase Software</b>				
Credit for Standard Application Enabler	AEIP1	-\$15,000	1	-\$15,000
Enterprise Application Enabler	AEIP2	\$50,000	1	\$50,000
Enterprise Discount (23%)				-\$8,050
<b>OnBase Annual Maintenance and telephone support</b>				
	OBMAINT	\$6,825	1	\$6,825
Enterprise Maintenance Discount (10%)				-\$683
<b>Training - All Online</b>				
System Administration (5 Days)	TRSYS1	\$2,800	1	\$2,800
Advanced Capture Solution (5 Days)	ACTCI1-P	\$2,800	1	\$2,800
Application Enabler (2 Days)	AETWA2	\$1,200	1	\$1,200
Supporting OnBase (5 Days)	TRTSC1-C	\$2,800	1	\$2,800
Introduction to Workflow (5 Days)	TRWKF1-C	\$2,800	1	\$2,800
<b>Total</b>				<b>\$45,493</b>
<i>Pricing valid for 30 days</i>				



### 1.1.1 Payment Schedule

Software will be invoiced upon order.

All payments will be due on a Net-30 day basis.

## 2. Approval

Signature is required to accept this SOW. By signing below each party agrees to the proposed project scope and authorizes work to begin.

<b>Agreed to:</b> Travis County Clerk's Office 5501 Airport Blvd Austin, TX 78701	<b>Agreed to:</b> ImageSoft, Inc. 25900 W. 11 Mile Rd., Suite 100 Southfield, MI 48034
By: _____ Authorized Signature	By: _____ Authorized Signature
Date: _____	Date: _____
Name (type or print): _____	Name (type or print): <u>Scott Bada</u>
Title (type or print): _____	Title (type or print): <u>President</u>
Project name: <u>OnBase Licensing for RM and Juvenile</u>	
Internal Use: Opportunity #: <u>14536</u>	
Sales Order #: _____	

# Header Information for Entry Doc Number

**400002544**

Doc. Number 400002544      Doc. Status Preposted      FM Area 1000

Budget. Cate. Payment      Doc. Year 2013      Doc. Date May 15, 2013

Value Type Budget      Version 0      Doc. Type TRAN

Budget Type 2      Fiscal Year 2013      Year. Cash. Eff

Process UI TRAN      Process SEND      Original. Applic. BWB      Doc. Family

**Additional Data**

Creator ASHBURT      Creation Date May 16, 2013      Creation Time 17:16:16

Resp. Person      Year Cohort      Public Law

Header Text

TextName

**Lines**

Total Document 0 98063 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580160	1120	NOT-RELEVANT	-98,063	
000002	0001		1570040001	510310	1110	NON-FUNDED-PROGRAM	82,162	
000003	0001		1570040001	510310	1110	NON-FUNDED-PROGRAM	15,901	

*ASB*      *May 22, 2013*



## PLANNING AND BUDGET OFFICE TRAVIS COUNTY, TEXAS

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314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

### MEMORANDUM

**TO:** Commissioners Court

**FROM:** Alan Miller, Planning and Budget Analyst *AM*

**DATE:** May 20, 2013

**RE:** Request to Budget Mid-Year Revenue Received as Reimbursement for November Elections.

The Travis County Clerk provides election services for other municipalities. When there is a general election, such as November 2012 and another municipality also has items they need included on the ballot, those municipalities reimburse Travis County for a portion of the cost. When this reimbursement is received, the County Auditor certifies the new revenue. As the Commissioners Court generally provides full funding for an election, this new revenue is proposed to be budgeted in the Allocated Reserves and will offset already budgeted expenses.

For the November 2012 election, Travis County has been reimbursed \$974,139.05. Of this amount, \$721,064.05 is proposed to be added to the Allocated Reserve, increasing the amount to \$6,094,074. The remaining \$255,075 is proposed to be added to the County Clerk's Elections Division. As stated above, generally the full amount would have been placed in reserve, but the Clerk's actual costs for the November election exceeded the estimated budget and additional funding is required for the other elections in FY 2013.

PBO recommends approval of these transfers.

cc: Leslie Browder, Jessica Rio, Travis Gatlin, PBO  
Dana DeBeauvoir, County Clerk  
Susan Bell, County Clerk's Office





**Dana DeBeauvoir**  
Travis County Clerk

PO Box 149325, Austin TX 78714-9325  
Phone: (512) 854-9188 Fax: (512) 854-3942  
<http://www.co.travis.tx.us>

**Recording, Elections, Computer Resources,  
Accounting, and Administration Divisions**  
5501 Airport Boulevard, Austin, Texas 78751-1410

**Misdemeanor Records, Civil/Probate,  
and Records Management Divisions**  
1000 Guadalupe, Austin, Texas 78701-2328

May 20, 2013

To: Alan Miller, Planning and Budget Office  
From: Susan Bell  
Re: Request to Adjust the FY13 Election Budget to Reflect Additional  
Election Costs and Record the Revenue for November 2012.

The election revenue was not budgeted in the general fund number 1200040001 in the FYE 2013. For the November 2012 election, the County received \$974,139.05 from participating entities as their share of the costs. The revenue certification is attached.

The election temporary costs were higher than anticipated in the election and therefore, we are asking to increase our expenditure budgets from the revenues in the amount of \$253,075 as follows:

1200040001 510200	Office Expenses	\$ 30,000
1200040001 500070	Salaries – Temporary	206,292
1200040001 506010	Social Security	12,791
1200040001 506020	Medicare	2,992
1200040001 506060	Workers' Comp	<u>1,000</u>
		\$253,075

The excess of \$721,064.05 will be placed into the general fund reserves.

Thank you.


TRAVIS COUNTY  
AUDITOR'S OFFICE

NICKI RILEY, CPA  
COUNTY AUDITOR



TRAVIS COUNTY  
ADMINISTRATION BUILDING  
P.O. BOX 1748  
AUSTIN, TX. 78767  
(512) 854-9125  
FAX: (512) 854-9164

To: Leslie Browder  
County Executive, Planning and Budget

From: Nicki Riley   
County Auditor

Subject: Certification of Revenue – Election Services; Oct 2012 – March 2013, County Clerk


Date: March 29, 2013

I hereby certify County Clerk funds of \$974,139.05. This figure represents the amount collected from election contracts for the reimbursement of election expenditures and equipment rentals. These funds should be allocated as follows:

<u>Fund</u>	<u>Fund Center</u>	<u>Account</u>	<u>Account Description</u>	<u>Amount</u>
0001	120040001	422120	Contractual Services-Election Services	\$974,139.05

If you have any questions, please call.

NR/ay

cc: Paul S. Lyon, First Assistant County Auditor   
Patti Smith, Chief Assistant County Auditor  
Hannah York, Auditor Financial Analyst  
Tracy LeBlanc, Financial Analyst - Revenues  
Jessica Rio, Budget Director, PBO  
Susan Bell, Deputy Clerk  
Michael Winn, Elections Division Director  
Cindy Bohanan, County Clerk Financial Manager

## Revenue Certification

**Description:** Reimbursement of election costs and equipment rental

**Special Revenue Fund Needed?** No, this will be recorded in Fund 0001.

**If cash has not been received, is the agreement signed and dated?** Cash has been deposited.

**What period is covered by this certification?** October 1, 2012 through March 28, 2013

**Can the amount be verified?** Yes, the amount they want to have certified is \$974,139.05. This amount has been deposited and is supported by deposit warrants.

**What is the cash flow?** \$974,139.05 has been received from various entities and deposited. The total amount certified should be allocated as follows:

<u>Fund</u>	<u>Fund Center</u>	<u>Account</u>	<u>Account Description</u>	<u>Amount</u>
0001	120040001	422120	Contractual Services-Election Services	\$974,139.05

**Recommendation?** I recommend certifying \$974,139.05.

**Analyst:** Adrienne Yust

**Date:** March 29, 2013

# Header Information for Entry Doc Number

**400002510**

Doc. Number 400002510

Doc. Status Preposted

FM Area 1000

Budget. Cate. Payment

Doc. Year 2013

Doc. Date May 9, 2013

Value Type Budget

Version 0

Doc. Type TRAN

Budget Type 6

Fiscal Year 2013

Year. Cash. Eff

Process UI BALA

Process BALS

Original. Applic. BWB

Doc. Family

## Additional Data

Creator MILLERA1

Creation Date May 20, 2013

Creation Time 07:19:13

Resp. Person

Year Cohort

Public Law

Header Text

Legislation

TextName

## Lines

Total Document 0 974,139.05 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1200040001	422120	1150	NOT-RELEVANT	974,139.05	
000002	0001		1980000000	580010	1120	NOT-RELEVANT	-721,064.05	
000003	0001		1200040001	500070	1150	NOT-RELEVANT	-206,292	
000004	0001		1200040001	506010	1150	NOT-RELEVANT	-12,791	
000005	0001		1200040001	506020	1150	NOT-RELEVANT	-2,992	
000006	0001		1200040001	506060	1150	NOT-RELEVANT	-1,000	
000007	0001		1200040001	510200	1150	NOT-RELEVANT	-30,000	

*Ali May 22, 13*




**PLANNING AND BUDGET OFFICE**  
TRAVIS COUNTY, TEXAS

700 Lavaca, Ste. 1560  
P.O. Box 1748  
Austin, Texas 78767

**MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Aerin-Renee Toussaint, Budget Analyst 

**DATE:** May 28, 2013

**RE:** Establishing New Budget for Revenue Received by Health and Human Services (HHS) related to After School Enrichment Services through the Texas AgriLife Extension Service through the Travis County 4-H Capital Project

Pursuant to the FY 2013 Budget Rules, PBO is submitting new revenue budget adjustments for Commissioners Court approval. This budget adjustment totals \$23,240 and establishes new budget in new Special Fund 0149, After School Youth Enrichment Services.

A previous new budget adjustment for this same purpose was approved by Commissioners Court in April 2013. Court can expect to see several more of these revenue certification "new" budget adjustments for this special fund this fiscal year. PBO expects that this revenue will be certified during the FY 14 budget process for next fiscal year.

The memo from the County Auditor certifying the revenue is attached.

PBO recommends approval of this new revenue budget adjustment.

**cc:** Leslie Browder, County Executive, PBO  
Sherri Fleming, County Executive, HHS  
Nicki Riley, County Auditor  
John Bradshaw, Kathleen Haas, HHSVS  
Travis Gatlin, Diana Ramirez, Jessica Rio, PBO  
Tracy LeBlanc, Paul Lyon, Patti Smith, Hannah York, County Auditor's Office

TRAVIS COUNTY  
AUDITOR'S OFFICE

NICKI RILEY, CPA  
COUNTY AUDITOR



TRAVIS COUNTY  
ADMINISTRATION BUILDING  
P.O. BOX 1748  
AUSTIN, TX. 78767  
(512) 854-9125  
FAX: (512) 854-9164

To: Leslie Browder  
County Executive, Planning and Budget

From:  Nicki Riley  
County Auditor

Subject: Certification of Revenue – After School Youth Enrichment Services – 4-H  
Capital Project

Date: May 13, 2013


I hereby certify \$23,240 as additional revenue to be used by the Travis County Health and Human Services and Veterans Service for After School Youth Enrichment Services through the Travis County 4-H Capital Project.

The funds should be allocated as follows:

<u>Fund</u>	<u>Fund Center</u>	<u>Account</u>	<u>Account Description</u>	<u>Amount</u>
0149	1580440149	422065	After School Youth Enrich Serv	\$23,240.00

If you have any questions, please call.

NR/ay

cc: Paul S. Lyon, First Assistant County Auditor   
Patti Smith, Chief Assistant County Auditor  
Hannah York, Auditor Financial Analyst  
Tracy LeBlanc, Financial Analyst – Revenues  
Jessica Rio, Budget Director, PBO  
Sherri E. Fleming, County Executive, TCHHSVS  
John Bradshaw, Contract Compliance Specialist, TCHHSVS

# Header Information for Entry Doc Number 400002541

Doc. Number 400002541      Doc. Status Preposed      FM Area 1000

Budget. Cate. Payment      Doc. Year 2013      Doc. Date May 14, 2013

Value Type Budget      Version 0      Doc. Type TRAN

Budget Type 6      Fiscal Year 2013      Year. Cash. Eff

Process UI BALA      Process BALS      Original. Applic. BWB      Doc. Family

**Additional Data**

Creator BRADSHJ      Creation Date May 15, 2013      Creation Time 13:47:40

Resp. Person      Year Cohort      Public Law

Legislation

**Total Document**      USD

0      23240

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0149		1580440149	422065	1530	600382	23,240	
000002	0149		1580440149	503080	1530	600382	-9,140	
000003	0149		1580440149	512100	1530	600382	-4,000	
000004	0149		1580440149	513010	1530	600382	-500	
000005	0149		1580440149	516620	1530	600382	-9,600	

**Allocated Reserve Status (580010)**

Amount	Dept Transferred Into	Date	Explanation
\$6,920,945			Beginning Balance
(\$10,000)	TNR	10/16/12	Clean Air Force 2013
(\$11,388)	Various	Various	Approved by CC for FY13 portion of ACC intern program
(\$378,290)	HHS	11/6/12	Parenting in Recovery Program
(\$1,881)	TNR	11/13/12	Constable Staffing
(\$135,679)	Constable Pct. 1	11/15/12	Constable Staffing
(\$10,000)	County Attorney	11/20/12	Legal Advisory Services
(\$240,179)	HRMD	12/4/12	Benefits income adjustment
(\$12,537)	Tax Office	12/11/12	Reclassification of two positions
(\$7,067)	JP Pct. 5	12/28/12	DPS backlog-drivers license revocation
(\$80,000)	TNR	1/22/13	East Metro Park Multi-Purpose Court
(\$46,900)	TNR	1/29/13	Recycling Program
(\$11,700)	Facilities	2/5/2013	Move for Dist. Clerk to Gault basement
(\$190,642)	County Attorney	3/12/2013	County Attorney Litigation Staff
(\$21,592)	ITS	3/12/2013	County Attorney Litigation Staff
(\$250,000)	Facilities	3/26/2013	Remodel 10th Floor @700 Lavaca Bldg.
(\$51,500)	CJP	4/16/2013	APD Chemist backlog
(\$115,940)	Cons. Pct. 1	4/23/2013	Constable Staffing
(\$5,300)	Criminal Courts	4/30/2013	Veterans Court program
\$63,031	County Auditor	5/14/13	Returning BEFIT Operating Funds
(\$1,000)	Historical Comm.	5/14/13	Transfer for Williams Grant
(\$29,371)	Sheriff	5/14/13	Transition Crim.Cts.Bailiff positions to TCSO
<b>\$5,373,010</b>	<b>Current Balance</b>		

**Possible Future Expenses Against Allocated Reserve Previously Identified:**

Amount	Explanation
(\$137,676)	Civil Courts – Drug Court Grant
(\$200,000)	Civil Courts Legally Mandated Fees – Attorney Fees & Other Court Costs
(\$214,774)	Criminal Courts – Veterans Court Grant
(\$175,000)	Crim Cts Legally Mandated Fees – Atty Fees & Other Ct Costs for Capital Cases
(\$12,714)	CSCD – MSS Adjustments
(\$36,000)	District Clerk – Collections Software
(\$20,000)	Emergency Services – Hazardous Materials Disposal
(\$200,000)	General Admin – HUB Requirements Disparity Study (\$35,595 funds from State, restricted-use for this purpose)
(\$100,000)	Health & Human Services – PromoSalud Scholarships and Workforce Development
(\$150,000)	HRMD – Revised Tuition Reimbursement Policy
(\$14,497)	HRMD – ACC Internship Program
(\$83,182)	ITS – BEFIT Customer Support Analyst III
(\$60,000)	RMCR – Additional Postage
(\$1,000,000)	TCSO – Overtime
<b>(\$2,403,843)</b>	<b>Total Possible Future Expenses (Earmarks)</b>
<b>\$2,969,167</b>	<b>Remaining Allocated Reserve Balance After Possible Future Expenditures</b>



**Capital Acquisition Resources Account Reserve Status (580070)****CAR RESERVE TRANSFERS**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$2,813,944			Beginning Balance
(\$8,000)	ITS	11/27/12	IT Infrastructure for FMD Projects
(\$82,552)	EMS	12/11/12	Fire fighting aircraft
(\$649,975)	ITS	1/15/13	Data storage tapes
(\$58,040)	Facilities	1/15/13	Renovation of HMS Courthouse Rm118
(\$60,000)	Facilities	1/15/13	Gault HVAC renovation project
(\$42,283)	TNR	1/29/13	Technical Correction FY 12 Budget Amendment
(\$46,306)	Facilities	2/5/13	Gault basement renovations-Dist. Clerk
(\$35,142)	Facilities	2/19/13	FFE for ongoing renovation of 700 Lavaca
(\$112,944)	Facilities	3/26/13	Remodel 10th Floor @ 700 Lavaca Bldg.
(\$39,957)	TNR	4/29/13	Motorcycle Replacement for TCSO
(\$35,000)	Purchasing	4/30/13	Forklift - Purchasing Warehouse
<b>\$1,643,745</b>	<b>Current Reserve Balance</b>		

**Possible Future Expenses Against CAR Reserves Previously Identified:**

<b>Amount</b>	<b>Explanation</b>
\$ (817,300)	ITS Infrastructure for FMD Projects
\$ (38,046)	Replacement Boat Motors for Lake Unit
\$ (100,000)	Guardrail-New Installations
\$ (90,000)	Failing Vehicles
\$ (50,000)	Sidewalks-ADA Upgrades
\$ (250,000)	FM 1626 ROW Purchases
<b>\$ (1,345,346)</b>	<b>Total Possible Future Expenses (Earmarks)</b>
<b>\$298,399</b>	<b>Remaining CAR Reserve Balance After Possible Future Expenditures</b>

**Emergency Reserve Status (580120)**

Amount	Dept Transferred Into	Date	Explanation
\$2,016,924			Beginning Balance
<b>\$2,016,924 Current Reserve Balance</b>			

**Fuel & Utility Reserve Status (580130)**

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000			Beginning Balance
<b>\$1,000,000 Current Reserve Balance</b>			

**Planning Reserve Status (580210)**

Amount	Dept Transferred Into	Date	Explanation
\$5,496,000			Beginning Balance
<b>\$5,496,000 Current Reserve Balance</b>			

**Juvenile Justice TYC (580260)**

Amount	Dept Transferred Into	Date	Explanation
\$418,959			Beginning Balance
<b>\$418,959 Current Reserve Balance</b>			

**Smart Bldg. Facility Maintenance Reserve Status (580240)**

Amount	Dept Transferred Into	Date	Explanation
\$160,778			Beginning Balance
<b>\$160,778 Current Reserve Balance</b>			

**IJS/FACTS Reserve Status (580160)**

Amount	Dept Transferred Into	Date	Explanation
\$2,164,795			Beginning Balance
(\$196,951)	ITS	10/23/12	OnBase Software
(\$717,746)	ITS	11/6/12	CUC TechShare
(\$1,146,096)	ITS	12/18/2012	TechShare
<b>\$104,002 Current Reserve Balance</b>			

**Transition Reserve Status (580300)**

Amount	Dept Transferred Into	Date	Explanation
\$101,889			Beginning Balance
<b>\$101,889 Current Reserve Balance</b>			

**Reserve for State Cuts Status (580310)**

Amount	Dept Transferred Into	Date	Explanation
\$250,000			Beginning Balance
<b>\$250,000 Current Reserve Balance</b>			

**Starflight Maintenance Reserve Status (580320)**

Amount	Dept Transferred Into	Date	Explanation
\$1,001,050			Beginning Balance
\$ (96,000)	EMS	4/9/13	Helicopter Mtn/Rpr
<b>\$905,050 Current Reserve Balance</b>			

**1115 Waiver Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000			Beginning Balance
<b>\$1,000,000 Current Reserve Balance</b>			

**Interlocals Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$2,166,175 (\$1,483,173)	Emergency Services	11/13/12	Beginning Balance Regional Radio Service Interlocal
<b>\$683,002 Current Reserve Balance</b>			

**Annualization Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$65,768			Beginning Balance
<b>\$65,768 Current Reserve Balance</b>			

**Salary Savings Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$400,000			Beginning Balance
<b>\$400,000 Current Reserve Balance</b>			

**Unallocated Reserve Status (580015)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$57,195,853			Beginning Balance
(\$2,302,015)	EMS	12/11/12	Reimbursement Resolution
(\$2,941,500)	ITS	12/11/12	Reimbursement Resolution
(\$877,000)	TNR	12/11/12	Reimbursement Resolution
(\$901,912)	FMD	12/11/12	Reimbursement Resolution
<b>\$50,173,426 Current Reserve Balance</b>			



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 05/28/2013, 9:00 AM, Voting Session

**Prepared By/Phone Number:** Alan Miller, Planning and Budget, 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. Annual application to the United States Department. of Health and Human Services/ Administration for Children and Families for the Parenting in Recovery II grant in Health and Human and Veterans Services Department.
- B. Contract with the Department of Homeland Security, Federal Emergency Management agency for reimbursement of expenses associated with the September 4<sup>th</sup> 2011 Pedernales Fire;
- C. Contract with the Department of Homeland Security, Federal Emergency Management agency for reimbursement of expenses associated with the September 4<sup>th</sup> 2011 Steiner Ranch Fire; and
- D. Annual application to the Texas Department of Housing and Community Affairs for the Comprehensive Energy Assistance Program in Health and Human and Veterans Services Department;

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

Item A is the routine application to continue the Parenting in Recovery Grant.

Items B and C are to accept payment from FEMA to reimburse for costs associated with the fires on September 4, 2011. Travis County will be receiving a small portion of the funds; the rest will be passed through to the other agencies involved.

Item D is a supplemental award increasing the amount of CEAP funds available for FY 2013.

### **STAFF RECOMMENDATIONS:**

PBO recommends approval.

### **ISSUES AND OPPORTUNITIES:**

Additional information is provided on the grant summary sheets.

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

Item A requires grant match that will be discussed as part of the FY 14 budget process.

### **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	Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	R	EC	9
<b>Contracts</b>												
B	147	Fire Mitigation Assistance Grant-Perdemales Fire #2959	09/04/11	\$306,990	\$0	\$0	\$0	\$306,990	-	R	MC	102
C	147	Fire Mitigation Assistance Grant-Steiner Ranch Fire #2960	09/04/11	\$204,379	\$0	\$0	\$0	\$204,379	-	R	MC	107
D	158	Comprehensive Energy Assistance Program #58120001710	04/01/13 - 07/31/13	\$1,263,589	\$0	\$0	\$0	\$1,263,589	-	R	EC	112

\* Amended from original.

**PBO Notes:**

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed
- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

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

**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	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
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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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
158	Basic Transportation Needs Fund (Bus Pass Program)	09/01/13 - 08/31/14	\$5,790	\$0	\$0	\$0	\$5,790	-	4/9/2013
145	FRESH Youth (Finding Regionally Sourced Food for High-Risk Youth)	11/01/13 - 10/31/14	\$45,000	\$15,000	\$0	\$0	\$60,000	-	4/16/2013
157	NEH Preservation Assistance for Smaller Institutions	05/01/14 - 08/01/14	\$6,000	\$0	\$0	\$0	\$6,000	-	4/16/2013
137	State Criminal Alien Assistance Program - SCAAP 13	07/01/11 - 06/30/12	\$40,568,231	\$0	\$0	\$0	\$40,568,231	-	4/16/2013
137	SCATTIF Sheriff's Combined Auto Theft Task Force	09/01/13 - 08/31/14	\$1,001,869	\$134,184	\$258,235	\$0	\$1,394,288	12.00	4/30/2013
145	Taking the Smart Path: Enhancing Assessment and Training to Address Youths' Needs	10/01/13 - 09/30/16	\$644,987	\$0	\$0	\$0	\$644,987	-	4/30/2013
119	Other Victim Assistance Grant	09/01/13 - 08/31/15	\$84,000	\$0	\$28,129	\$0	\$112,129	1.00	5/7/2013
123	Victim Coordinator and Liaison Grant	09/01/13 - 08/31/15	\$84,000	\$0	\$0	\$0	\$84,000	-	5/14/2013
147	FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)- HAZmat ID	10/01/13 - 11/30/14	\$22,500	\$0	\$0	\$0	\$22,500	-	5/21/2013



Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
147	FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)- GASID	10/01/13 - 11/30/14	\$9,500	\$0	\$0	\$0	\$9,500	-	5/21/2013
158	AmeriCorps	08/01/13 - 07/31/14	\$298,671	\$500,191	\$0	\$0	\$798,862	31.00	5/21/2013
			\$46,485,246	\$1,175,621	\$631,149	\$73,588	\$48,365,604	71.05	

\*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 (TLIWP)	10/01/12 - 12/31/12	\$42,061	\$0	\$0	\$0	\$42,061	-	11/6/2012
158	Seniors and Volunteers for Childhood Immunization (SVCI)	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
158	Targeted Low Income Weatherization Program	03/01/13 - 11/30/13	\$54,850	\$0	\$0	\$0	\$54,850	-	4/9/2013
158	DOE Weatherization Assistance Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	4/9/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/13 - 06/30/14	\$35,000	\$0	\$0	\$0	\$35,000	0.65	4/16/2013
158	Basic Transportation Needs Fund Bus Pass Program	09/01/12 - 08/31/13	\$5,790	\$0	\$0	\$0	\$5,790	-	4/16/2013
158	Coming of Age (CNCS)	04/01/13 - 03/31/14	\$16,832	\$309,604	\$15,149	\$0	\$341,585	6.00	4/23/2013
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards	04/01/13 - 03/31/14	\$100,000	\$0	\$0	\$0	\$100,000	-	4/30/2013
158	Comprehensive Energy Assistance Program	01/01/13 - 12/31/13	\$2,637,219	\$0	\$0	\$0	\$2,637,219	4.00	4/30/2013
158	AmeriCorps*	08/01/12 - 07/31/13	\$291,671	\$487,203	\$0	\$0	\$778,874	31.00	5/21/2013
149	CAMPO Surface Transportation Program-Metropolitan Mobility; Blake-Manor Shared Use Path	05/21/13 - until complete	\$2,208,400	\$651,715	\$0	\$145,866	\$3,005,981	-	5/21/2013

\*Amended from original agreement.

\$14,971,031 \$400,027 \$214,286 \$0 \$15,585,344 23.08

FY 2013 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Cm. Ct. Contract Approval Date	Has the General Fund been reimbursed?
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 at 426p
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	8/28/2012	N/A	Yes
158	Parenting in Recovery (PIR) FY 13	09/30/12 - 09/29/13	\$84,756	\$0	\$84,756	-	12/31/2012	9/25/2012	N/A	Yes
158	Comprehensive Energy Assistance Program	1/1/2013- 12/31/2013	\$29,196	\$200,000	\$229,196	4.00	3/31/2013	10/2/2012	N/A	Yes
158	Low Income Home Energy Program	04/01/13 - 03/31/14	\$0	\$100,000	\$100,000	-	6/30/2013	1/8/2013	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

<b>Check One:</b>	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
<b>Check One:</b>	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
<b>Department/Division:</b>	Travis County Health and Human Services/ Office of Children's Services	
<b>Contact Person/Title:</b>	John C. Bradshaw, Contract Specialist	
<b>Phone Number:</b>	854-4277	

<b>Grant Title:</b>	Parenting in Recovery II		
<b>Grant Period:</b>	From: <input type="text" value="Sep 30, 2013"/>	To: <input type="text" value="Sep 29, 2014"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	U.S. Dept. of Health and Human Services/ Administration for Children and Families		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Originating Grantor:</b>			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 90,245	\$ 74,580	\$ 0	\$ 0	\$ 164,825
Operating:	\$ 390,755	\$ 184,420	\$ 0	\$ 0	\$ 575,175
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 481,000</b>	<b>\$ 259,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 740,000</b>
FTEs:	1.00	1.00	0.00	0.00	2.00

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"/>	JC	
County Attorney	<input checked="" type="checkbox"/>	MEG	Also reviewed by JH

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 clients receiving substance treatment services	477	492	450	450
2.	Number of families involved with child welfare completing service plan goals	147	136	125	125
3.	Number of new children entering care	627	669	624	624
+   -	Measures for the Grant				
1.	Percentage of children who had an initial occurrence and/or recurrence of substantiated/indicated child maltreatment within 6, 12, 18 and 24 months after enrolling in the RPG program	12%	5%	35%	35%
Outcome Impact Description		Reduces the number of incidences of child maltreatment in our co			
2.	Percentage of children identified as at risk of removal from the home who are able to remain in the custody of a parent or caregiver through case closure	72%	65%	50%	50%
Outcome Impact Description		Reduces the number of children placed in the foster care system d			
3.	Percentage of parents or caregivers who were able to access timely and appropriate substance abuse treatment as calculated by number of days between program entry and treatment entry (10 days)	93%	88%	80%	80%
Outcome Impact Description		Parents and caregivers with early access to substance dependence			

**PBO Recommendation:**

The Health and Human Services and Veterans Service Department is requesting approval of the application for the second year of the extension of the Parenting in Recovery grant program, from the US Department of Health and Human Services. The Parenting in Recovery (PIR) program has existed in the County since 2007. At the conclusion of the initial grant, HHSVS applied for, and received, a two-year extension. The required 35% grant match that is required has been requested by HHS as part of its FY 14 budget submission. PBO recognizes the County's commitment to fund year two of this grant. The grant award amount available has decreased from \$500,000 to \$481,000, and the County match requirement for year two has increased from 30% to 35%, or to \$259,000.

This grant application, if funded, will continue the provision of expanded services to children in families in the child welfare system due to the parent's substance abuse. The department reports that the Travis County program has a 56% success rate, which is higher than the national average of 50%.

PBO recommends approval of this grant application.

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?

For the past five and a half years, Parenting in Recovery (PIR) has been used to fund services as part of the Family Drug Treatment Court (FDTC) collaboration with the District Attorney's Office, District Court and these primary community partners:

- Department of Family and Protective Services – Child Protective Services
- Austin Recovery
- CASA
- Foundation Communities
- ATCIC
- Private Attorneys
- SafePlace
- Communities in Recovery
- Manos de Cristo
- Lone Star Circle of Care.

The PIR funds help to provide a flexible, comprehensive continuum of services for families involved with the FDTC as a result of methamphetamine or other substance dependence. The primary objective is to keep families together in the community while they receive an individualized set of interventions and supports that promote sustained recovery and independent functioning.

The initial five-year grant ended on 9/29/12. TCHHSVS applied for and received a competitive two-year extension of funding at \$500,000 per year through 9/29/14. This application is for year two of the extension.

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

The match requirement for year two of the extension is \$259,000. The long-term goal of the PIR grant is program sustainability. The role of TCHHSVS in the sustainability of the FDTC is to provide a portion of the substance abuse treatment and recovery support dollars and provide staff expertise as it relates to substance abuse by funding a Substance Abuse Clinical Manager position.

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.

TCHHSVS is using \$184,420 in service dollars from the General Fund as well as \$74,580 of the Substance Abuse Clinical Manager's salary and benefits to provide the \$259,000 required in year two of the extension.

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

TCHHSVS did not include any indirect costs in the year 2 budget included with the original application for a two-year extension as it was under the impression that Travis County did not have a federally approved indirect cost rate. TCHHSVS is aware of the PBO request that all grant applications include an amount for indirect costs unless specifically prohibited by the grantor and will try to comply with this request in future grant applications.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance 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.

No. As mentioned in the response to question 2, the long-term goal of the PIR grant is program sustainability. This program relies heavily on local resources to support substance abuse and recovery supports for sustainability after the grant ends. TCHHSVS staff and grant partners will identify the funding for treatment and flexible services potentially through increased Travis County, City of Austin, State funding, and health insurance. The structure of PIR/FDTC will be sustained by the various partners: District Attorney, District Court, Child Protective Services will sustain positions, supports and structure to maintain the PIR/FDTC.



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

NA.

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.

The services provided by the PIR grant are in line with other services offered by the Office of Children's Services within TCHHSVS. The relevant departmental performance measures are included in this summary.




**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:** May 15, 2013

**TO:** Members of the Commissioners Court

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

**SUBJECT:** Application to the U.S. Department of Health and Human Services,  
Administration on Children, Youth and Families for a continuation  
of the Parenting in Recovery grant

**Proposed Motion:**

Consider and take appropriate action to approve an application to the U.S. Department of Health and Human Services, Administration on Children, Youth and Families for a continuation of the Parenting in Recovery grant.

**Summary and Staff Recommendations:**

Travis County Health and Human Services and Veterans Service (TCHHSVS) serves as the lead agency for a regional partnership (known as the Parenting in Recovery project) that includes Austin Recovery, Foundation Communities, the Texas Department of Family and Protective Services, Austin Travis County Integral Care, and the Travis County Family Drug Treatment Court.

The Parenting in Recovery (PIR) project provides a flexible, comprehensive continuum of services for families in the child welfare system as a result of methamphetamine or other substance dependence. The primary objective of the project is to keep families

together while the parents receive an individualized set of interventions and supports that promote sustained recovery and independent functioning.

The PIR project started in February 2008 and has enrolled 128 mothers as of April 1, 2013. Of these 128 mothers, 44 were discharged successfully, 34 were discharged unsuccessfully, 16 were neutral discharges (admitted but did not receive services beyond partial substance dependence treatment), and 34 are currently enrolled in the project. The PIR project has a 56% success rate which is above the national average of 50%.

The initial five-year grant ended on 9/29/12. TCHHSVS applied for and received a competitive two-year extension of funding, known as PIR II, at \$500,000 per year through 9/29/14. This continuation application is for year two of the extension.

TCHHSVS staff recommends approving this application.

**Budgetary and Fiscal Impact:**

Sequestration has reduced the amount available for year two to \$481,000. There is a match requirement of \$259,000. TCHHSVS is providing the match in the form of \$74,580 in salary and benefits for a full-time Project Director and \$184,420 in funding for services provided to PIR participants.

**Issues and Opportunities:**

Parental substance dependence is a key factor underlying the abuse or neglect experienced by many of the children entering foster care. The PIR project is designed to keep families together by providing treatment and support services. PIR has made significant accomplishments during the almost six years it has been in existence. The project has developed a strong and effective community collaboration. It has designed and implemented a continuum of services that reduce the risk factors associated with maternal drug dependence, and has increased the ability of mothers to safely care for their children.

**Background:**

The Administration on Children, Youth and Families within the U.S. Department of Health and Human Services provides grants for regional partnerships designed to enhance the safety of children who are in an out-of-home placement or are at risk of being put in an out-of-home placement due to a parent's or caretaker's methamphetamine or other substance dependence.

Cc: Andrea Colunga, Director, Office of Children's Services, TCHHSVS  
Nicki Riley, CPA, CMA, Travis County Auditor  
Patty Lennon, Financial Analyst, Travis County Auditor's Office  
Mary Etta Gerhardt, Assistant County Attorney  
Leslie Browder, Executive Manager, Planning and Budget Office  
Aerin Toussaint, Analyst, Planning and Budget Office  
Cyd Grimes, C.P.M., Travis County Purchasing Agent  
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office

## Table Of Contents

**Applicant:** Travis County  
**Application Number:** (To be assigned)  
**Project Title** Targeted Grants: Methamphetamine and other Substance Abuse  
**Status:** Work in Progress

### Information for the Applicant

1. Link to Grant Forms

### Online Forms

1. SF-424A Budget Information - Non-Construction
2. SF-424 Application for Federal Assistance Version 2
  - (Upload #1): Areas-Affected Attachment
3. SF-424B Assurances - Non-Construction
4. SF-LLL Disclosure of Lobbying Activities
  - (Mail-In Signature Page): Required Signature Page - Please sign & mail in.
5. Project Abstract Summary
  - (Upload #2): Project Abstract Summary

### Additional Information to be Submitted

1. Budget Narrative Upload
  - (Upload #3): Budget Narrative
2. Cover Letter Upload
  - (Upload #4): Cover Page & Project Narrative
  - (Upload #5): Project Narrative Attachments
3. Current Indirect Cost Rate Agreement Upload
  - (Upload #6): Indirect Costs
4. Line Item Budget Upload
  - (Upload #7): Budget Items
5. Miscellaneous Information
  - (Upload #8): Miscellaneous
6. Project Performance Site Location Form Upload
  - (Upload #9): Site Location

**Note:** Upload document(s) printed in order after online forms.

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. CU - Targeted Grants to A	93.087			\$481,000.00	\$259,000.00	\$740,000.00
2. CU - Targeted Grants to A						
3. CU - Targeted Grants to A						
4. CU - Targeted Grants to A						
5. Totals				\$481,000.00	\$259,000.00	\$740,000.00

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1) CU - Targeted Grants to Ad	(2) CU - Targeted Grants to Ad	(3) Grants to Address Needs of	(4) Grants to Address Needs of	(5) Total	
a. Personnel	\$130,104.00					\$130,104.00
b. Fringe Benefits	\$34,721.00					\$34,721.00
c. Travel	\$2,800.00					\$2,800.00
d. Equipment						
e. Supplies	\$2,381.00					\$2,381.00
f. Contractual	\$565,534.00					\$565,534.00
g. Construction						
h. Other	\$4,460.00					\$4,460.00
i. Total Direct Charges (sum of 6a-6h)	\$740,000.00					\$740,000.00
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$740,000.00					\$740,000.00
7. Program Income						

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Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8 CU - Targeted Grants to Address Needs of Families Affected	\$259,000.00				\$259,000.00
9. CU - Targeted Grants to Address Needs of Families Affected					
10. CU - Targeted Grants to Address Needs of Families Affected					
11. CU - Targeted Grants to Address Needs of Families Affected					
12. TOTAL (sum of lines 8-11)	\$259,000.00				\$259,000.00
SECTION D - FORECASTED CASH NEEDS					
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
13. Federal	\$481,000.00	\$120,250.00	\$120,250.00	\$120,250.00	\$120,250.00
14. Non-Federal	\$259,000.00	\$64,750.00	\$64,750.00	\$64,750.00	\$64,750.00
15. TOTAL (sum of lines 13 and 14)	\$740,000.00	\$185,000.00	\$185,000.00	\$185,000.00	\$185,000.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. CU - Targeted Grants to Address Needs of Families Affected					
17. CU - Targeted Grants to Address Needs of Families Affected					
18. CU - Targeted Grants to Address Needs of Families Affected					
19. CU - Targeted Grants to Address Needs of Families Affected					
20. TOTAL (sum of lines 16-19)					
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

<b>Application for Federal Assistance SF-424</b>		<b>Version 02</b>																		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; vertical-align: top;"> <b>* 1. Type of Submission:</b>  <input type="checkbox"/> Preapplication  <input checked="" type="checkbox"/> Application  <input type="checkbox"/> Changed/Corrected Application             </td> <td style="width:33%; vertical-align: top;"> <b>* 2. Type of Application:</b>  <input type="checkbox"/> New  <input checked="" type="checkbox"/> Continuation  <input type="checkbox"/> Revision             </td> <td style="width:33%; vertical-align: top;"> <b>* If Revision, select appropriate letter(s):</b>  <input type="text"/>  <b>* Other (Specify)</b>  <input type="text"/> </td> </tr> </table>			<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify)</b> <input type="text"/>															
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<b>* 3. Date Received:</b> <input type="text"/>		<b>4. Applicant Identifier:</b> <input type="text"/>																		
<b>5a. Federal Entity Identifier:</b> <input type="text"/>		<b>* 5b. Federal Award Identifier:</b> <input type="text" value="90CU0039"/>																		
<b>State Use Only:</b>																				
<b>6. Date Received by State:</b> <input type="text"/>		<b>7. State Application Identifier:</b> <input type="text"/>																		
<b>8. APPLICANT INFORMATION:</b>																				
<b>* a. Legal Name:</b> <input type="text" value="Travis County"/>																				
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="1746000192A5"/>		<b>* c. Organizational DUNS:</b> <input type="text" value="030908842"/>																		
<b>d. Address:</b>																				
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<b>* City:</b>	<input type="text" value="Austin"/>																			
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<b>* State:</b>	<input type="text" value="Texas"/>																			
<b>Province:</b>	<input type="text"/>																			
<b>* Country:</b>	<input type="text" value="UNITED STATES"/>																			
<b>* Zip / Postal Code:</b>	<input type="text" value="78701-4138"/>																			
<b>e. Organizational Unit:</b>																				
<b>Department Name:</b> <input type="text" value="Office Of Children's Services"/>		<b>Division Name:</b> <input type="text"/>																		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;"><b>Prefb:</b> <input type="text" value="Ms."/></td> <td><b>* First Name:</b> <input type="text" value="Laura"/></td> </tr> <tr> <td colspan="2"><b>Middle Name:</b> <input type="text"/></td> </tr> <tr> <td colspan="2"><b>* Last Name:</b> <input type="text" value="Peveto"/></td> </tr> <tr> <td colspan="2"><b>Suffix:</b> <input type="text"/></td> </tr> <tr> <td colspan="2"><b>Title:</b> <input type="text" value="Prevention and intervention Manager"/></td> </tr> <tr> <td colspan="2"><b>Organizational Affiliation:</b> <input type="text"/></td> </tr> <tr> <td colspan="2"><b>* Telephone Number:</b> <input type="text" value="512-854-7874"/></td> </tr> <tr> <td colspan="2"><b>Fax Number:</b> <input type="text" value="512-854-5879"/></td> </tr> <tr> <td colspan="2"><b>* Email:</b> <input type="text" value="laura.peveto@co.travis.tx.us"/></td> </tr> </table>			<b>Prefb:</b> <input type="text" value="Ms."/>	<b>* First Name:</b> <input type="text" value="Laura"/>	<b>Middle Name:</b> <input type="text"/>		<b>* Last Name:</b> <input type="text" value="Peveto"/>		<b>Suffix:</b> <input type="text"/>		<b>Title:</b> <input type="text" value="Prevention and intervention Manager"/>		<b>Organizational Affiliation:</b> <input type="text"/>		<b>* Telephone Number:</b> <input type="text" value="512-854-7874"/>		<b>Fax Number:</b> <input type="text" value="512-854-5879"/>		<b>* Email:</b> <input type="text" value="laura.peveto@co.travis.tx.us"/>	
<b>Prefb:</b> <input type="text" value="Ms."/>	<b>* First Name:</b> <input type="text" value="Laura"/>																			
<b>Middle Name:</b> <input type="text"/>																				
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<b>* Email:</b> <input type="text" value="laura.peveto@co.travis.tx.us"/>																				

<b>Application for Federal Assistance SF-424</b>	<b>Version 02</b>
<b>9. Type of Applicant 1: Select Applicant Type:</b>	
County Government	
<b>Type of Applicant 2: Select Applicant Type:</b>	
<b>Type of Applicant 3: Select Applicant Type:</b>	
* Other (specify):	
<b>* 10. Name of Federal Agency:</b>	
-Children's Bureau	
<b>11. Catalog of Federal Domestic Assistance Number:</b>	
93.087	
CFDA Title:	
Address the needs of families Affected by Methamphetamine and other substance abuse	
<b>* 12. Funding Opportunity Number:</b>	
Not Applicable	
* Title:	
Not Applicable	
<b>13. Competition Identification Number:</b>	
Not Applicable	
Title:	
Not Applicable	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b>	
PIRII Maps.jpg	
<b>* 15. Descriptive Title of Applicant's Project:</b>	
Targeted Grants: Methamphetamine and other Substance Abuse	
Attach supporting documents as specified in agency instructions.	



<b>Application for Federal Assistance SF-424</b>		<b>Version 02</b>
<b>16. Congressional Districts Of:</b>		
* a. Applicant	<input type="text" value="TX-025"/>	* b. Program/Project <input type="text" value="TX-025"/>
Attach an additional list of Program/Project Congressional Districts if needed. <input style="width: 100%;" type="text"/>		
<b>17. Proposed Project:</b>		
* a. Start Date:	<input type="text" value="09/30/2007"/>	* b. End Date: <input type="text" value="09/29/2014"/>
<b>18. Estimated Funding (\$):</b>		
* a. Federal	<input type="text" value="481000"/>	
* b. Applicant	<input type="text" value="259000"/>	
* c. State	<input type="text" value="0"/>	
* d. Local	<input type="text" value="0"/>	
* e. Other	<input type="text" value="0"/>	
* f. Program Income	<input type="text" value="0"/>	
* g. TOTAL	<input type="text" value="740000"/>	
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 100px;" type="text"/>		
<input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E.O. 12372.		
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.		
<b>Authorized Representative:</b>		
Prefix:	<input type="text" value="Mr."/>	* First Name: <input type="text" value="Samuel"/>
Middle Name:	<input type="text" value="T."/>	
* Last Name:	<input type="text" value="Biscoe"/>	
Suffix:	<input type="text"/>	
* Title:	<input type="text" value="Travis County Judge"/>	
* Telephone Number:	<input type="text" value="512-854-9555"/>	Fax Number: <input type="text" value="512-854-9535"/>
* Email:	<input type="text" value="sam.biscoe@co.travis.tx.us"/>	
* Signature of Authorized Representative:	<input type="text" value="Completed on Submission"/>	* Date Signed: <input type="text"/>

**Application for Federal Assistance SF-424**

**Version 02**

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p><b>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b></p> <p>Samuel T. Biscoe</p>	<p><b>* TITLE</b></p> <p>Travis County Judge</p>
<p><b>* APPLICATION ORGANIZATION</b></p> <p>Travis County</p>	<p><b>* DATE SUBMITTED</b></p> <p>Not Submitted</p>

Standard Form 424B (Rev. 7-97) Back

## DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<p><b>4. Name and Address of Reporting Entity:</b></p> <p><input checked="" type="checkbox"/> <b>Prime</b>                      <input type="checkbox"/> <b>Subawardee</b></p> <p>Tier _____, <i>if known:</i></p> <p>Not applicable Not applicable Not applicable</p> <p><b>Congressional District, if known:</b></p>	<p><b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b></p>
<p><b>6. Federal Department/Agency:</b></p> <p>Not applicable</p>	<p><b>7. Federal Program Name/Description:</b></p> <p>Children's Bureau</p> <p>CFDA Number, <i>if applicable:</i>      93.087</p>
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b></p> <p>\$</p>
<p><b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i></p> <p>Not applicable, Not applicable</p>	<p><b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(if individual, last name, first name, MI):</i></p> <p>Not applicable, Not applicable</p>
<p><b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: <u>Completed on Submission</u></p> <p>Print Name: <u>Not applicable, Not applicable</u></p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>

## Project Abstract Summary

**Program Announcement (CFDA)**

\* Program Announcement (Funding Opportunity Number)  
Not Applicable

\* Closing Date

\* Applicant Name  
Travis County

\* Length of Proposed Project: 85

**Application Control No.**
**Federal Share Requested (for each year)**

* Federal Share 1st Year	* Federal Share 2nd Year	* Federal Share 3rd Year
\$ 481,000.00	\$ 0.00	\$ 0.00
* Federal Share 4th Year	* Federal Share 5th Year	
\$ 0.00	\$ 0.00	

**Non-Federal Share Requested (for each year)**

* Non-Federal Share 1st Year	* Non-Federal Share 2nd Year	* Non-Federal Share 3rd Year
\$ 259,000.00	\$ 0.00	\$ 0.00
* Non-Federal Share 4th Year	* Non-Federal Share 5th Year	
\$ 0.00	\$ 0.00	

\* Project Title  
Targeted Grants: Methamphetamine and other Substance Abuse

## Project Abstract Summary

\* Project Summary

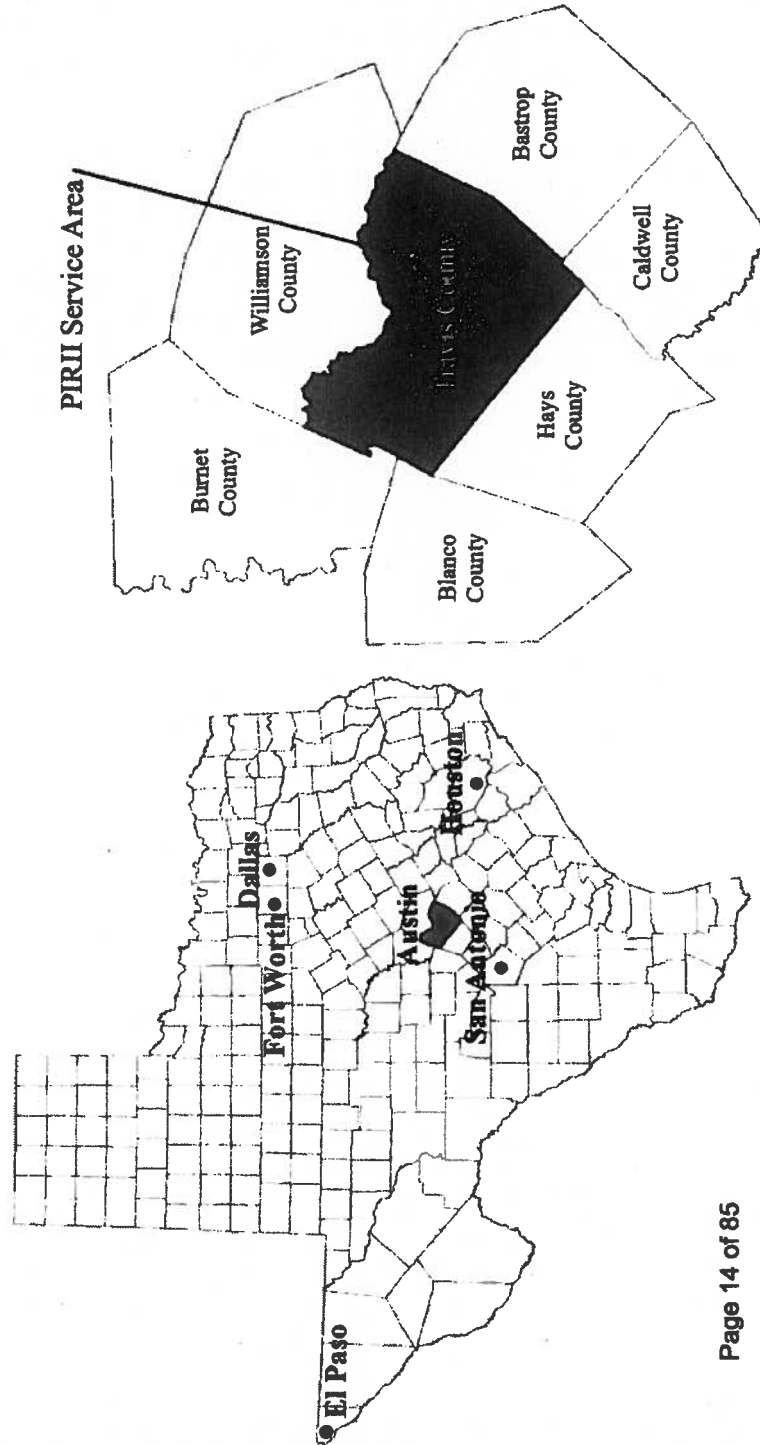
\* Estimated number of people to be served as a result of the award of this grant.: 0

## Upload #1

<b>Applicant:</b>	<b>Travis County</b>
<b>Application Number:</b>	<b>(To be assigned)</b>
<b>Project Title</b>	<b>Targeted Grants: Methamphetamine and other Substance Abuse</b>
<b>Status:</b>	<b>Work in Progress</b>
<b>Document Title:</b>	<b>Areas-Affected Attachment</b>



**Geographic Location**



## Upload #2

<b>Applicant:</b>	<b>Travis County</b>
<b>Application Number:</b>	<b>(To be assigned)</b>
<b>Project Title</b>	<b>Targeted Grants: Methamphetamine and other Substance Abuse</b>
<b>Status:</b>	<b>Work in Progress</b>
<b>Document Title:</b>	<b>Project Abstract Summary</b>

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services  
Project Abstract**

The five-year RPG grant Parenting in Recovery (PIR), awarded in 2007, allowed Travis County (TC) to bring together a coalition of community service providers who cooperatively provide a flexible, comprehensive continuum of services to women, children, and families who are involved in the state child welfare system as a result of maternal drug and/or alcohol dependence. The two-year RPG grant extension, awarded in 2012, opened the door for PIR to solidify current progress, complete outstanding goals, and finalize the transition of PIR from a grant supported project to a sustained community program.

The essential goal of the PIR coalition is to help mothers of young children recover from substance dependence, maintain or regain custody of their children, and establish safe and healthy lives and homes. To that end, the original PIR grant established three primary objectives:

1. Provide cross-systems training for child welfare and substance abuse counselors to promote more effective collaboration and treatment planning and increase ability to service families with substance dependency problems and child welfare involvement
2. Preclude or decrease the number of out-of-home placements for children of mothers with substance dependency
3. Increase the safety and well-being of children of substance dependent mothers by reducing risks factors and increasing protective factors for child maltreatment.

While it has made significant progress in meeting these project objectives, PIR developed additional project enhancements attached to the grant extension, as follows:

1. Advance the child/youth service delivery system to increase the overall well-being of the children/youth
2. Sustain critical elements of the service delivery system for an additional two years while local funding is identified and secured
3. Further develop the existing collaboration by establishing a more defined system of shared information with a focus on local data.

Each of these enhancements is deemed necessary to garner system support for the long-term sustainability of the project.

Services available to PIR participants include inpatient and outpatient substance abuse treatment, family drug court participation, psychological and psychiatric evaluation, collaborative case management, parenting skills training, child developmental, emotional and social assessment and intervention, peer recovery coaching, safe housing, individual and family counseling, home visitation, child-care assistance, mental health services, medical, dental, and pharmaceutical services, and educational and employment support.

The PIR core partnership includes the following entities:

- Travis County Health & Human Services (TCHHS)
- Texas Department of Family & Protective Services, Child Protective Services (CPS)

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services  
Project Abstract**

- **Travis County Family Drug Treatment Court (FDTC)**
- **Austin Recovery Women's and Women & Children's Treatment Programs (AR)**
- **Foundation Communities (FC)**

**PIR collaborative partners include the following:**

- **Travis County District Attorney's Office (DA)**
- **Travis County Office of Child Representation (OCR)**
- **Texas Court Appointed Special Advocates (CASA)**
- **Travis County Court Appointed Family Advocates (CAFA)**
- **Austin/Travis County Integral Care (ATCIC)**
- **Manos de Cristo (Dental)**
- **Mauney & Associates, LLC (Parent Training & Individual Therapy)**
- **EyeSite Family Vision (Eye Examination)**
- **Eyemart Express (Eye Glasses)**
- **David Brown, MD (Psychiatric)**
- **Communities for Recovery (CforR—Peer Recovery Coaching, Crosstalk Meetings & Service Work Opportunities)**
- **Austin Oxford Houses (Sober Living)**
- **MedSavers Pharmacy (Pharmaceuticals)**
- **Lone Star Circle of Care (LSCC—Medical & Behavioral Health)**

**Projected to serve: 52**

### Upload #3

<b>Applicant:</b>	<b>Travis County</b>
<b>Application Number:</b>	<b>(To be assigned)</b>
<b>Project Title</b>	<b>Targeted Grants: Methamphetamine and other Substance Abuse</b>
<b>Status:</b>	<b>Work in Progress</b>
<b>Document Title:</b>	<b>Budget Narrative</b>

Project Title: Parenting in Recovery (PIR) II – Second Year Re-Application May 2013  
Applicant Name: Travis County Health and Human Services and Veterans Service

### **Budget Justification**

Parenting in Recovery (PIR II) seeks funding in the year two re-application for:

Four positions allocated through a contract:

- Part-time Evaluator – Contract with Encompass
- Part-time Research Assistant – Contract with Encompass
- Child Therapist – Funded position with Austin Travis County Integral Care (ATCIC)
- Part-time Housing Case Manager – Funded position with Foundations Communities (FC)

One position funded through Travis County Office of Child Representation (OCR):

- Attorney ad Litem to represent children (AAL) – Funded position with OCR
- Office supplies, mileage, and cell phone allowance and other expenses to support the grant funded positions above excluding the Case Manager position with FC
- Flexible funding to expend on specialized services for children and parents including substance abuse treatment, concrete services, recovery supports and therapeutic and specialized services for the children. These funds will be integrated into two existing contracts between ATCIC and TCHHS/VS referenced as the System of Care (SOC) contract and the Substance Abuse Managed Service Organization (SAMSO) contract.
- Travel expenses for key personnel to attend the grantee meeting in Washington.
- There will be no funding requested for Equipment or Construction.
- PIR II will provide match funding from this source:
  - TCHHS/VS – Funding for PIR II Project Director and Flexible Funding dedicated to PIR II/FDTC

### **Object Class Categories**

#### **A. Personnel / Fringe Benefits<sup>1</sup>**

##### **Position: Attorney Ad Litem**

**Necessity:** This position is required to fulfill the grant design. This position provides legal representation to children whose family has an open lawsuit with Child Protective Services (CPS). Duties include interviewing all clients who are 4 years old or older, interviewing people who have significant knowledge of the child's history and condition, investigating the facts of the case, obtaining and reviewing copies of relevant records, participating in litigation, taking action that is necessary to expedite the proceedings and encourage settlement.

**Reasonableness:** The salary for this position was derived from the Travis County Classified Salary Schedule. The salary is less than the median average salary for attorneys in Austin, Texas but is the average salary for a County funded attorney position and is commensurate to other attorneys in OCR.

**Allocation of Proposed Cost:** The funds for this position will be allocated to the budget of the Office of Child Representation which is a program managed under the Justice and Public Safety Division of Travis County.

#### **B. Travel – See Budget Detail**

**C. Equipment - No equipment purchases as part of the grant budget proposal.**

<sup>1</sup> <http://www.salary.com/category/salary/> this website was used to compare salaries for reasonableness

Project Title: Parenting in Recovery (PIR) II – Second Year Re-Application May 2013  
Applicant Name: Travis County Health and Human Services and Veterans Service

#### **D. Supplies**

PIR II has office supplies as part of the budget for the OCR and ATCIC contracts. FC is providing these resources for their part-time funded grant position.

Necessity: Basic office supplies to facilitate work with grant supported participants.

Reasonableness: The allocation for office supplies annually is less than 1% of each individual program budget within PIR II.

Allocation of Proposed Cost: Office supplies will be part of the allocated budget under the PIR II design.

#### **E. Contractual**

PIR II will execute 5 contracts to support the implementation of the PIR II grant design.

1. **Encompass** – this will be a unit cost contract with the evaluator for the grant project. The contract will cover these costs: evaluator's project time and compliance with grant requirements; database development and management activities; completion of a cost analysis and case study of the project; and employment of a part-time research assistant. The cost for year two includes close-out activities related to the grant.

#### **Evaluator position**

Necessity: Grant required position that is essential to ensure compliance with the evaluation component of the grant design. These duties will be executed: develop data collection plan with designated federal and local performance indicators; meet with federal program officers and liaison at national meetings and on-site; provide information to these individuals concerning the evaluation status as requested; monitor Institutional Review Board Protection of Human Subjects activities, including applications for continuing review of IRB protocols, maintenance of consent forms, strategies to recruit, monitoring of the informed consent process; training activities, such as training in new assessment instruments for child therapists and training research assistant in data collection needed specifically for control group data; assist in developing semi-annual & annual reports on federal and local indicators; interface with database developers as needed; supervise research assistant and provide oversight of data collection; complete a local evaluation for dissemination annually with a focus on program process and outcomes.

Encompass Medical Management - Ongoing program evaluation activities and duties related to the management of the web based data collection system: modify the web-based database for entry of data required by grantor; include various drop-down menu items that conform to the federal indicator criteria and match the indicator criteria to the federal data dictionary requirements; create interfaces between CSI and CPS databases to allow data to be uploaded to federal database that tracks grant evaluation component; manage data connections and data feeds from CPS state databases in the PIR II access database for all reports; warehouse the data in secure data repository and HIPAA compliant site; conduct on-going security checks of data and data sources; administration of data privacy and validity for HIPAA and confidentiality; ongoing consulting on data management; develop XML mapping process and validity checks to meet federal data requirements; upload program data to federal data repositories for semi-annual report. Major efforts will be required to conduct the cost/benefit analysis as well the final reports to grantor.

Project Title: Parenting in Recovery (PIR) II -- Second Year Re-Application May 2013  
Applicant Name: Travis County Health and Human Services and Veterans Service

**Reasonableness:** The hourly rate of \$100 includes the remuneration of the evaluator. There is no administrative or indirect cost.

**Allocation of Proposed Cost:** The funds for this position will be part of the contract executed with Encompass Medical Management, Inc.

#### **Part-Time Research Assistant position**

**Necessity:** Position to support the collection of data and support the activities of the evaluator and focus on collection of control group data specifically. This position is essential to ensure full compliance with the evaluation component of the grant design. Duties will include ongoing monitoring of web-based database to ensure data gathered from project partners throughout the year is complete; data collection and data entry from all partner data bases and interviews with individual program participants; developing tracking system for data with special concentration on collecting control group data from pre- and post-testing; developing SPSS databases from Excel and web-based database and converting data for data analysis; assisting evaluator in developing analyses for semi-annual, annual, and final reports with cost/benefit analysis. Also, conduct qualitative interviews with participants completing the program.

**Reasonableness:** The hourly rate for this position is \$15 and the staff is expected to work approximately 1000 hours in Year 2 to provide additional support for the final report and cost/benefit analysis and control group data. The cost also includes required benefits of FICA, but no other benefits/indirect costs.

**Allocation of Proposed Cost:** The funds for this position will be part of the contract executed with Encompass Medical Management, Inc.

2. Austin Travis County Integral Care (ATCIC) -- Three contracts will be executed between ATCIC and TCHHS/VS to support the implementation of the grant design. Two of them have been in place since the original grant award of PIR in 2007: System Of Care (SOC) and Substance Abuse Managed Service Organization (SAMSO). The third contract executed is to facilitate the service delivery to the children served by this grant. The contract includes the cost of the Child Therapist position including salary, benefits, mileage, cell phone stipend, office supplies and other costs.

#### **Child Therapist Position:**

**Necessity:** This position is required to fulfill the grant design and provide therapeutic services to the children served by the grant. Duties include but are not limited to assessments, providing direct therapeutic services, providing or accessing experiential therapeutic services, advocacy in school setting and education on substance abuse.

**Reasonableness:** The salary of this position is slightly below the median salary for a licensed clinical social worker based on the national average. The salary is commensurate with others who have like degrees and experience in Austin, Texas.

**Allocation of Proposed Cost:** The funds for this position will be provided to ATCIC in a contract.

#### **SOC contract**

The SOC contract allows TCHHS/VS to expend flexible funding on the behalf of the eligible children, youth and mothers of this grant. The contract funds specific services and supports for the participants such as recovery supports and specialized children services.



**Project Title: Parenting In Recovery (PIR) II – Second Year Re-Application May 2013**  
**Applicant Name: Travis County Health and Human Services and Veterans Service**

**SAMSO contract**

The SAMSO contract funds substance abuse treatment for eligible grant participants.

ATCIC acts as the managed service organization in both the SOC and SAMSO contracts by fulfilling two functions: provider network development and payment allocation through a reimbursement contract. ATCIC recruits, credentials, contracts and oversees a provider network. The contract dollars allocated by TCHHS/VS under these contracts reimburses ATCIC for payments rendered to network and non-network providers. ATCIC has the software to carefully manage funding allocations and the budget management to ensure that only authorized funding is expended on eligible clients. Under these contracts, TCHHS/VS pays an MSO fee to offset the cost of the management of the network and the billing process. The MSO fee for this grant is 5% of the funds expended.

**3. Part-Time Housing Case Manager position contract**

**Necessity:** This position is required to fulfill the grant design. This position provides housing focused case management to grant participants in PIR II. Duties include conducting housing assessments and developing individualized plans, providing referrals to local housing resources, and, for those eligible, facilitating placement in Foundation Communities housing property and provide ongoing case management.

**Reasonableness:** This position is funded below the median salary in Austin, Texas but is commensurate to the salary of others employed by Foundation Communities. This funding covers a 1/3 of the position cost. The case manager will serve the necessary hours to support the grant eligible participants. If this exceeds the grant allocation, the additional cost will be covered by Foundation Communities' portion of the funding for this position.

**Allocation of Proposed Cost:** The funding for this position will be provided to Foundation Communities in a contract.

**F. Construction - PIR II does not have any construction costs as part of the proposed budget.**

**G. Other**

There is money budgeted in this category to cover mileage and continuing legal education for the Attorney Ad Litem.

**1. Indirect Charges**

PIR II will not charge indirect costs to the grant.

**H. Match Requirement**

The match requirement for this grant is an escalating match with year two being 35%. The match will be provided by TCHHS/VS.

- TCHHS/VS match will be from the salary and benefits of the PIR II Project Director and the flexible funding allocated to the project through Travis County.

**I. Flexible Funding for PIR II Grant**

- Flexible funds have been budgeted for the children, youth and mothers enrolled in the grant.
- The funding will be allocated to ATCIC in the form of two contracts: SOC & SAMSO.

**Examples of Approved Expenditures:**

**Project Title: Parenting in Recovery (PIR) II -- Second Year Re-Application May 2013**  
**Applicant Name: Travis County Health and Human Services and Veterans Service**

<b>Parent/Caretaker Education</b>	<b>Psychosocial Skills Training</b>	<b>Medication Management</b>
<b>Psychological Assessment</b>	<b>Medical Purchases</b>	<b>Substance Abuse Treatment</b>
<b>Psychiatric Assessment</b>	<b>Case Conference</b>	<b>Neuropsychological</b>
<b>Specialized Therapy</b>	<b>Emergency Food</b>	<b>Equine Therapy</b>
<b>Respite Care</b>	<b>Clothing</b>	<b>Mentoring</b>
<b>Child Care/supervision</b>	<b>Utilities</b>	<b>Therapeutic/Behavioral Aide</b>
<b>Transportation</b>	<b>Housing Assistance</b>	<b>Behavioral Aide</b>
<b>Employment Support Services</b>	<b>Tutoring</b>	<b>Enrichment Activities</b>
<b>Individual, Group, Family, Crisis Counseling</b>	<b>Specialized Therapy</b>	<b>Experiential Therapy</b>

## Upload #4

<b>Applicant:</b>	<b>Travis County</b>
<b>Application Number:</b>	<b>(To be assigned)</b>
<b>Project Title</b>	<b>Targeted Grants: Methamphetamine and other Substance Abuse</b>
<b>Status:</b>	<b>Work in Progress</b>
<b>Document Title:</b>	<b>Cover Page &amp; Project Narrative</b>

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**



***Administration for Children and Families*  
Children's Bureau  
Regional Partnership Grants**



**Non-Competitive Continuation Funding for Regional Partnership Grant  
09.30.13 through 09.29.14**

**Grantee Name and Address:**

**Travis County Health and Human Services & Veteran Services  
Office of Children Services  
100 North IH-35  
Austin, Texas 78701**

**Grant Number:**

**90CU0039**

**Period covered by the application:**

**09.30.13 through 09.29.14**

**Principal Investigator:**

**Laura Peveto**

**Project Director:**

**Charles N. Roper**

**Federal Project Officer:**

**Jean Blakenship**

**Grants Management Specialist:**

**Bernard Morgan**

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

**Parenting in Recovery: Background**

The five-year RPG grant Parenting in Recovery (PIR), awarded in 2007, allowed Travis County (TC) to bring together a coalition of community service providers who cooperatively provide a flexible, comprehensive continuum of services to women, children, and families who are involved in the state child welfare system as a result of maternal drug and/or alcohol dependence. The two-year RPG grant extension, awarded in 2012, opened the door for PIR to solidify current progress, complete outstanding goals, and finalize the transition of PIR from a grant supported project to a sustained community program.

The essential goal of the PIR coalition is to help mothers of young children recover from substance dependence, maintain or regain custody of their children, and establish safe and healthy lives and homes. To that end, the original PIR grant established three primary objectives:

1. Provide cross-systems training for child welfare and substance abuse counselors to promote more effective collaboration and treatment planning and increase ability to service families with substance dependency problems and child welfare involvement
2. Preclude or decrease the number of out-of-home placements for children of mothers with substance dependency
3. Increase the safety and well-being of children of substance dependent mothers by reducing risks factors and increasing protective factors for child maltreatment.

While it has made significant progress in meeting these project objectives, PIR developed additional project enhancements attached to the grant extension, as follows:

1. Advance the child/youth service delivery system to increase the overall well-being of the children/youth
2. Sustain critical elements of the service delivery system for an additional two years while local funding is identified and secured
3. Further develop the existing collaboration by establishing a more defined system of shared information with a focus on local data.

Each of these enhancements is deemed necessary to garner system support for the long-term sustainability of the project.

PIR participants are Travis County residents who have been identified by Texas Department of Family & Protective Services (DFPS), Child Protective Services (CPS) as exhibiting symptoms of substance use disorders that impact the care and well-being of their young children.

CPS referrals to PIR may occur under any of the following three basic criteria:

1. A mother gives birth to a baby who tests positive for drugs.
2. A mother is pregnant and tests positive for drugs and has at least one child under age five in the home.
3. A mother is using drugs and has at least one child under age five in the home.

Eligible participants must meet the following conditions:

1. Mother is dependent on alcohol and/or other drugs.
2. Mother is not in acute distress due to a mental health diagnosis such that it would preclude her from actively participating in treatment.

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

3. Mother's children fit into one or more of the following categories:
  - a. Children are with mother and will accompany her into treatment.
  - b. Children are with relatives or fictive kin in Travis or a contiguous county.
  - c. Children are with relatives, fictive kin, or foster care, regardless of their location, with an intention to reunify with mother within 45 days of removal or when in the best interest of the children and agreed upon by the child advocates to the case.
  - d. Children are with relatives, fictive kin, or foster care, regardless of their location, with an intention to place with relatives or fictive kin in Travis or contiguous county within 45 days of removal or when in the best interest of the children and agreed upon by the child advocates to the case.
4. Mother demonstrates her willingness to participate in PIR by entering substance abuse treatment and enrolling Family Drug Treatment Court.

Services available to PIR participants include inpatient and outpatient substance abuse treatment, family drug court participation, psychological and psychiatric evaluation, collaborative case management, parenting skills training, peer recovery coaching, safe housing, individual and family counseling, home visitation, child-care assistance, mental health services, medical, dental, and pharmaceutical services, and educational and employment support. Services available to the children of PIR participants that were expanded or added as the result of the two year extension include child developmental, emotional, and social assessments by a licensed child therapist, individualized treatment planning for children's medical, dental, psychological, emotional, educational and therapeutic needs, wraparound support services for children including access to concrete services, behavioral aides, alternative therapies such as art, music, and equine therapy (not covered by Medicaid), parent mentoring, and pro-social skills groups. Children also have access to legal representation by an attorney familiar with the drug court program structure, who can represent the children's voice during drug court proceedings.

The PIR core partnership includes the following entities:

- Travis County Health & Human Services (TCHHS)
- Texas Department of Family & Protective Services, Child Protective Services (CPS)
- Travis County Family Drug Treatment Court (FDTC)
- Austin Recovery Women's and Women & Children's Treatment Programs (AR)
- Foundation Communities (FC)

PIR collaborative partners include the following:

- Travis County District Attorney's Office (DA)
- Travis County Office of Child Representation (OCR)
- Texas Court Appointed Special Advocates (CASA)
- Travis County Court Appointed Family Advocates (CAFA)
- Austin/Travis County Integral Care (ATCIC)
- Manos de Cristo (Dental)
- Mauney & Associates, LLC (Parent Training & Individual Therapy)
- EyeSite Family Vision (Eye Examination)
- Eyemart Express (Eye Glasses)
- David Brown, MD (Psychiatric)

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

- **Communities for Recovery (CforR—Peer Recovery Coaching, Crosstalk Meetings & Service Work Opportunities)**
- **Austin Oxford Houses (Sober Living)**
- **MedSavers Pharmacy (Pharmaceuticals)**
- **Lone Star Circle of Care (LSCC—Medical & Behavioral Health)**

PIR enrolled its first treatment group participant on February 21, 2008 and celebrated its first successful full-term graduate in April 2009. Since that time, PIR has enrolled 128 participant mothers and 207 children and discharged 94 participant mothers and 156 children.

**Years 5-6 PIR Activities: Highlights**

The agencies and individuals associated with the Regional Partnership, now referred to locally as Parenting in Recovery (PIR)—Family Drug Treatment Court (FDTC), expressed excitement and gratification at the announcement that PIR had received one of eight two-year RPG grant extensions. PIR-FDTC partners were excited to continue and expand the work begun in 2008, and to fine tune the FDTC sustainability plan. They were gratified by the implication that their work over the past five years has been acknowledged and valued by their grantors.

PIR-FDTC accomplished much during Year 5 and the first half of Year 6, that is, September 30, 2011 through March 31, 2013. For example:

- **Enhanced its strong community collaboration by adding partners who provide relevant services needed to help reduce the risk factors and increase protective factors associated with maternal substance abuse**
- **Embraced a larger family recovery model that lends more time, attention, and resources to identifying and meeting the emotional, behavioral, social, and legal needs of the children of PIR-FDTC participants**
- **Initiated the process of developing and implementing a self-sufficient shared data collection system with an emphasis on performance indicators at the local level**
- **Began accepting into the PIR-FDTC program adults who are receiving medication assisted treatment (MAT)**
- **Consistently complied with the evaluation component of the RPG grant by collecting, maintaining, uploading, and analyzing data for both treatment and control groups**
- **Earned the full support and commitment to long-term sustainability of the project from the Travis County community as evidenced by RPG partners' allocation of \$365,000 in dedicated funding and agreement to sustain positions and community infrastructure established by the original RPG grant**

During Year 5 and the first half of Year 6, PIR admitted 44 treatment group mothers and 71 children. Thirty of those mothers and 44 children were still enrolled on March 31<sup>st</sup>.

During the same time period, PIR discharged 34 mothers and 56 children from the program, as follows:

- **Eighteen mothers discharged successfully and maintained custody of their children.**
- **Eight mothers discharged unsuccessful:**
  - **Two mothers voluntarily relinquished their parental rights, and their children were placed for adoption.**

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

- Six mothers continued with open CPS cases while their children resided with relatives.
- Eight mothers were discharged neutral, and their cases were not followed.

Since inception of the RPG grant in 2008 through March 31, 2013, PIR has enrolled 281 participant mothers and 476 children as follows:

- 128 treatment group mothers
- 207 treatment group children
- 153 control group mothers
- 269 control group children

PIR does not enroll fathers into its program; however, FDTC has enrolled 16 fathers into its drug court program.

Since inception through March 31, 2013, PIR has discharged 94 treatment group participants as follows:

- 44 successful completions, defined as follows:
  - *Either* one of two conditions upon discharge from FDTC:
    - Participant successfully completes Family Drug Treatment Court (FDTC), or
    - Participant maintains parental rights—solely or jointly—of the children named in the court petition as parties to the child welfare case and does not show evidence of current use of drugs and/or alcohol (i.e., within 30 days of discharge).
- 34 unsuccessful completions, defined as follows:
  - *Both* of two conditions upon discharge from FDTC:
    - Participant is discharged unsuccessful from FDTC, *and*
    - Participant does not maintain parental rights—solely or jointly—of the children named in the court petition.
- 16 neutral discharges, defined as follows:
  - Admitted but did not receive services beyond partial substance abuse treatment by *Either* one of two conditions:
    - Participant declines to enroll in FDTC.
    - Participant is discharged from FDTC with no resolution due to incarceration or demise.
- PIR-FDTC participants have given birth to 10 drug negative infants while they were enrolled in the program. Participants have given birth to 13 infants following discharge from the program. Five of these were drug negative births, and eight were drug positive. Of the five drug negative births, two came from successful graduates, and three were from unsuccessful discharges.



**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

**All PIR Participants Discharged, *Including* Neutral Discharges, by RPG Year: *Program Inception through March 2013***

Discharged Including Neutral	Years 1 & 2		Year 3		Years 4		Year 5		Year 6 9/30/12– 3/31/13	
<i>All</i>	16	100%	26	100%	18	100%	27	100%	7	100%
Discharged Successful	5	31%	13	50%	10	56%	13	48%	5	71%
Discharged Unsuccessful	7	44%	11	42%	6	33%	7	26%	1	14%
Discharged Neutral*	4	25%	2	8%	2	11%	7	26%	1	14%

\* Neutral discharges from PIR do not receive services beyond partial substance abuse treatment and do not participate in FDTC; therefore they tend to distort meaningful discharge category statistics. They are included here merely for comparison purposes.

**All PIR Participants Discharged, *Excluding* Neutral Discharges, by RPG Year: *Program Inception through March 2013***

Discharged Including Neutral	Program Completion Years 1 & 2		Program Completion Year 3		Program Completion Year 4		Program Completion Year 5		Program Completion Year 5.5: 9/30/12– 3/31/13	
<i>All</i>	12	100%	24	100%	16	100%	20	100%	6	100%
Discharged Successful	5	42%	13	54%	10	63%	13	65%	5	83%
Discharged Unsuccessful	7	48%	11	46%	6	37%	7	35%	1	17%
Discharged Neutral*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

\* Neutral discharges from PIR do not receive services beyond partial substance abuse treatment and do not participate in FDTC; therefore they tend to distort meaningful discharge category statistics. They are included here merely for comparison purposes.

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

**Permanency Outcomes for Children Discharged from PIR-FDTC and a Final Order Entered: *Program Inception through April 19, 2013***

<b>Permanency Outcomes</b>		
<i>All Children with Final Orders</i>	137*	100%
Permanency with FDTC participant parent	62	45%
Permanency with relative or other parent without termination of parental rights	35	26%
Adoption by relatives with termination of parental rights	21	15%
Permanency with parent, other parent, or relatives: <i>Combines the three categories above.</i>	118	86%
Unrelated/ Non-kin adoption with termination of parental rights	19	14%

\*This figure is different from the 156 number noted above as being discharged from PIR since inception because it represents status at end of CPS case, not PIR discharge, i.e., some CPS cases extend beyond participation in PIR-FDTC.

The following narrative expands on these and other highlights through a more detailed presentation of grant activities, accomplishments, challenges, and project deviations that have occurred during the past year and a half. The narrative concludes with a comprehensive sustainability plan for Year 7 that focuses on maintaining FDTC and the participant supports that have been shown to encourage success among program participants.

<b>PIR Years 5-6 Accomplishments to Date</b>		
<b>Activity</b>	<b>Product</b>	<b>Status</b>
<b><i>Project Maintenance</i></b>		
Grant management	<ul style="list-style-type: none"> <li>• PIR-FDTC management staff has remained intact since the beginning of the original PIR grant:                             <ul style="list-style-type: none"> <li>○ PIR Project Manager (PM = Laura Peveto)</li> <li>○ PIR Program Director (PD = Chuck Roper); position fully funded by Travis County</li> <li>○ PIR Program Evaluator (PE = Sanna Thompson)</li> <li>○ Drug Court Coordinator (DCC = Michelle Kimbrough); position fully funded by a grant from the Governor's Office of the State of Texas</li> </ul> </li> <li>• PM, PD, PE, and DCC attended and contributed to RPG conference calls and webinars as appropriate to each.</li> <li>• Grant staff drew down and expended funds appropriately.</li> <li>• Travis County conducted regularly scheduled PIR audit of all files and sub-recipient contracts.</li> <li>• PM, PD, and PE collaborated to submit semi-annual progress reports (SAPR) in a timely fashion.</li> <li>• PE successfully uploaded PIR data to RPG database as required by the grant.</li> </ul>	Ongoing, with continuous review
Program management &	<ul style="list-style-type: none"> <li>• PIR-FDTC Management Team (PM, PD, DCC) meets weekly to discuss relevant issues, accomplishments, challenges, and</li> </ul>	Ongoing, with continuous review

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

<b>PIR Years 5-6 Accomplishments to Date</b>		
<b>Activity</b>	<b>Product</b>	<b>Status</b>
<b>maintenance</b>	<p>upcoming activities.</p> <ul style="list-style-type: none"> <li>• PIR Evaluation Team (PM, PD, PE) meets monthly, or as needed, to discuss evaluation and data issues, database efficacy, and data analysis.</li> <li>• PIR-FDTC Operations Committee (aka the Drug Court Team [DCT]) meets monthly to discuss and decide policies, procedures, service opportunities and barriers, partner roles &amp; responsibilities, and related issues.</li> <li>• PIR-FDTC Operations Committee formed three subcommittees to coordinate service delivery to FDTC participants and their children, as follows:                             <ul style="list-style-type: none"> <li>◦ Children's Voice in FDTC/Integration of Children's Issues</li> <li>◦ Concrete Service Expenditures</li> <li>◦ Service Delivery Process for Children</li> </ul>                             All three subcommittees accomplished their assigned tasks.                         </li> <li>• PIR PD continues to update and revise the PIR Policies &amp; Procedures Manual as needed.</li> <li>• PIR PD continues to revise and update program tools as needed and to distribute revised program tools to members of the DCT as appropriate.</li> <li>• PIR PD continues to work in close partnership with the DCC to develop, revise, and distribute FDTC program policies, procedures, and tools.</li> </ul>	
<b><i>Systems Enhancement</i></b>		
<b>Regional partnership</b>	<ul style="list-style-type: none"> <li>• Partnership remained stable with one new partner addition: Lone Star Circle of Care (LSCC), a Federally Qualified Community Health Center.*</li> <li>• Regional Partnership experienced no losses.</li> </ul> <p><i>* See Attachment 1--LSCC Memorandum of Understanding:</i></p>	Ongoing with continuous review
<b>Partnership collaboration</b>	<ul style="list-style-type: none"> <li>• PIR-FDTC partners continue to work together collaboratively for the good of the program and its program participants.</li> <li>• PIR-FDTC partners continue to meet as scheduled for discussion, problem solving, and planning, as follows:                             <ul style="list-style-type: none"> <li>◦ Operations Committee—Monthly</li> <li>◦ Operations Subcommittees—As needed</li> <li>◦ Advisory Committee—Quarterly, or more frequently as needed</li> <li>◦ The Children's Continuum (TCC) Management Team—Monthly (Note: TCC Management Team delivers oversight for another Federal grant program through the Office of Juvenile Justice and Delinquency Prevention designed to meet service needs of the children of PIR/FDTC participants.) – monthly</li> </ul> </li> </ul>	Ongoing with continuous review
<b>Core partner participation</b>	<ul style="list-style-type: none"> <li>• Travis County Family Drug Treatment Court (FDTC)                             <ul style="list-style-type: none"> <li>◦ FDTC installed a new Associate Judge to the FDTC bench.</li> <li>◦ Associate Judge hears both FDTC and CPS cases.</li> <li>◦ Associate Judge participates in weekly FDTC pre-hearing</li> </ul> </li> </ul>	Ongoing with continuous review

**Regional Partnership Grant Non-Competitive Continuation Application  
 Parenting In Recovery  
 Travis County Health and Human Services/Veteran Services**

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	<p>staff meetings and monthly Operations Committee meetings.</p> <ul style="list-style-type: none"> <li>○ Presiding District Court Judge supervises Associate Judge and, along with another Associate Judge, covers the drug court docket as needed.</li> <li>○ FDTC DCC continued to participate in service planning and provision at a consistently high level.</li> <li>○ PIR-FDTC partners attended the National and Texas Associations of Drug Court Professionals conferences.</li> <li>● Texas Department of Family Protective Services (DFPS), Child Protective Services (CPS)                             <ul style="list-style-type: none"> <li>○ CPS continued its commitment to and support of PIR-FDTC.</li> <li>○ Budget restrictions and employee turnover continued to influence the agency's ability to work cases effectively and provide needed services to families but not to the extent that they negatively affected PIR-FDTC participants significantly.</li> <li>○ PIR-FDTC dedicated CPS investigation/FBSS unit remained relatively stable.</li> <li>○ PIR PD provided training and mentoring to CPS designated unit supervisor, investigators, and case workers.</li> <li>○ PIR PD and CPS unit supervisor met as needed to discuss cases referred into the unit.</li> </ul> </li> <li>● Austin Recovery (AR)                             <ul style="list-style-type: none"> <li>○ AR continued in its role as PIR-FDTC's primary substance abuse treatment partner.</li> <li>○ AR merged with the Houston Council on Alcohol and Drugs effective January 1, 2013.</li> <li>○ Effective that date, AR's CEO resigned and was replaced by an executive from the Houston Council.</li> <li>○ The new Houston Council executive relocated to the Austin area and was introduced as the new local head of AR, with the title of chief financial officer (CFO); the president of the Houston Council assumed the title of CEO over both agencies and will continue to reside in Houston.</li> <li>○ Following the merger, AR at least temporarily discontinued its capital campaign to fund a new Family House women &amp; children's treatment facility.</li> <li>○ AR administrative, clinical, and case management staff that provides direct services to PIR-FDTC participants remained stable.</li> <li>○ AR occasionally placed new PIR participants on a wait list for entry into residential substance abuse treatment but never for more than ten days.</li> <li>○ AR provided daycare for the children of PIR-FDTC participants during their stay in residential treatment, limited to children over the age of six months.</li> </ul> </li> <li>● Foundation Communities (FC)</li> </ul>	

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	<ul style="list-style-type: none"> <li>○ FC continued in its role as PIR-FDTC's primary housing partner.</li> <li>○ FC housing case manager continued to administer housing assessments to PIR-FDTC participants within 30 days of program admission.</li> <li>○ FC case manager continued to help participants obtain waiting list status for public and other subsidized housing programs, as appropriate.</li> <li>○ FC case manager continued to help guide participants' transition from residential treatment into sober housing and from sober housing into independent living.</li> <li>○ FC maintained its relatively strict admission standards for PIR-FDTC participants, resulting in few admissions into FC housing.</li> </ul>	
Collaborative partner participation	<ul style="list-style-type: none"> <li>● Travis County District Attorney's Office (DA) continued to serve as prosecuting attorney on PIR-FDTC CPS cases.</li> <li>● Travis County Office of Child Representation (OCR) continued to serve as attorney ad litem for the children of PIR-FDTC participants.</li> <li>● Texas Court Appointed Special Advocates (CASA) continued to serve as guardian ad litem for the children of PIR-FDTC participants.</li> <li>● Travis County Court Appointed Family Advocates (CAFA) continued to provide court-appointed legal representation for PIR-FDTC participants.</li> <li>● Austin/Travis County Integral Care (ATCIC) continued to provide administrative support for the PIR program.</li> <li>● Manos de Cristo continued to deliver essential dental care funded by PIR to PIR-FDTC participants.</li> <li>● Mauney &amp; Associates, LLC continued to provide parent training funded by PIR and The Children's Continuum (TCC) to all PIR-FDTC participants.</li> <li>● EyeSite Family Vision Center and Eyemart Express provided eye examinations and glasses purchases funded by PIR to PIR-FDTC participants.</li> <li>● David Brown, MD continued to provide psychiatric assessments funded by PIR for PIR-FDTC participants in need of immediate short-term care.</li> <li>● Communities for Recovery (CforR) delivered peer recovery coaching and other recovery-related activities funded by PIR to all PIR-FDTC participants.</li> <li>● CforR supported PIR-FDTC's efforts to develop an alumnae group by subsidizing costs associated with meetings and gatherings.</li> <li>● Austin Oxford Houses provided sober living funded by PIR for PIR-FDTC participants and their children.</li> <li>● MedSavers Pharmacy provided low cost prescription medications funded by PIR to PIR-FDTC participants and their</li> </ul>	Ongoing with continuous review

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

<b>PIR Years 5-6 Accomplishments to Date</b>		
<b>Activity</b>	<b>Product</b>	<b>Status</b>
	<p>children.</p> <ul style="list-style-type: none"> <li>Lone Star Circle of Care (LSCC) provided medical, psychiatric, and psychotherapeutic care funded by PIR and Medicaid to PIR-FDTC participants and their children.</li> </ul>	
Coalition partner and community training	<ul style="list-style-type: none"> <li>PIR and TCC continued to provide quarterly cross-trainings for PIR-FDTC partners and the larger Austin service-provider community.</li> <li>PIR PD provided ongoing training and review for members of the CPS designated investigations/FBSS supervisor, investigators, caseworkers, and transporters.</li> <li>PIR PD and FDTC DCC delivered intensive training regarding the workings of the various grants that support PIR-FDTC and relevant information about substance abuse, substance abuse treatment, and substance abuse recovery, along with a training resource guide, to the new FDTC Associate Judge.</li> <li>Upcoming, during the extension period:                             <ul style="list-style-type: none"> <li>The Center for Elimination of Disproportionality and Disparities (CEDD) will provide training to enhance cultural competence of RPG partners and the community workforce, as well as provide an assessment of the project practices and protocols.</li> <li>The Houston-based Child Trauma Academy will deliver trauma-specific training to PIR partners and the larger social services community to enhance their understanding and treatment of trauma.</li> </ul> </li> </ul>	Accomplished, with ongoing review
<b><i>PIR Participate Identification &amp; Entry</i></b>		
Assignment of cases to treatment and control groups	<ul style="list-style-type: none"> <li>Assignment of drug-related cases to the PIR-FDTC designated CPS investigation unit continued as outlined in the original RPG grant.</li> <li>Referrals by CPS unit investigators into treatment and control groups continued as defined in PIR policies &amp; procedures.</li> </ul>	Accomplished; open to review
Enrollment of participants into PIR	<ul style="list-style-type: none"> <li>Treatment group participants continued to be enrolled into PIR and FDTC as outlined in P&amp;P.</li> <li>CPS continued to conduct pre-PIR enrollment family team meetings (FTM), during which PIR-FDTC is officially offered.</li> <li>Control group participants were enlisted as outlined in P&amp;P.</li> </ul>	Accomplished; open to review
Case staffing	<ul style="list-style-type: none"> <li>PIR Director and CPS Unit Supervisor continued to meet as needed to review and discuss referrals into the unit and plan direction of investigations as they relate to PIR program involvement.</li> </ul>	Accomplished and ongoing
Drug testing at investigation stage	<ul style="list-style-type: none"> <li>CPS investigators continued to refer mothers, fathers, and children for urinalysis and 90-day segmented hair follicle drug testing during the investigation stage of the case.</li> </ul>	Accomplished and ongoing
Substance Abuse and Mental Health screening	<ul style="list-style-type: none"> <li>CPS investigators discontinued using the MINI to screen for substance use disorders and began using the UNCOPE to screen for symptoms of substance abuse and dependence and on clinical professionals to assess mental health conditions.</li> </ul>	Accomplished and ongoing
<b><i>Treatment &amp; Recovery</i></b>		

49

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
Primary substance abuse treatment provider: Austin Recovery (AR)	<ul style="list-style-type: none"> <li>• AR continued to provide a consistent continuum of care for PIR-FDTC participants.</li> <li>• AR continued to provide a balanced treatment curriculum of evidence-based substance abuse treatment services that includes trauma-informed Seeking Safety components to women in residential and intensive outpatient treatment.</li> <li>• AR continued to utilize its <i>Milestones</i> program that permits PIR-FDTC participants to advance through stages and earn special privileges.</li> <li>• AR shifted treatment philosophy away from and then back to <u>12-Step recovery programming</u>.</li> </ul>	Ongoing, with periodic review
Secondary substance abuse treatment providers	<ul style="list-style-type: none"> <li>• PIR-FDTC referred participants to alternative residential and intensive outpatient substance abuse treatment providers under certain circumstances:                             <ul style="list-style-type: none"> <li>○ Cases of relapse following more than one treatment episode with AR or when AR declines to admit a participant for any reason</li> <li>○ Cases in which participants exhibited extraordinary needs such as concurrent treatment for co-occurring substance abuse and dual diagnosis issues</li> </ul> </li> </ul>	Ongoing, with periodic review
Substance abuse treatment continuum of care	<ul style="list-style-type: none"> <li>• PIR-FDTC participants continued to experience a comprehensive continuum of care, as follows:                             <ul style="list-style-type: none"> <li>○ Ninety days of residential treatment in AR Family House for women and children, funded through PIR, Travis County General Revenue Funds (TCGR), and/or Texas Department of State Health Services (DSHS)</li> <li>○ Up to 90 days of supportive residential treatment for a select few participants whose personal circumstances during their initial 90 days prevented them from achieving their stated goals</li> <li>○ Five weeks of intensive outpatient treatment (IOP), funded through DSHS and/or Medicaid</li> <li>○ Eight weeks of weekly group aftercare, funded through DSHS and/or Medicaid</li> <li>○ Thirty days of residential relapse track treatment in AR Voyager Program when indicated, funded through PIR and/or TCGR funds</li> </ul> </li> </ul>	Accomplished and ongoing
Community-based recovery supports	<ul style="list-style-type: none"> <li>• PIR-FDTC participants engage in community-based recovery support as follows:                             <ul style="list-style-type: none"> <li>○ Attend community-based 12-Step meetings (NA, CA, AA) throughout enrollment in the program unless granted an exclusive alternative plan by the DCT</li> <li>○ Obtain and meet at least weekly with a 12-Step sponsor or non-12-Step accountability partner throughout enrollment in the program.</li> <li>○ Establish a "home" recovery group.</li> </ul> </li> <li>• Participants documented in writing their recovery meeting attendance and reviewed their meeting participation and</li> </ul>	Accomplished with ongoing review

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

<b>PIR Years 5-6 Accomplishments to Date</b>		
<b>Activity</b>	<b>Product</b>	<b>Status</b>
	<p>experience verbally during FDTC hearings.</p> <ul style="list-style-type: none"> <li>• PIR-FDTC partners transported participants from AR to outside 12-Step meetings twice per week.</li> <li>• CforR facilitated mandatory weekly cross-talk 12-Step meetings prior to FDTC hearings every Thursday morning.</li> <li>• CforR provided community service restitution and other service work opportunities for PIR-FDTC participants and graduates.</li> </ul>	
<b>Collaborative case management</b>	<ul style="list-style-type: none"> <li>• PIR-FDTC partners, including some combination of CPS caseworkers, attorneys and guardian ad litem, treatment counselors and case managers, housing case manager, Drug Court Coordinator, PIR Director, and PIR participant and her available family members, continued to meet as scheduled for participant case review and planning, as follows:                             <ul style="list-style-type: none"> <li>○ Pre-Court Hearing Case Staffing—Weekly</li> <li>○ Case Management Team—Bimonthly</li> <li>○ Family Group Conferences—As needed, for every participant and her family</li> <li>○ Discharge Plan Meetings—As needed, for every participant</li> </ul> </li> </ul>	<b>Accomplished and ongoing</b>
<b><i>Recovery Support Services</i></b>		
<b>Housing</b>	<ul style="list-style-type: none"> <li>• Housing continued to present PIR-FDTC with one of its greatest challenges.</li> <li>• Housing partner Foundation Communities helped participants apply for public and other subsidized housing programs and transition from residential treatment into sober housing and independent living.</li> <li>• Some participants transitioned from residential treatment into temporary sober housing when it was available and appropriate.</li> <li>• Some participants transitioned back into temporarily housing with safe family members.</li> <li>• Participants with previous rental housing evictions and felony convictions experienced significant challenges to find independent housing; however all participants transitioned into independent living prior to successful completion of the PIR-FDTC program.</li> </ul>	<b>Accomplished, with ongoing review</b>
<b>Childcare</b>	<ul style="list-style-type: none"> <li>• CPS continued to provide childcare for children of PIR-FDTC participants upon successful completion of residential treatment, continued throughout the duration of their CPS case, and in some instances for six months after case closure.</li> <li>• PIR continued to pick up childcare funding in cases when there were delays in initiation of and gaps in CPS funding.</li> </ul>	<b>Accomplished and ongoing</b>
<b>Dental care</b>	<ul style="list-style-type: none"> <li>• Manos de Cristo, Travis County’s only non-profit provider of low cost dental services, continued to provide essential dental care not available to PIR-FDTC participants through other resources.</li> <li>• Monos de Cristo referred participants to a private oral surgery practice to obtain dental services for procedures that Manos de Cristo does not perform; oral surgery services were provided at one-half of the local rate.</li> </ul>	<b>Accomplished, with ongoing review</b>



**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

<b>PIR Years 5-6 Accomplishments to Date</b>		
<b>Activity</b>	<b>Product</b>	<b>Status</b>
	<ul style="list-style-type: none"> <li>Accelerating dental care expenses over Years 5&amp;6 prompted PIR to limit its funding for dental services to essential pain-related care.</li> </ul>	
Medical care	<ul style="list-style-type: none"> <li>Lone Star Circle of Care (LSCC) provided PIR-FDTC participants and their children the opportunity to obtain medical care and establish a primary medical home.</li> </ul>	Accomplished, with ongoing review
Eye care	<ul style="list-style-type: none"> <li>EyeSite Family Vision Center and Eyemart Express provided eye examinations and glasses purchases to PIR-FDTC participants when those services were not available through other resources.</li> </ul>	Accomplished, with ongoing review
Parent training	<ul style="list-style-type: none"> <li>Mauney &amp; Associates (M&amp;A) provided 24 hours of one-on-one parent training to all PIR participants beginning one week prior to participants' discharge from residential treatment.</li> <li>PIR funded the first 12 hours of service, and The Children's Continuum (TCC) funded the second 12 except for those few participants who did not qualify for services under the TCC grant.</li> <li>Parent trainers utilized the Nurturing Parenting Program curriculum during the initial 12 sessions and individualized the remaining 12 sessions to meet the unique needs of the families.</li> <li>Parent trainers administered the AAPI-2 instrument to all PIR-FDTC participants on three occasions: At the beginning of training, after 12 weeks of training, and at the conclusion of training.</li> <li>Parent trainers utilized participants' scores and the skill sets suggested by their scores on the AAPI-2 to develop individualized training plans.</li> <li>Since inception, 100% of PIR-FDTC participants who took pre-, post-1, and post-2 AAPI-2 measures improved their scores pre- to -post-2, as follows: <ul style="list-style-type: none"> <li>Average scores were pre- = 31.4; post-2 = 43.9 (both out of possible 50).</li> <li>Overall score improvement pre- to post-2 = 28.5%.</li> </ul> </li> </ul>	Accomplished, with ongoing review
Mental health support	<ul style="list-style-type: none"> <li>CPS funded psychological assessments for PIR-FDTC participants.</li> <li>CPS funded psychiatric assessments as well as ongoing psychiatric services when indicated.</li> <li>PIR funded psychiatric assessments and services in cases where immediate need was present at the beginning of PIR-FDTC participation and when participants requested alternative care to that offered by the CPS-funded psychiatrist.</li> <li>PIR provided funding for PIR-FDTC participants to obtain psychotropic medications when no other resources were available.</li> <li>CPS funded individual counseling and therapy options for individuals, couples, children, and families when recommended or ordered by FDTC, utilizing trauma trained therapists as appropriate and available.</li> </ul>	Accomplished, with ongoing review

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	<ul style="list-style-type: none"> <li>• PIR and The Children’s Continuum (TCC) child therapists provided a continuum of screening, developmental, therapeutic, non-traditional therapeutic, concrete services, and appropriate community referrals for children of all ages of PIR-FDTC participants.</li> <li>• PIR child therapist delivered trauma informed care for PIR-FDTC participants and their children, utilizing Trauma-Informed Cognitive Behavioral Therapy, Seeking Safety Curriculum, and Eye Movement Desensitization and Reprocessing (EMDR), as appropriate.</li> <li>• SafePlace, the PIR-FDTC domestic violence services partner, delivered educational and therapeutic services to participants who acknowledged childhood and/or adult trauma, including sexual abuse and domestic violence.</li> <li>• CforR offered three weekly Dual Recovery Anonymous (DRA) meetings for individuals with co-occurring substance abuse and mental illness conditions.</li> </ul>	
Recovery coaching	<ul style="list-style-type: none"> <li>• CforR delivered up to 20 one-on-one peer recovery coaching sessions funded by PIR to PIR-FDTC participants beginning immediately following their successful discharge from residential treatment;</li> <li>• CforR delivered peer recovery sessions at no cost to PIR-FDTC for fathers enrolled in FDTC.</li> </ul>	Accomplished and ongoing
Financial counseling	<ul style="list-style-type: none"> <li>• Foundation Communities provided group classes and one-on-one financial counseling for PIR-FDTC participants.</li> <li>• PIR-FDTC required documentation of financial counseling participation for participants to successfully complete PIR-FDTC.</li> </ul>	Accomplished and ongoing
Education & employment support	<ul style="list-style-type: none"> <li>• PIR-FDTC utilized a variety of public and private resources in support of participants’ achieving education and employment goals.</li> <li>• PIR-FDTC participants are required to obtain and document paid employment or another reliable source of income before they become eligible to successfully complete the FDTC program.</li> <li>• Obtaining employment adequate to become self-sufficient continued to be one of participants’ greatest challenges.</li> </ul>	Accomplished, with ongoing review
Drug testing	<ul style="list-style-type: none"> <li>• FDTC funded random drug testing to monitor participant abstinence, including the following:                             <ul style="list-style-type: none"> <li>○ Random call-in program for standard urinalysis and EtG/EtS testing</li> <li>○ Random urinalysis kit testing during treatment program visits, in-home visits, and prior to FDTC docket appearances</li> <li>○ Segmented hair follicle testing prior to phase advancement into each of three FDTC phases and immediately prior to successful program graduation, as well as when warranted to confirm longer-term drug abstinence and/or to influence</li> </ul> </li> </ul>	Accomplished with ongoing review

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	<p>child placement issues</p> <ul style="list-style-type: none"> <li>• PIR-FDTC obtained the ability to test for a greater variety of substances not available previously, including synthetic marijuana, bath salts, Ambien, and Suboxone.</li> <li>• Travis County Child Welfare Board funded hair follicle testing for parents and children during investigation stage of identified CPS drug-related cases.</li> </ul>	
<b>Evaluation</b>		
IRB approval	<ul style="list-style-type: none"> <li>• IRB renewal submitted annually by PIR Program Evaluator and approved by the University of Texas at Austin.</li> </ul>	Completed and ongoing annually
Database upgrades	<ul style="list-style-type: none"> <li>• PIR PE continued to maintain and improve the PIR database and web portal as needed.</li> <li>• PIR evaluation team began the process of expanding the PIR database to include additional elements of interest to PIR-FDCT partners and the community at large.</li> </ul>	Completed, with ongoing review
Data collection & reporting	<ul style="list-style-type: none"> <li>• PIR PD continued to collect and enter treatment group and control group data into the PIR database as outlined in the RPG grant.</li> <li>• PIR PD and DCC continued to collect and compile local data and share statistics with members of the DCT and the Advisory Committee.</li> </ul>	
RPG data upload	<ul style="list-style-type: none"> <li>• PIR PE successfully uploaded data to the RPG database as required.</li> </ul>	Completed and ongoing biannually
<b>Sustainability</b>		
Sustainability planning	<ul style="list-style-type: none"> <li>• PIR-FDTC Management Team and members of the Advisory Committee accomplished significant goals related to sustainability:                             <ul style="list-style-type: none"> <li>◦ Developed a comprehensive Sustainability Plan Chart* that outlines the steps required to sustain FDTC as an independent entity that includes participant supports shown to be associated with PIR-FDTC participant success</li> <li>◦ Expanded the sustainability plan to reflect the interplay of current grants</li> <li>◦ Successfully integrated the service provisions of three grants that support PIR and FDTC</li> <li>◦ Continued to work with PIR PE to develop materials based on current data to support project funding</li> </ul> </li> <li>• PIR will be sustained locally as the service component of the Travis County FDTC</li> </ul> <p>* See Attachment 2--FDTC Sustainability Plan</p>	Accomplished and ongoing
Identify potential funding sources	<ul style="list-style-type: none"> <li>• PIR-FDTC partner commitments to sustaining the project remain strong.</li> <li>• PIR-FDTC Advisory Committee continues to investigate viable options for sustaining most aspects of FDTC.</li> <li>• PIR Management Team continues to research grant applications and local resources to sustain existing services.</li> </ul>	Accomplished and ongoing

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

PIR Years 5-6 Project Plan Implementation	
Goals from Project Plan for Year 5	Status
A sustained FDTC will include two governing bodies: The Advisory Committee (AC) and the Drug Court Team (DCT).	The AC and DCT governing bodies are established and populated as planned.
FDTC Advisory Committee (AC) has written and approved a charter, a services and funding report, and the post-grant FDTC design. Efforts will now continue in earnest focus on identifying funding sources for the FDTC infrastructure and services and supports for FDTC participants.	The PIR Management Team and AC developed a comprehensive sustainability plan that outlines the steps projected to sustain FDTC as an independent entity that includes participant services and supports shown to be associated with PIR-FDTC participant success.* The AC has made significant progress in maximizing available State funds and redirecting local County dollars and will continue to concentrate on applying for Federal grants and possibly contacting local and regional foundations.  <i>* See Attachment 2--FDTC Sustainability Plan</i>
<p>The AC will be comprised of management/ supervisory representatives from the following entities: TC District Court, TC DA's Office, CASA, TCHHS, CPS, and SA Treatment. It will also include a Defense Attorney, two Community Representatives, and a Drug Court Graduate and/or Family Representative. The DCC will attend AC meetings to represent the DCT.</p> <p>The Advisory Committee Chair will be selected by committee members and will serve as chair for no more than two consecutive years. Advisory Committee meetings will be facilitated by a TCHHS staff person who is not a voting member. The membership of the Committee may be expanded by the agreement of a majority of the members.</p> <p>The Advisory Committee will be responsible for the oversight and sustainability of the Drug Court program. The Committee will carry out the following functions: Approve FDTC policies Oversee sustainability efforts Monitor achievement of long-term goals Ensure an evaluation component Create and dissolve subcommittees</p> <p>The Advisory Committee will meet quarterly. Additional meetings may be called as needed or at the recommendation of the DCT and may be facilitated by phone, e-mail or other electronic means as is available to the membership.</p> <p>At the first meeting of each year the Advisory Committee will select the decision-making process that will govern the Committee for that year. The</p>	<p>The AC is comprised of management/supervisory representatives from TC District Court, TC DA's Office, CASA, TCHHS, CPS, SA Treatment, a Defense Attorney, two Community Representatives, and a Drug Court Graduate and/or Family Representative. The DCC and PIR PD attend AC meetings as non-voting representatives of the DCT.</p> <p>The AC chairperson is selected by AC members and is limited to two consecutive years of service. AC meetings are facilitated by a TCHHS staff person who is not a voting member. The membership of the AC has been expanded periodically by agreement of a majority of committee members.</p> <p>The AC is responsible for the oversight and sustainability of FDTC and has carried out its prescribed functions.</p> <p>The AC has met quarterly with additional meetings called as needed.</p> <p>The AC decision-making process that governs the Committee has remained intact since its initial agreement and has utilized the principals of consensus</p>

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

<p>Committee will utilize the principals of consensus decision-making as a guide for the process.</p> <p>Additionally, the Committee will solicit input from community members that will inform their decision-making on issue areas impacting the FDTC.</p>	<p>decision-making as a guide for the process.</p> <p>The AC is in the process of soliciting input from individual community members that will inform their decision-making on issues that impact the FDTC.</p>
<p>The DCT will be comprised of individuals who work directly with FDTC participants. They will represent the following entities: TC DA's Office, CASA, TCHHS, CPS, SA Treatment, Housing, the DCC, the PIR PD, a Parent Attorney, the Presiding Judge, and other individuals and/or service providers as agreed upon by the DCT.</p> <p>The DCT will oversee the operations and procedures of FDTC through:          FDTC Staff Meetings—held prior to each FDTC docket to review participant compliance with court orders and make recommendations for the hearing on sanctions, dismissals, phase advancement and graduation          FDTC Docket Reviews—held weekly to assess each participant's progress in FDTC          Operations Committee Meeting—held monthly and facilitated by the Drug Court Coordinator to review, discuss, and adjust the implementation of FDTC procedures.</p> <p>Additional duties include the following:          Create and dissolve subcommittees as deemed necessary          Submit policy recommendations to the FDTC Advisory Committee          Refer issues to the Advisory Committee for resolution when there is an absence of consensus on the DCT          Case Management Team Subcommittee (CMT) Meetings—held bi-monthly to collaborate on FDTC participant service planning. The CMT will be comprised of members designated by the DCT.</p> <p>The DCT team will continue to observe participants' progress through the Partnership's continuum of care, programs, and services and assess programmatic strengths, weaknesses, and gaps, and to continually update the Advisory Committee of its findings. The process will be facilitated in at least two ways, as follows:          Organizing and studying a significant amount of feedback obtained from current and past PIR-Drug Court participants during focus groups conducted in</p>	<p>The DCT includes representatives from FDTC, TCHHS, TCDA's office, CASA, CPS, SA treatment, housing, The Children's Continuum (TCC), SafePlace (domestic violence counseling), Communities for Recovery (CforR), the DCC, the PIR PD, a parent attorney, and the presiding associate judge.</p> <p>The DCT, in the form of the Operations Committee, meets monthly and oversees the operations and procedures of FDTC, including staff meetings, docket reviews, and subcommittee meetings.</p> <p>The Operations Committee has created and dissolved subcommittees as deemed necessary.          The Operations Committee has submitted policy recommendations to the AC as appropriate          The DCT has not referred any unresolvable issues to the AC.</p> <p>Case management meetings occur bimonthly to collaborate on FDTC participant service planning.</p> <p>The DCT continues to observe participants' progress through the PIR-FDTC continuum of care, programs, and services, and to assess programmatic strengths, weaknesses, and gaps; the DCT does update the AC of its findings and recommendations.</p>

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

<p><b>Year 4</b> Continuing to hold bi-monthly case management staffings attended by individuals who work closely with participants, understand their needs, and hear their reactions to relevant services, resources, and phases of programming</p> <p>The DCT Data Subcommittee, comprised of members of the Operations and Advisory Committees, will study and analyze an extensive compilation of treatment group participant local data that was collected and organized during Year 4. This compilation includes over 4200 pieces of data on 82 past and current PIR and/or Drug Court participants. Categories of variables include the following: Demographics, services received, substance abuse treatment and recovery history, education and employment, case outcomes, and child placements.</p> <p>The initial goal of this effort will be to identify personal and situational characteristics of participants, such as criminal history, mental health diagnoses, intelligence quotients, prior child welfare involvement, prior parental rights terminations, and timing of parent-child reunification, that may be relevant to and/or predictive of successful engagement in and completion of the program. Another possible goal will be to compare specific outcomes of PIR-Drug Court participant cases to statewide data gathered by CPS. Implementation of this goal will depend on the availability of statewide data, which is expected to be limited if available at all. Sanna Thompson, the PIR Project Evaluator, has agreed to provide statistical and data analysis expertise to the local data project.</p> <p>The Data Subcommittee will develop a written plan to collect, maintain, and analyze data on an ongoing basis post-grant. Subcommittee members will decide what and how measures will be collected, where the data will be maintained, what analyses will be run, and how reports will be formatted and presented to the Advisory Committee and the community.</p>	<p>The DCT Data Subcommittee was dissolved; its functions and responsibilities were assumed by the PIR Evaluation Team.</p> <p>The PIR Program Evaluator ran SPSS analyses on over 4200 pieces of treatment group participant local data that was collected and organized during Year 4 of the grant. The analyses yielded few significant results..</p> <p>The PIR Evaluation Team has initiated an extensive modification of the PIR database, adding additional data elements that will help the DCT more closely understand the outcomes of participants. The team will also add data elements specific to the children of PIR-FDTC participant mothers, with the goal of enabling the DCT to more clearly understand child outcomes within the context of their parents' involvement in the child welfare system and the PIR-FDTC program.</p> <p>The Data Subcommittee did not develop a written plan to collect, maintain, and analyze data on an ongoing basis; as indicated above, the PIR Evaluation Team has absorbed and begun this task.</p>
<p>PIR PD will work closely with the CPS Investigation Unit Supervisor to continue to study the initial screening process for PIR-Drug Court participants as it relates to identifying substance use disorders. They will not continue to investigate screening tools for mental health conditions since the PIR-Drug Court team has recommended against uniformly screening for them during the investigation stage of cases. The team will rely instead on initial screenings conducted by the</p>	<p>The DCT has relied on mental health screenings and assessments conducted by AR during participants' admissions process and the psychological and psychiatric evaluations administered by psychologists and psychiatrists that occur at 30-45 days into their cases.</p>

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

<p>substance abuse treatment provider during their admissions process and formal psychological and psychiatric evaluations that occur at 30-45 days into the case.</p> <p>The PIR PD and CPS Supervisor will pilot the use of at least one instrument—the UNCOPE—that was identified by PIR’s PML as being utilized successfully by at least one other RPG site. The goal of this process will be to determine the screening instrument that CPS and Drug Court will use post-grant and to integrate its use into the system.</p> <p>PIR Director will organize and study data from pre- and post-administrations of the Adult-Adolescent Parenting Inventory–2 (AAPI2) to gain insight into the effectiveness of one-on-one parent training that has been provided to PIR participants during Years 2-4 of the grant. PIR Director will provide recommendations to the Advisory Committee based on his findings.</p>	<p>PIR PD and CPS investigators initiated and continued to utilize the substance abuse screening tool UNCOPE in place of the MINI, its original tool, to screen for symptoms of substance abuse and dependence.</p> <p>PIR PD organized and analyzed data from pre- and post-administrations of the AAPI2; since inception of the grant, 100% of PIR-FDTC participants who took pre-, post-1, and post-2 AAPI-2 measures improved their scores pre- to -post-2, as follows: Average scores were pre- = 31.4; post-2 = 43.9 (both out of possible 50). Overall score improvement pre- to post-2 = 28.5%.</p>
<p>The DCT will continue to investigate more effective ways to encourage and help PIR-Drug Court participants obtain employment. Previous efforts in this regard have proven to be especially challenging for the DCT team due to at least two factors: Characteristics of the participants, including their limited education, job skills, work experience, and motivation, their criminal histories, and in some cases their cognitive abilities. The team will begin addressing this issue earlier in the case—during creation of the admission plan, and give it high priority status. Characteristics of employment partners, who in the past have represented themselves to the team as being accessible to PIR-Drug Court participants, but in reality have accepted few into their programs. The team will continue to strive to better understand the processes and expectations of its work-readiness partners and to strengthen its relationships with those partners.</p> <p>DCT will continue to encourage the Austin community to develop more sober housing for women and children. The team lost its primary sober house during Year 4 due to its being closed. Subsequently, Oxford House opened what was expected to be a women &amp; children’s house but unexpectedly limited the number of rooms available to that population.</p> <p>DCT will continue to explore opportunities to expand the PIR Regional Partnership to include additional substance abuse providers who can meet the needs of</p>	<p>Helping PIR-FDTC participants obtain employment and become self-sufficient during their time in the program continues to be one of the DCT’s greatest challenges. PIR-FDTC participants are required to obtain and document paid employment or another reliable source of income before they become eligible to successfully complete the PIR-FDTC program. No participant has failed to successfully complete the program because of this policy, but many have taken low-paying or minimum-wage jobs to comply with it. Most participants end up relying at least partly on family support and/or government entitlements. DCT has made some strides in helping participants enroll in private, semi-private, and public job training and educational programs, but the challenge does remain present.</p> <p>During the past year, members of the DCT have met with agencies and individuals who expressed interest in and an intent to open additional houses for women and children in Travis County but for various reasons, such as liability insurance costs associated with housing children, have not yet followed through.</p> <p>PIR-FDTC has encountered barriers to expanding its partnership to include additional residential treatment options due primarily to funding considerations. AR,</p>

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

<p>participants who require expertise beyond that afforded by Austin Recovery, the Partnership's exclusive provider. These needs include, for example, those whose mental health diagnoses preclude them from admission into or successful participation in Austin Recovery, if the team determines that serving dual-diagnosis participants is in the best interest of FDTC. Achievement of these goals may unfold naturally post-grant when funding for substance abuse treatment derives from Local, State, or Federal sources and offers numerous options for substance abuse treatment providers.</p>	<p>PIR's exclusive residential treatment provider, does not admit Spanish speaking only participants or participants whose mental health diagnoses preclude them. Other treatment options include providers that accept State funding, which is limited and subject to long waiting lists.</p>
<p>DCT will continue previous successful efforts to bring more participants' paramours into the PIR-FDTC program. During the past 12 months, three couples have successfully completed PIR; none have left unsuccessful.</p>	<p>Fathers do not qualify for PIR but can join FDTC. Since inception, 18 fathers have enrolled. Seven completed the program successfully, seven were unsuccessful, and four are current participants.</p>
<p>PIR PD will continue to develop and provide quality cross-training opportunities for PIR partners and the larger Austin service-provider community.</p>	<p>PIR-FDTC consistently has provided quarterly cross-training opportunities for PIR-FDTC partners and the larger Austin service-provider community. Since inception, PIR has provided 42 cross-trainings to over 1,600 individuals associated with substance abuse treatment, child welfare, family drug court, and social and behavioral service organizations. Training topics have included relapse, diversity, mental health, co-occurring mental health and substance use disorders, codependence, boundary issues for professionals and families, domestic violence, and adult and childhood trauma.</p>
<p>DCT team will continue to study and revise the PIR-Drug Court team's program of Drug Court rewards. Revision of Drug Court sanctions was completed during Year 4.</p>	<p>DCT team has continued to study and revise FDTC rewards and sanctions as appropriate.</p>
<p>DCT will continue to work towards developing a course curriculum for a larger sustainable training effort for child welfare workers utilizing as a guide the six-module training program obtained from CFF during the 2010 RPG Conference.</p>	<p>DCT at least temporarily abandoned its goal of developing a course curriculum appropriate for child welfare workers statewide.</p>

**Deviations from Project Plan**

Deviations from the original project plan include the following:

- PIR-FDTC discontinued training in motivational interviewing for members of the DCT and others who work directly with PIR-FDTC participants.
- Original project plan allowed enrolling participants into PIR without a commitment to enroll in FDTC and vice versa. However, the discrepancy in funding for FDTC participants without PIR, and the lack of substantive oversight of PIR participants without FDTC precipitated a project policy change that required participants to enroll in both programs.



**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

- Original project plan allowed enrolling participants regardless of the legal status of their CPS case. However, legal time limitations associated with cases in which CPS takes temporary managing conservatorship of children required elimination of those cases from consideration for PIR-FDTC participation. Presently, only family-based cases with court ordered services are accepted.
- PIR-FDTC has made periodic adjustments to PIR treatment and control group admission procedures, including the use of segmented hair follicular testing during the investigation stage of CPS cases.
- Original project plan called for PIR-FDTC participants to transition into community-based independent living following successful completion of 90 days residential treatment. That plan was revised to require most participants to transition into sober housing or safe family homes before moving into independent living situations.
- Original plan called for participants to reside in an apartment complex managed by Foundation Communities (FC), PIR-FDTC's housing partner. This arrangement required FC to substantially relax its housing eligibility requirements. Following incidents of disruptive behavior and property damage, FC reinstated original eligibility criteria for all tenants, eliminating most PIR-FDTC participants from consideration for FC housing.
- CPS provided funding for parent training from inception of the grant through February 2011, when it abruptly discontinued funding the service due to budget constraints. PIR subsequently redirected funding to revive the service.
- PIR discontinued utilizing the MINI, its original substance abuse and mental health screening tool in favor of the UNCOPE, a simpler tool that screens for symptoms of substance abuse and dependence only.
- Original project plan made no accommodations for treatment or supports for fathers of PIR-FDTC participant mothers' children. During Year 5 of the grant, PIR acquired a limited amount of Travis County funding to provide residential substance abuse treatment and sober home living for fathers who enrolled in FDTC.
- Original project plan did not anticipate the substantial need for medical services, dental care, eye care, and prescription medication services for PIR-FDTC participants. In response, PIR-FDTC established procedural agreements and working relationships with medical, dental, optometric, optical, and pharmaceutical providers and diverted PIR funding to support these service needs.
- PIR-FDTC extended the expected length of stay for participants to a minimum of 12 months.
- Original project plan disallowed accepting adults who are receiving medication assisted treatment (MAT) into the PIR-FDTC program based on the conviction that FDTC must remain an abstinence-based recovery program, however the program shifted its stance to become increasingly receptive to MAT in general and for PIR-FDTC participants specifically.
- Original plan called for OSAR to conduct evaluations and make recommendations for services for PIR-FDTC participants who relapsed into drug and/or alcohol use. During the first half of Year 6 of the grant, the PIR PD became certified to administer and interpret the SASSI and make recommendations to the DCT for subsequent treatment services and recovery-related activities.
- Over time, PIR-FDTC has embraced a larger family recovery model that lends more time, attention, and resources to identifying and meeting the social, emotional, developmental, behavioral, and legal needs of the children of PIR-FDTC participants. This shift to a larger model was precipitated by a 2011 grant award from the Department of Justice and the 2012 RPG grant extension award which provided funding to add two full-time children's therapists, a full-time

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

FDTC case aide and transporter, and a designated Attorney ad Litem to represent the children in PIR-FDTC.

- Originally this site focused the efforts of the Child Therapist on children 0-17 of ages who were excluded from services under the Children's Continuum; a grant awarded to this site through OJJDP. Since the submission and award of the PIR extension grant, this site was able to secure an approved GAN from OJJDP to expand the services of that child therapist to include children up to 17. This has resulted in both therapists being eligible to provide services to children 0-17. The therapists both conduct the ASQ-SE or CANS screening and provide individualized therapy. Additionally, they connect children to additional specialized traditional and non-traditional therapies; such as OT, PT, speech, pro-social groups, and infant massage. The PIR funded child therapist specializes in CBT-TF and EMRD and provides those services as indicated by the age and functioning of the child. The Children's Continuum (OJJDP Grant Funded) child therapist specializes in parent/child psychotherapy specific to attachment issues with young children and provides this service as indicated by the presenting issues of the child and parent. The PIR funded therapist still serves all children and their families who are deemed ineligible to receive services under the Children's Continuum (OJJDP Grant Funded) due to parental criminal history. The growth of the FDTC since award of these grants has increased the number children and families requiring child and family focused services. Such that both child therapists maintain a caseload of 12 to 15 families and serve on average 20 children; which is a slight increase from original projections in both grant applications.

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

**Project Challenges to Date**

Continuing project challenges reported in detail in previous reports and grant re-applications, and therefore not elaborated on at great length here, include the following:

- PIR-FDTC participants present with challenging mental, emotional, personal, and life experience characteristics—unique mixtures of personal traits that challenge the imagination, ingenuity, and resolve of the DCT. Most participants present with some combination of co-occurring substance use and mental health disorders, childhood and adult trauma, educational and job readiness deficits, criminal histories, and varying degrees of intellectual deficits. In response, the members of the DCT collaborate to accept and work with each participant as an individual, providing resources and services that honor and encourage their strengths and address their distinct needs.\*

*\*See Attachment 3--Participant Success Stories*

**PIR Program Participant Demographics: Program Inception through March 2013**

<b>PIR Participant Demographics</b>				
<b>Race</b>	White: 36%	Black: 17%	Hispanic: 37%	Other: 10%
<b>Average Age</b>	28	Range: 18-44		
<b>Gender</b>	Female: 100%	Male: 0%		
<b>Average IQ</b>	91.31	Range: 57-119		
<b>High School Diploma or GED</b>	56%			
<b>Mental Health Diagnosis: Not Substance Abuse</b>	99%			
<b>Trauma History: Victim of Abuse</b>	78%			
<b>Prior CPS Involvement as a Child</b>	25%			
<b>Prior CPS Involvement as an Adult</b>	68%			
<b>Prior Termination of Parental Rights</b>	20%			
<b>Criminal History</b>	None: 12%	Drugs: 56%	Violence: 36%	Other: 68%
<b>Drug of Choice (all have 1, 2, or Poly)</b>	Cocaine: 37%	Poly: 26%	Meth: 21%	THC: 14%
	Opiates: 11%	Alcohol: 9%	Benzos: 5%	PCP: 2%

- Some PIR-FDTC partner agencies have gone through occasional restructuring and alterations in philosophy and practices, and most also have experienced significant rates of employee turnover. Turnover rates have been particularly high among PIR-FDTC core and collaborative partners Child Protective Services, Austin Recovery, CASA, the DA's office, and Communities for Recovery. In response, PIR-FDTC has adapted well to agency changes and provided ongoing program orientation and intensive training for new agency employees.
- PIR-FDTC has experienced periodic shortages of funding for residential substance abuse treatment and participant services and supports associated with funding sources outside of the RPG grant. This includes the total loss of Federal ATRII dollars, declining State and Local funding, and low reimbursement rates from Medicaid. These conditions have also precipitated

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

the loss of alternative treatment options as regional facilities have been unable to survive financially.

- Many PIR-FDTC participants resist or find challenging the program's imperative to attend, participate in, and embrace the recovery principles set forth in 12-Step recovery meetings, at least for some period of time. As a result, some participants falsify documentation of meeting attendance and sponsor contact. In response, members of the DCT began transporting participants to outside meetings and encouraging them to participate and obtain sponsors in those meetings. They also have undertaken the task of validating participants' documentation to the extent possible and confronting them with discrepancies during FDTC hearings.
- Since inception of the grant, some members of the DCT have expressed reservations regarding the validity and reliability of various drug testing methods. These questions prompted the team to participate in training by Dr. Paul Cary of The University of Minnesota and Mr. Ron Flegel, Forensic Toxicologist with SAMHSA. Following these sessions, the DCT committed to accept results of UA, EtG, and hair follicle tests unconditionally and base decisions and recommendations regarding relapse on those results.

Project challenges not reported in detail in previous reports and grant re-applications include the following:

- FDTC has experienced periods and episodes of significant change that have challenged the perception of stability of the court by PIR-FDTC participants, as well as by some members of the DCT.

Over the five and a half year course of the RPG grant, three different judges have presided over the FDTC. The third, a Travis County Associate Judge, took the bench in January 2013. The two previous sitting judges were not only well liked and respected by PIR-FDTC participants, but also were relatable to them. The first, a Presiding District Judge, was more gentle and nurturing; the second, an Associate Judge, was more straightforward and businesslike. Both were women, and one was African-American. The new Associate Judge is a white male with another very different personality and style.

This judge worked diligently to achieve the respect and trust of the DCT and the PIR-FDTC participants, but in every case, as one judge left and another arrived, participants expressed displeasure about the unpredictability of the court and confusion about the expectations of the court and how to best interact with the bench. The DCT and PIR-FDTC participants are hoping for greater stability, consistency, and predictability from the FDTC in the future.

- Austin Recovery stands as the only remaining substance abuse treatment facility in a 34-county catchment area that accepts women and children into residential treatment. It is also the only facility that accepts State (Texas Department of State Health Services [DSHS]) funded clients. Therefore the waiting list for State funded AR Family House beds has become quite long. AR does place PIR-funded referrals at the front of their waiting list and admits PIR participants as soon as beds become available. However, AR must place PIR referrals at the end of the waiting list if State funding is to be used, and these occurrences conflict with PIR's commitment to early entry into treatment, a recognized best practice.

PIR historically has relied on utilizing a certain amount of State funding in order to meet projected enrollment numbers, but the limited availability of State dollars has forced PIR to

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

rely almost exclusively on PIR grant funds and Travis County General Revenue funds, which became available in October 2012.

- Austin Recovery has undergone two major reorganizations over the past two and a half years. AR's long-serving CEO resigned in 2011 after over 20 years at the helm. His successor remained in place for about two years, during which time AR shifted from a basically 12-Step recovery-focused treatment model to a more clinical services-focused one.

On January 1, 2013, AR merged with The Council on Alcohol and Drugs Houston to become one organization. The existing CEO resigned and was replaced by an executive from the Houston Council, who relocated to the Austin area and assumed that role.

The full implications of the merger for AR clients in general, and for the PIR-FDTC program and its participants in particular, are not fully known at this time, as new treatment procedures and philosophies have not been stated publicly. However, a couple of modifications have become clear:

- Reports from AR clinical and support staff suggest movement to a treatment model that again focuses more on 12-Step recovery principles, while continuing to provide evidence-based, trauma-informed services.
  - An existing capital campaign to raise money to build a free-standing state-of-the-art women and children's treatment facility has been suspended, at least temporarily and perhaps permanently.
- Discussions and differences of opinion among members of the DCT regarding the viability and advisability of accepting adults who are receiving medication assisted treatment (MAT) into the PIR-FDTC program, especially when there is no concrete plan in place to achieve abstinence, have been ongoing to some extent since inception of the program. Initially, team members universally rejected the idea based on their convictions that FDTC must remain an abstinence-based recovery program in order to maintain its integrity.

However, as members of the DCT have delved more deeply into the literature and listened carefully in national conference workshops and local training seminars, the team has very gradually, and in some cases grudgingly, shifted its stance to become increasingly receptive to MAT in general and for PIR-FDTC participants specifically.

The timing of the DCT's greater acceptance of the validity of MAT for opiate abusers has been fortuitous, inasmuch as more PIR-FDTC-eligible participants have presented with heroin and prescription opiate drug addictions during the past two years than at any time since inception of the program. There is also the issue of Federal and State guidelines that encourage utilization of MAT where appropriate.

In a related issue, the DCT has also very gradually, and in some cases grudgingly, permitted PIR-FDTC participants to use certain psychotropic medications that have addictive potential, but only under specific circumstances, for specified periods of time, and under the immediate supervision of a medical doctor.

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

- When Travis County responded to the initial RPG grant application in 2007, one issue that never reached the planning table was dental care, but it became obvious early on that a majority of PIR-FDTC participants had dental needs, and some of them were serious and extensive.

PIR turned to Manos de Christo, Travis County's only non-profit provider of low cost dental services, for help, and they obliged with a partnership/procedural agreement that promised priority access to clinic affordable services. Since 2008, Manos has delivered those services to PIR-FDTC participants at approximately 47% of local retail prices. When necessary, they have referred patients out for services that they do not perform, such as root canals and oral surgery. Those referrals have been to dental specialists and oral surgeons who also have provided substantially discounted dental care.

Since the inception of the grant PIR has been able to fund not only essential dental care associated with existing mouth pain, but also more extensive work such as removal of potentially troublesome wisdom teeth and deep cleaning. PIR funded full-mouth restoration for one of its earliest participants, and has provided funding for work that was nearly that extensive for three others. Even at discounted prices, though, that level of care has been quite high, and unfortunately not sustainable post-grant or through the current two-year grant extension. PIR will continue to provide funding for dental care but will focus primarily on participants' immediate dental needs—those that are associated with existing mouth pain that may interfere with participants' full concentration and participation in treatment and recovery activities.

- Gradually, over the course of about the past two and a half years, PIR-FDTC has embraced a larger family recovery model that lends more time, attention, and resources to identifying and meeting the emotional/behavioral needs of the children of PIR-FDTC participants.

This transformation was sparked initially by a growing awareness and genuine concern among members of the DCT that at least some participants' progress was being held back by their children's problems and their reactions to those problems. It also appeared to some of the child advocates that many of the services provided to the young children were those designed to improve their parents' parenting ability. This service gap incorrectly assumed that children would automatically improve their developmental, psychological, and physical well-being if their parents improved theirs and/or if their parents became better parents.

The DCT became convinced that unique therapeutic services were required to address the children's needs separate and above from those needs directly affected by their caregivers' parenting ability. In response, PIR-FDTC enhanced the degree and extent of one-on-one parent training and encouraged Austin Recovery to expand its commitment to improving parent-child relationships. These actions did help but did not reach as deeply into the heart of the problem as the DCT anticipated.

The transformation was encouraged further by an apparent shift in the focus and expectations of new Federal grant applications that placed more emphasis on enhancing the overall functioning of families in general and the developmental, cognitive, and social and emotional well-being of children specifically. The team was further encouraged to find child-specific services and funding that became available as a result of research that suggests that children are more amenable to treatment if treated during the early years of life. The DCT became better

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

educated on children's needs for well-being and became aware that the overall improvement to a child's well-being is easier to achieve and has longer standing results the earlier the intervention is provided. Essentially, the DCT learned that treating children directly rather than just treating their parents created better long term outcomes for the family and its future generations. And finally, realization of the transformation was made possible through two grants obtained by Travis County that created The Children's Continuum (TCC) and extended PIR for two years.

The PIR-FDTC DCT currently includes two full time child & family therapists—master's level licensed social workers—who provide unique services in the form of clinical assessments, therapeutic interventions and services, and appropriate referrals for to every child and family in the PIR-FDTC program. These services begin soon after the family enrolls in PIR-FDTC and continue throughout their participation in the program. Most of the services take place wherever the family resides, be it at Austin Recovery, in sober houses, or in the family's home.

The child & family therapists have become an integral part of the DCT. In addition to their clinical work, they participate in FDTC court staffings and hearings, case management staffings and meetings, and family group conferences. Their presence at case management staffings encouraged the DCT to devote a significant portion of each meeting specifically to PIR-FDTC children, their needs, their services, and their progress. The therapists also serve as voting members of the PIR-FDTC Operations Committee.

- Travis County operates under a bifurcated court system that separates FDTC and CPS Court dockets, which typically are heard by the same Judge. In the past, any discussion of children's issues of safety and well-being were restricted to the CPS docket and not permitted in the FDTC docket.

One primary reason for this restriction was the fact that the "children's voice" was represented in CPS court but not in FDTC. In other words, the children's attorneys, or Attorneys Ad Litem (AAL), attended one docket but not the other. Nor did AALs participate in many of the meetings and staffings associated with FDTC. This condition was due directly to the prohibitive costs associated with many attorneys attending many meetings. But the situation created problems when decisions that impacted the children, such as a parent's move to sober housing with their children, needed to be made during FDTC pre-hearing staffings and case management meetings, when the AAL is not present. Fortunately, the issue was essentially resolved when PIR was awarded the two-year grant extension, under which one full-time AAL was funded to represent all or nearly all of the children in FDTC.

This AAL was acquired in January 2013 through the Travis County Office of Child Representation (OCR). By handling a smaller caseload than other OCR staff attorneys, the FDTC attorney is able to attend staffings, meetings, and hearings on behalf of her clients—the children—and gather information from other DCT members in a very efficient manner. She is also able to be available for emergency case planning meetings, additional follow-up visits with clients, and weekly FDTC hearings. The DCT has seen improvement in the integration of children's service planning with that of their parents.

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

- Providing safe and affordable housing for PIR-FDTC participants and their families has been a major challenge to Foundation Communities (FC), PIR-FDTC's housing partner, as well as to the entire DCT, since inception of the grant. The DCT's general intent has been to place participants and their children in sober housing for up to 90 days when they leave the safety and support of residential treatment, and then to help them transition from sober housing into the larger community.

At one time during Years 3 and 4 of the PIR-FDTC program, the DCT had as many as nine sober house rooms available to PIR women and children. But as this grant re-application is being written, the program has five; one of those is available only to one mother with one young child, and two are located about 20 miles from the center of Austin.

During the past year, PIR PD, DCC, and FC case manager have met with agencies and individuals who expressed interest in and an intent to open additional houses for women and children in Travis County but for various reasons have not yet followed through. One of those agencies was Oxford House, Inc., a Delaware nonprofit 501(c)(3) corporation that operates 15 sober houses in Austin and more than 1600 houses worldwide.

At present, the DCT assigns its limited number of sober house rooms thoughtfully to those participants who appear to need them the most and encourage participants who have safe and supportive family members to move in temporarily with them.

PIR PD, DCC, and FC case manager will, as in the past, continue to explore safe housing options in the community.

- Helping PIR-FDTC participants obtain employment and become self-sufficient during their time in the program has, since inception of the grant, been one of the DCT's greatest challenges. PIR-FDTC participants are required to obtain and document paid employment or another reliable source of income, which may include government entitlements, before they become eligible to successfully complete the PIR-FDTC program; this requirement has delayed but not prevented graduation for a few participants.

Some participants speak of the difficulty of making the transition from a cash-driven business model—dealing drugs, dancing in gentlemen's clubs, prostitution—to the prospects of surviving on low-paying or minimum-wage jobs. And some have difficulty obtaining even those. Most end up relying at least partly on family support and/or government subsidies to make ends meet.

Historically, participants who remained in the PIR-FDTC program for longer periods of time, that is, 14 months or more, tended to be better prepared to take care of and support themselves and their children when they discharged than those who completed the program in less than 12 months. In light of that statistic, the DCT recently voted to require a minimum of 12 full months of participation in PIR-FDTC before participants become eligible for successful discharge.

- Over the past two and a half years, PIR PD and FDTC DCC have attempted, with much effort but without a lot of success, to establish and populate a large working PIR-FDTC alumnae



**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

association.

They initially envisioned a group focused on social affairs, but very few alumnae showed interest. They shifted the focus away from social interactions and toward offering alumnae options for service work such as taking 12-Step meetings into treatment facilities, telling their stories at 12-Step meetings, chairing and co-chairing crosstalk meetings that occur prior to FDTC hearings, and speaking with active participants who are having difficulty connecting with the program. The new focus has not attracted a large number of graduates, but those who have responded have done so with a meaningful commitment and positive attitude. These individuals have embraced the 12-Step principle of “giving it away in order to keep it.”

PIR PD and DCC will continue to explore avenues for PIR-FDTC alumnae to come together in a common cause and to act individually to do important 12<sup>th</sup> Step work—that is, to be of service to their fellows.

### **Project Plan for Year 7**

PIR-FDTC will continue to address applicable primary goals set forth in previous Years 2-5 written project plans, including for example:

PIR-FDTC and TCC will continue to develop and provide quality cross-training opportunities for PIR partners and the larger Austin service-provider community. Furthermore, PIR will continue to offer local, regional, and national training opportunities to RPG partners and the individuals who represent partnership entities and agencies.

DCT team will continue to encourage the Austin community to develop more sober housing for women and children.

With the two-year grant extension in place, PIR-FDTC will expand the process of accomplishing certain specific extension period objectives.

PIR-FDTC will continue to advance the service delivery system for the children/youth of the project by providing assessments, individualized supports and services, and consistent legal representation in court.

- Child therapists will conduct a Child and Adolescent Needs and Strengths - MH (CANS-MH) assessment with every child/youth enrolled in PIR-FDTC.
- Based on results of the CANS-MH, child therapists will provide individualized supports that address trauma through Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), parent-child relationship building, behavioral and/or developmental concerns, educational support/advocacy, and the promotion of enrichment activities.
- For children ages 0-3 years old, the therapists will administer the Ages and Stages Questionnaire-Social/Emotional (ASQ-SE) to develop appropriate intervention strategies and supports.
- Services will be provided through different modalities including filial therapy, developmental services, experiential therapies and Child-Parent Psychotherapy.

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

- **Child therapists will develop and maintain individualized plans for every child/youth assessed; plans will include identified service needs, connection to relevant community services, establishment and maintenance of a medical home, and referral to specialized services to enhance functioning and well-being, including mentoring, tutoring, art/music, recreational therapy, equine or aquatic therapy, and pro-social groups.**
- **The Attorney ad Litem will represent the voice and needs of all children whose parents are enrolled in PIR-FDTC; this attorney will collaborate with the DCT, attend drug court staffings and hearings, and participate in the Operations and Advisory Committees.**

**PIR-FDTC will further develop the existing collaboration through the implementation of a self-sufficient shared data collection system with an emphasis on performance indicators at the local level; PIR Program Evaluator and her newly hired Research Assistant will work together to achieve certain goals.**

- **Add data elements to measure recidivism with criminal activities (arrests/incarcerations) and rework current data collection to obtain recidivism with child protective services (referrals, outcomes, removals)**
- **Complete a case study of closed treatment/control participants and a cost analysis of the project by Year 7 of the PIR extension grant**
- **Continue to contribute to increased knowledge by developing briefs, papers and reports for dissemination to four primary entities:**
  - **The local community, including government, judicial system, agencies of PIR partners, and the local workforce**
  - **The state level, including congressional representatives, and state agencies**
  - **The Federal level, including the grantor, Congress (through the reported submitted by the grantor), and other grantee communities**
  - **Conferences, conference presentations, and professional journals**

**PIR-FDTC will finalize the sustainability plan that sets the blueprint to maintain a fully-realized FDTC program into Travis County's future and phase in the plan over the next two years.**

- **Phase one: Review again the current design of FDTC and re-ensure full commitment by partners to sustaining the existing, as well as any new aspects of FDTC**
- **Phase two: Verify partners' ability and willingness to sustain their current in-kind contributions post-grant; these commitments will define and ensure the core staff positions necessary to manage FDTC post-grant**
- **Phase three: Implement a plan to obtain funding for services and supports that are currently dependent on grant funding; this will include the following:**
  - **Present a package request to the Travis County Commissioner's Court for both service dollars and positions**
  - **Explore possibilities under the 1115 Waiver**
  - **Consider potential grant opportunities to fund specific service needs, with a focus on substance abuse treatment, with release dates in Spring 2014 and funding available in Fall 2014**

**PIR-FDTC Grant Management Team will accomplish the following tasks:**

- **Attend RPG conferences and participate in RPG conference calls and webinars as appropriate**
- **Continue to manage the two-year grant extension effectively**
- **Continue to draw down and expend grant funds appropriately**

**Regional Partnership Grant Non-Competitive Continuation Application  
Parenting In Recovery  
Travis County Health and Human Services/Veteran Services**

- Continue to monitor and manage sub-recipient contracts
- Continue to participate in Travis County audits of PIR files and activities
- Continue to submit semi-annual progress reports (SAPR) in a timely fashion
- Continue to collect and upload PIR data to RPG database as required by the grant

PIR-FDTC will continue to be culturally responsive to the children/youth and their families by acknowledging the unique strengths, abilities and challenges of each family within the context of their unique cultures.

- PIR-FDTC will partner with the CPS “disproportionality initiative” to improve understanding, knowledge and service delivery methods as it relates to disproportional representation of minority populations in child protective services.
- PIR-FDTC will collaborate with the Center for Elimination of Disproportionality and Disparities (CEDD) to receive training, program guidance and recommendations for delivering culturally relevant and competent services.
  - CEDD will complete a project assessment of the project practices and protocols and provide recommendations and technical assistance.
  - CEDD will provide two one-day trainings on *Undoing Racism* for DCT members.
- The Child Trauma Academy, based in Houston, Texas will provide trauma-specific training to enhance the RPG partners’ and community’s understanding and treatment of trauma.

PIR-FDTC anticipates enrolling 20-24 new participant mothers and 30-32 children during Year 7 of the grant. Including participants who are enrolled in the program at the beginning of Year 7, PIR-FDTC expects to serve approximately 52 participant mothers and 78 children.

## Attachments

1. Lone Star Circle of Care (LSCC) Memorandum of Understanding
2. FDTC Sustainability Plan
3. Participant Success Stories

## Upload #5

<b>Applicant:</b>	Travis County
<b>Application Number:</b>	(To be assigned)
<b>Project Title</b>	Targeted Grants: Methamphetamine and other Substance Abuse
<b>Status:</b>	Work in Progress
<b>Document Title:</b>	Project Narrative Attachments



**TRAVIS COUNTY PURCHASING OFFICE**  
***Cyd V. Grimes, C.P.M., CPPO Purchasing Agent***

700 Lavaca Street, / Suite 800/ Austin, Texas 78701 / (512) 854-9700 / Fax (512) 854-9185

**NOTICE OF AWARD**

July 16, 2012

**SUBJECT: Contract No. 4400001003, Memorandum of Agreement**

Peter Perialas, Jr., Chief Executive Officer  
Lone Star Circle of Care  
205 E. University Ave #300  
Georgetown, Texas 78626  
Dear Ms. Hartenstein:

Enclosed is an executed copy of the above referenced Memorandum of Agreement entered into between your company and Travis County.

As required by the contract, **if** your contract has an insurance clause, please provide a Certificate of Insurance to the Purchasing Agent evidencing required coverages within ten (10) days after receipt of this Notice of Award. **Also, please assure your certificate contains the contract number as shown above.**

Contact Shannon Pleasant at (512) 854-1181 with any questions regarding this contract award.

Your continued service is appreciated.

Sincerely,

A handwritten signature in black ink that reads "Cyd V. Grimes". The signature is written in a cursive style.

Cyd V. Grimes, C.P.M., CPPO  
County Purchasing Agent

CVG:SP

**CONTRACT  
AWARD**

**TRAVIS COUNTY  
PURCHASING OFFICE  
700 LAVACA STREET, SUITE 800  
AUSTIN, TEXAS 78701**



THIS CONTRACT IS ENTERED INTO BETWEEN TRAVIS COUNTY AND THE CONTRACTOR NAMED BELOW, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE, CHAPTER 262 OR 271, IN ACCORDANCE WITH THE REFERENCED SOLICITATION.

CONTRACT NO: <b>4400001003</b>		SOLICITATION NO:	DATED: <b>July 16, 2012</b>
CONTRACT AMOUNT <b>\$0.00</b>		DELIVERY DATE OR TERM OF CONTRACT: <b>July 3, 2012 through July 2, 2013</b>	
CONTRACTOR	CODE:	AWARDED AS TO ITEM(S):	
<b>Lone Star Circle of Care 205 E. University Ave #300 Georgetown, Texas 78626</b>		<b>Per contract scope of services</b>	

**REMARKS**

Scope of Contract: The contractor shall provide personal and professional services for the care of indigents for public health education and information, in accordance with the Terms, Conditions and Specifications of the contract.

THIS CONTRACT ISSUED PURSUANT TO AWARD MADE BY PURCHASING AGENT ON JULY 13, 2012.

*Cyd V. Grimes*  
CYD V. GRIMES, C.P.M., C.P.P.O.  
COUNTY PURCHASING AGENT

*7/18/12*  
DATE

**MEMORANDUM OF AGREEMENT AND PROCEDURAL DIRECTIONS  
FOR SERVICES PROVIDED RELATED TO  
THE PARENTING IN RECOVERY (PIR) PROGRAM OF  
TRAVIS COUNTY HEALTH AND HUMAN SERVICES AND VETERANS SERVICE  
(DEPARTMENT) BY LONE STAR CIRCLE OF CARE (LSCC)**

This Memorandum of Agreement and Procedural Directions ("Agreement") includes a statement of procedural directions ("Procedures") issued by Travis County Health and Human Services and Veterans Service ("Department") related to services and activities provided in relation to the Parenting in Recovery ("PIR") Program of Travis County ("County") administered by Department under the direction of Chuck Roper, PIR Director. It is understood that this is not an obligation of funds or an agreement by County to make any payment for services; payment, if rendered, will be paid by Austin-Travis County Mental Health and Mental Retardation Center, d.b.a. Austin-Travis County Integral Care ("ATCIC") with County only providing certain documentation and recommendations. It is understood that a portion of the documentation and recommendations provided by County to ATCIC will be based on the Provider's compliance with the Procedures listed in this document. "PIR Participants" are those individuals who have met the necessary requirements of eligibility as determined by County and ATCIC. Funding for services provided will be from the Parenting in Recovery Regional Partnership Grant ("Grant"), and will be limited to available Grant funds. All payments are based on complete and correct documentation as provided to County and/or ATCIC, and compliance with any grant requirements related to PIR funding.

It is understood that any previous agreements with any representative of Travis County not executed by the Travis County Judge after full consideration by the Travis County Commissioners Court is void and of no force or effect. If the agency or organization ("Provider") referenced in these Procedures desires a written and binding contract regarding the activities addressed in these Procedures, then those contracts would have to be entered into with ATCIC at the Provider's request.

It is understood that the following applies to this Agreement: this Agreement is signed by the authorized representative of the Provider and the Department; those authorized representatives (those signing this Agreement or designated by Provider or Department for future signatures) will also sign any changes under this Agreement; and the authority of the representative of the Department is limited to agreeing to internal procedures and does not carry the authority of the Travis County Commissioners Court necessary for any contractual obligation of County.

**PROCEDURES:**

**Provider:** Lone Star Circle of Care

**Type of Services:** Medical and Behavioral Health Care

**Procedures for PIR Participants and their dependants to receive services from Provider are as follows:**

**Provider Responsibilities:**

1. **Referral** – Provider shall provide PIR Participant referral form, as necessary, for use by PIR Participants and their dependants.
2. **Acceptance** – Provider shall accept referrals by Department of PIR Participants and their dependants.

3. **Release** Provider shall secure signature on appropriate release of information form at time of first encounter.
4. **Invoice** – Provider shall provide Department with a detailed invoice for all charges due (including documentation of services rendered, as requested by Department) according to these Procedures as they occur or on a monthly basis. The invoice will include details as to each PIR Participant's separate charges.
5. **Payment** – Provider shall accept payment as made by ATCIC for approved invoices for services provided to PIR Participants. Provider agrees not to bill or collect from PIR Participants whose encounters are paid for at Provider's Prospective Payment Systems (PPS) rate by ATCIC, pursuant to the terms of these Procedures.
6. **Medical Primary Care** – Provider shall provide medical primary care services, including consultation and follow-up with a primary care provider, for PIR Participants and their dependants at Provider's existing facility at 1221 W. Ben White Blvd., Suite B 200, Austin, Texas (Ben White Clinic), or such other existing Provider facility as may be convenient to both a specific PIR Participant and Provider.
7. **Behavioral Health Home Care** - Provider shall provide behavioral health service, including psychiatric evaluations, psychotherapy, and psychopharmacological assessments and medication management, for PIR Participants and their dependants at Provider's Ben White Clinic, or such other existing Provider facility as may be convenient to both a specific PIR Participant and Provider.

**Department Responsibilities:**

1. **Referral** – Department shall refer appropriate PIR Participants and their dependants to Provider and shall provide an appropriate referral form to PIR Participant as necessary.
2. **Release** – Department shall submit a suggested HIPAA (or other, as appropriate) release form to Provider for use in providing patient information to Department.

**NOTE:**

- (A) The form provided is a suggested format, and does not release Provider from the obligation to ensure the securing of full and complete legal release of information (according to all applicable laws, rules and regulations) by PIR Participant prior to any release of information. Department provides the form without warranty of any kind, either express or implied, arising by law or otherwise and does not warrant the accuracy, authority, completeness, usefulness, timeliness, or fitness for any particular purpose of the information contained therein. Travis County and its officials and employees shall not be liable for any loss or injury caused in whole or in part by its negligence, contingencies beyond its control, or errors or omissions in the information provided herein.
- (B) Provider is responsible for securing the execution of an appropriate HIPAA release form prior to the PIR Participant's first clinic visit and prior to the release of any information.
3. **Receipt of Invoice** – Department shall receive invoices from Provider for services provided.
4. **Submission to ATCIC** – Department will submit the complete and correct invoice(s) to ATCIC with the appropriate recommendation to ATCIC for reimbursement based on the invoice for all appropriately documented charges due.
5. **Payment Receipt** – Department shall receive payment from ATCIC based on the invoice(s) provided by Provider.
6. **Provider Payment** – Department shall provide ATCIC payment to Provider upon receipt of the invoice(s), with payment generally to be expected within ten (10) business days of receipt of the complete and correct invoice. The payment to Provider shall be Provider's PPS rate per encounter with a medical or behavioral health provider when the encounter is provided to PIR Participants and their dependants who are below 200% of the Federal Poverty Level and have no other payor.





**TRAVIS COUNTY FAMILY DRUG TREATMENT COURT SUSTAINABILITY PLAN**

<b>Drug Court Partners</b>	<b>Current Contribution to FDTC</b>	<b>Necessary Contribution Post-grant</b>
District Court	In-Kind: Positions and Associated Costs	Same
District Attorney's Office	In-Kind: Positions and Associated Costs; Attorney Fees	Same
DFPS-CPS Region 7: TC	In-Kind: Positions and Associated Costs; Services	Same
CASA	In-Kind: Positions and Associated Costs	Same; Consider funding Sup position
Foundation Communities	In-Kind: Supervision of Grant Position	Same; Consider funding Case Mgr position
ATCIC	In-Kind: Reduced MSO Fee; Sup of Grant Position	Same; Consider funding positions w/contracts
HHS/VS	In-Kind: Mgmt; Match dollars for position and Service \$	Same
CPS Board	Service Dollars for Drug Testing	Same
Austin Recovery	In-Kind: Positions and Associated Costs	Same

<b>Funding Name</b>	<b>Funding Type</b>	<b>Amount</b>	<b>Funding Commitment</b>
Children's Continuum	Grant	\$500,000 over 3 years	Ends 9/30/2014 w/ possible seven month extension
Parenting in Recovery	Grant	\$500,000 annually	Ends 9/30/2014
Governor's Grant	Grant	\$135,000 annually	Competitive application annually
HHS/VS	GF/Reserves	\$365,000 as match to PIR II	As match to grant - Ends 9/30/2014
Partners	In-Kind Match	\$500,000 estimate positions (10)	Post Grant
Office of Child Representation	In-Kind: Supervision of Grant Position		Same; Consider funding AAL position

<b>Unmet Funding Need</b>	<b>Amount</b>	<b>Lead Agency/Department</b>	<b>Viability of Sustaining Post Grant</b>
Substance Abuse Treatment	\$325,000	Advisory Committee	Pending Resource Identification: Grant \$
Wraparound Services	\$160,000	HHSVS/Advisory Committee	Strong
Coaching Services	\$31,000	Advisory Committee / HHSVS	Strong
AAL Position	\$90,246	OCR/District Court/HHSVS	Moderate: Pending verification of Partners Commitment
Child Therapist (2)	\$120,267	ATCIC/HHSVS	Moderate: Pending verification of Partners Commitment
CASA Supervisor	\$48,000	CASA/Advisory Committee	Moderate: Pending verification of Partners Commitment
SA Clinical Mgr (DC Staff)	\$73,000	HHSVS/Advisory Committee	Strong
DCC	\$60,000	District Court/HHS/Advisory Committee	Moderate: Pending verification of Partners Commitment; Grant\$
<b>TOTAL: \$907,513</b>			

**TRAVIS COUNTY FAMILY DRUG TREATMENT COURT SUSTAINABILITY PLAN**

Current service for FDTC	Current Funding	Responsible Agency/Department	Lead Person	Sustainability Plan	Next Steps
Staff FDTC – Drug Court Coordinator	Governor’s Grant – annual grant award	District Court HHS/VS	Judge Byrne Andrea Colunga-Bussey	Permanent Funding for the position through County GF - \$60,000	Decide what FY District Court & HHS/VS will submit Budget Request
Staff for Drug Court Hearings – Judge; Administrative Staff	District Court - County	District Court	Judge Byrne	District Court maintain the staff dedicated to drug court post grant	Confirmation by District Court of the sustainability plan
Dedicated Staff from DA’s Office	District Attorney - County	District Attorney	Beverly Mathews	DA’s office maintain the staff dedicated to drug court post grant	Confirmation by DA’s office of the sustainability plan
Staff FDTC – PIR Director (SA Clinical Mgr)	County Reserves as Match to PIR II Grant – funding ends 9/30/14	HHS/VS	Andrea Colunga-Bussey	Permanent Funding for the position through County GF - \$73,000	HHS/VS will submit budget request for FY 15 (due 3/14)
Dedicated Staff from CPS (2 FBSS; 3 Investigators; 1 supervisor)	DFPS – FTE’s	DFPS – CPS	Irina Meza & Drug Unit Staff	DFPS-CPS maintain drug unit post grant	Confirmation by DFPS of the sustainability plan -
Dedicated Staff from CASA – Supervisor & Volunteers	CASA Children’s Continuum Grant – funding ends 9/30/14 – possible 7 months extension	CASA	Laura Wolf & Key Richardson	CASA maintain the Supervisor and Volunteers post grant - \$48,000	Confirmation by DFPS of the sustainability plan
Dedicated Staff from AR – Case manager; family therapist	Austin Recovery	Austin Recovery	Joel Ferguson & Linda Mikesic	AR maintain current staff dedicated to Austin Family House post grant	Confirmation by AR of the sustainability plan
Attorney representation for Parents	District Court - County	District Court	Judge Byrne	District Court maintain the funding for the Attorneys dedicated to drug court post grant	Confirmation by District Court of the sustainability plan
Housing – 25% of housing case manager	Foundation Communities PIR II Grant funding ends 9/30/14	Foundation Communities	Julian Huerta & Mario Cortez	To be determined – need method to navigate housing options for participants	Discuss what housing support is needed post grant and who can provide that service

**TRAVIS COUNTY FAMILY DRUG TREATMENT COURT SUSTAINABILITY PLAN**

<b>Current service for FDTC</b>	<b>Current Funding</b>	<b>Responsible Agency/Department</b>	<b>Lead Person</b>	<b>Sustainability Plan</b>	<b>Next Steps</b>
Attorney ad Litem for children of FDTC	PIR II Grant funding ends 9/30/2014	Office of Child Representation, HHSVS & District Court	Leslie Hill Andrea Colunga-Bussey	Permanent Funding for the position through County GF - \$90,246	Verify the plan w/ partners; OCR submit budget request FY 15
Child Therapist	Children's Continuum Grant-- funding ends 9/30/14 - possible 7 month extension	ATCIC & HHSV	Arturo Hernandez Laura Peveto	Fund the position through the Main Inter-local contract between HHS/VS & ATCIC - 1115 waiver \$58,854	Verify the plan w/ partners; develop a plan for contract modification by 6/14 or 1115 waiver plan
Child Therapist	PIR II Grant funding ends 9/30/2014	ATCIC & HHSV	Arturo Hernandez Laura Peveto	Fund the position through the Main Inter-local contract between HHS/VS & ATCIC - 1115 waiver \$61,413	Verify the plan w/ partners; develop a plan for contract modification by 6/14 or 1115 waiver plan
Wraparound Supports (Housing, Utilities, Medical/Dental, Educational support, Gap Funding, Medication, Basic Needs, etc)	PIR II Grant funding ends 9/30/2014 HHS/VS	HHS/VS	Andrea Colunga-Bussey	Increase the funds allocated for the System of Care Contract to \$160,000	Verify the plan w/partners; HHS/VS submit budget request FY 15 (due 03/14)
Recovery Coaching Parent Coaching	Children's Continuum Grant- funding ends 9/30/14 PIR II Grant funding ends 9/30/2014 HHS/VS	Advisory Committee HHS/VS	Andrea Colunga-Bussey	Potentially additional funds could be requested for the SOC Contract to cover these services - \$31,000	Establish plan and funding source

**TRAVIS COUNTY FAMILY DRUG TREATMENT COURT SUSTAINABILITY PLAN**

Current service for FDTC	Current Funding	Responsible Agency/Department	Lead Person	Sustainability Plan	Next Steps
Mental Health Services/Supports: Psychological eval. Individual counseling Domestic violence Psychiatric	DFPS-CPS LSCC-Medicaid PIR II Grant funding ends 9/30/2014	DFPS-CPS SafePlace HHS/VS ATCIC	Irina Meza & Drug Unit Staff	DFPS continues to fund through contracts and Medicaid. Psychological Assessments; Individual Counseling LSCC will execute an MOU with FDTC SafePlace will continue to provide services to FDTC participants while at AR and upon discharge	Confirmation by DFPS for funding post grant; Drug Court Mgmt Team to renew MOU with LSCC post grant; SafePlace will verify their ability to serve Aus Family House participants post grant; ATCIC will explore potential services through their programs
Substance Abuse Treatment – 90 days of Inpatient Treatment @ AR > Austin Family House	PIR II Grant funding ends 9/30/2014 TC Reserves	Advisory Committee	To Be Decided	To be developed – Current expenditure annually: \$325,000	Identify potential funding sources post grant
Employment – secondary relationship with WorkSource	None	Advisory Committee	To Be Decided	To be developed	Advisory to decide whether this support requires a formal relationship with provider(s) and if there are any funding issues to consider

### Participant Success Stories

Along with their challenges, PIR-DCT participants bring their own combination of strengths. Most are tough, resourceful, and resilient. They are typically wise to the inner world of “the street” and can recognize dishonesty and manipulation when they see it. Despite their histories of damaged and failed relationships and of sometimes severe childhood and/or adult trauma that encourage individuals to distrust others and hide within themselves, most do allow themselves to become open and vulnerable with members of the DCT that they trust. They care about and support their peers. They love their children.

- Sara enrolled in PIR-FDTC at 31 years of age, when she gave birth to her third child and both of them tested positive for cocaine at the time of delivery. Upon entering the program, she reported complete personal humiliation and devastation as a result of her addiction to crack cocaine and its possible effect on her infant. She reported that for several years prior she had been essentially homeless, living on the streets, and prostituting. She said that she wanted a better life for herself and her children. Sara’s mother was also a drug addict, and because of that Sara was raised by her maternal grandmother, who also had custody of Sara’s 11 year old son. Her three year old daughter resided with her biological father. Sara successfully completed 90 days of inpatient substance abuse treatment, five weeks of intensive outpatient treatment, and eight weeks of aftercare. Following residential treatment, she transitioned into sober housing for three months, and then obtained independent housing in the Austin area. Sara gave birth to another daughter in July 2012; this baby tested negative for all substances. Sara obtained full-time work in telemarketing, became very actively involved in her church, and reached out to others who were struggling with addictions. She told her story of transformation to her church congregation and to other people in her community. She also stepped up to help other PIR-FDTC participants when they struggled to remain abstinent and when they relapsed. Sara began the long and intensive process of repairing her relationship with her grandmother and her son through family therapy. She did the same with her oldest daughter and was able to bridge the relationship with this child’s father in order to co-parent. When Sara completed PIR-FDTC, CPS closed her child welfare case. Her two youngest daughters remained in her care. Shortly after, she married a man who accepted her for who she is and became a father to the girls. Sara continues to maintain contact with the PIR/FDTC DCT, as well as some of the current and recently departed participants. At last report, she and her family are doing very well; they are self-sufficient and very happy. Sara nearly set a record for endurance by residing in the PIR/FDTC program for over 21 months.
- Elaine came into PIR-FDTC at age 28 after she tested positive for cocaine during her pregnancy with and the birth of her sixth child. Her three oldest children, ages six, 11, and 12, lived with paternal grandparents; Elaine had not seen them since they were babies. She did have custody of her two younger children and the infant. One of those children was born

in prison, while Elaine was incarcerated for a drug-related offense. The CPS referral that eventually brought Elaine into PIR-FDTC occurred when Elaine attempted to stab and bite her paramour while her two and three year old sons were present. The three year old re-enacted the scene for the CPS investigator by making stabbing motions with his arm and hand. Elaine was arrested for aggravated assault with a deadly weapon. Elaine expressed a desire to enroll in PIR-FDTC, but the child advocates in CPS court tried to block her enrollment due to her extensive criminal and child welfare history. They recommended that the State take temporary custody of the children and place them safely with foster parents. Fortunately for Elaine, her children, and the entire DCT, she did join. And she excelled at every turn. Her inpatient treatment counselor reported early on that Elaine had experienced what in 12-Step program parlance is referred to as a spiritual awakening, and few on the DCT or within her family doubted that. She participated fully in treatment by attending every class and group; she allowed herself to become vulnerable and gave honest feedback to her peers. She complied with every court order and took and passed every requested drug test. Following residential treatment, Elaine immersed herself in the 12-Step recovery community; she obtained a strict sponsor and diligently worked the 12 Steps. She engaged in individual therapy and enrolled her sons, who had observed the domestic violence incident, in play therapy, and their behaviors improved significantly. Elaine enrolled in community college to become licensed as a medical assistant, and at the time of her successful commencement from PIR-FDTC she had begun her internship as her final step to licensure. On the day of Elaine's successful graduation from the PIR-FDTC program, the child advocates who had argued against her joining in the first place apologized to her and stated that they were very happy and proud to be proven wrong.

- Beth came to the attention of CPS and subsequently enrolled in PIR-FDTC as a result of her use of cocaine during pregnancy and following the birth of her fourth daughter. Beth admitted that she had been drinking heavily four to five times a week and abusing cocaine for the last few years. Beth held a college degree and an honorable discharge from the United States Air Force. Beth had a good work history having never been fired from any job. Beth's partner and the father of her two youngest daughters also had a history of alcohol and drug abuse, but he flatly refused to join FDTC or accept multiple offers to enter substance abuse treatment. Beth successfully completed 90 days of residential treatment and transitioned into sober housing with all four of her daughters, ages infant to pre-teen, one of whom lived with Asperger's syndrome. While there, Beth's husband died in his sleep from an apparent drug overdose. Beth and her daughters were devastated. She survived emotionally at least partly by accepting support from her sober housemates, other PIR-FDTC participants, and other women in the recovery community. She continued to attend 12-Step meetings, embrace the principles of recovery, and work a 12-Step program with her sponsor. She also continued to conscientiously comply with the expectations of the program. She reported experiencing episodes of profound grief, and at the same time, she talked about her commitment to

recovery and motherhood. Beth went into therapy and enrolled her daughters in therapy services that matched their individual needs. Beth remained in sober housing with her girls for seven months before obtaining employment and procuring independent housing. All four of her daughters attended her successful graduation from the program.

- Jamie, age of 37, gave birth to her daughter at 32 weeks gestation due to severe cocaine abuse throughout her pregnancy. When they entered residential treatment at AR Family House, they carried with them multiple health problems as a result of Jamie's cocaine addiction. Jamie suffered from high blood pressure, heart problems, and uterine cysts and while in treatment, she was diagnosed with schizoaffective disorder. The baby was medically fragile and required constant medical attention. Jamie had a long history of numerous incarcerations for assault, drug, and theft offenses. Despite an addiction that spanned 22 years and played a large part in her leaving the upbringing of her two older children to relatives, Jamie had never been in treatment and had never seriously considered living a life free of drugs. But after joining PIR-FDTC and entering treatment, Jamie jumped into recovery with both feet. She engaged fully in the therapeutic process at AR, and upon successfully completing the 90 day program, she asked to remain in supportive residential for another 90 days. At the same time she made a genuine commitment to working an honest 12-Step program and becoming an active member of the recovery community. She obtained a stable and supportive sponsor and established herself in a 12-Step program home group. She exceeded all PIR-FDTC program expectations and services, including peer recovery coaching, parenting training, individual therapy, and domestic violence and sexual assault support services. She also cooperated with the terms of her current probation, and she expressed pride in becoming a law-abiding citizen. Jamie obtained comprehensive medical and developmental services for her daughter, including physical, occupational, and speech therapy, and by the time she was one year old, her daughter had caught up on several important developmental milestones. Jamie's health also improved, and she completely quit smoking cigarettes. At the time of her graduation from PIR-FDTC, Jamie had obtained her own housing and disability income related to her mental health diagnosis and her daughter's medical issues. Jamie's PIR-FDTC graduation ceremony was a time of great joy for Jamie and everyone associated with the program. She spoke eloquently, powerfully, and enthusiastically about her journey into a life that she never could have imagined.



## Upload #6

<b>Applicant:</b>	Travis County
<b>Application Number:</b>	(To be assigned)
<b>Project Title</b>	<b>Targeted Grants: Methamphetamine and other Substance Abuse</b>
<b>Status:</b>	<b>Work in Progress</b>
<b>Document Title:</b>	<b>Indirect Costs</b>



**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  
(512) 854-4100  
Fax (512) 279-2197**

Travis County is not claiming any indirect costs with this application.

## Upload #7

<b>Applicant:</b>	<b>Travis County</b>
<b>Application Number:</b>	<b>(To be assigned)</b>
<b>Project Title</b>	<b>Targeted Grants: Methamphetamine and other Substance Abuse</b>
<b>Status:</b>	<b>Work in Progress</b>
<b>Document Title:</b>	<b>Budget Items</b>

**Travis County - Parenting in Recovery II  
Budget Overview  
(Detailed yearly budget and grant partner budgets on subsequent pages)**

<u>Partner Expenses</u>	Year 2
Austin Travis County Integral Care	\$ 284,168.00
Encompass Medical Mgmt.	\$ 81,800.00
Foundation Communities	\$ 15,146.00
Travis County Office of Child Representation	\$ 97,086.00
<u>General Expenses</u>	
Grant Partner Travel	\$ 2,800.00
Grant Funds	\$ 481,000.00
Match	259,000
Grant Percentage	0.65
<b>Total Funds</b>	<b>\$ 740,000.00</b>

Trevi County - Parenting in Recovery II

Year 2 Parent Expenses	Position	Months	Percentage of Time	Personal	Financial Benefits	Travel	Equipment	Supplies	Contractual	Other	Federal	Non-Federal
Austin Trevi County Integral Care contract	Child Therapist	12	100%						67,651			67,651
Austin Trevi County Integral Care contract	SOC and SAMSO services	12							216,517			216,517
Encompas Medical Management contract	Evaluator Research Asst.	12 12	32% 49%						66,800 15,000			66,800 15,000
Foundation Communities	Case Manager	12	33%						15,146			15,146
Trevi County Office of Child Representation	Attorney Ad Litem	12	100%	68,096	22,149		2,381			4,460		97,086
<b>Grant Expenses</b>												
Grant Partner Travel						2,800						2,800
Systems Development Training												
<b>Total Match*</b>				68,096	22,149	2,800	2,381	381,114	4,460	481,000		
Trevi County Health and Human Services and Veterans Service	Parenting in Recovery Project Director	12	100%	62,008	12,572							74,580
Flex Funds								184,420				184,420
<b>Total</b>												<b>259,000</b>

\*The salary and benefits for the PIR Project Director are providing \$74,580 in match. A portion of the flex funds dollars provided to ATCIC by Trevi County is making up the balance (\$184,420) of the year two match.

Travis County - Parenting in Recovery II

Year 2

General Expenses

Grant Partner Travel

Year 2 - Funding for 2 attendees x 1 trip

(Funding for key grant funded staff and key staff from partners to attend

annual grantee mtg. in Wash., D.C.)

Hotel = 180 per night x 3 nights (540)

Airfare = Roundtrip (555)

Per Diem = 46 per day w/o receipts or 60 per day w/ receipts x 4 days (240)

Misc. = taxi, baggage fee (65)

Total = 1,400 per trip x 1 trip x 2 staff

(Note: Travel for Evaluator will be included in the sub-contract for that partner.)

Total

2,800  
2,800

Travis County - Parenting in Recovery II

Encompass Medical Management

ACTIVITY	Contract Hours	Hourly Rate	Year 2
<b>Encompass Medical Management - Database Development Activities</b>			
Modify web-based database for entry of data required by grantor; include various drop-down menu items that conform to the federal indicator criteria and match the indicator criteria to the federal data dictionary requirements. Also determine best method of data entry for additional child indicators associated with standardized measures.	130	100	13,000
Develop connection with DPS to gather data on criminal history	20	100	2,000
Refine interfaces between PIR and DFPS databases to allow data to be uploaded to federal database that tracks grant evaluation component	18	100	1,800
Develop data structure for cost/benefit analysis and manage data	50	100	5,000
<b>Total</b>			<b>21,800</b>
<b>Encompass Medical Management - Ongoing Database Evaluation Activities</b>			
Manage data connections and data feeds from CPS state databases in the PIR access database for all reports	25	100	2,500
Warehouse the data in secure data repository and HIPAA compliant site	25	100	2,500
Conduct on-going security checks of data and data sources	25	100	2,500
Administration of data privacy and validity for HIPAA and confidentiality	25	100	2,500
Ongoing consulting to evaluator on data management	25	100	2,500
Develop XML mapping process and validity checks to meet federal data requirements	20	100	2,000
Upload program data to federal data repositories for semi-annual reports	25	100	2,500
<b>Total</b>			<b>17,000</b>
<b>Encompass Medical Management - Ongoing Program Evaluation Activities</b>			
Monitor/modify data collection plan with designated federal and local performance indicators	20	100	2,000
Meet with federal program officers and liaison at national meetings and on-site; provide information to these individuals concerning the evaluation status as requested	20	100	2,000
Continue Institutional Review Board Human Subjects Protection activities, including application to IRB, maintenance of IRB protocols, consent forms, strategies to recruit, monitoring of the informed consent process	40	100	4,000
Training activities, such as training in new assessment instruments, data entry into web-based database, and training research assistant in data needed for control group	15	100	1,500
Develop and conduct cost/benefit analysis & develop and conduct case study	75	100	7,500
Assist in developing semi-annual & annual reports on federal and local indicators	30	100	3,000
Interface with database developers as needed	30	100	3,000
Supervise research assistant and provide oversight of data collection	50	100	5,000
<b>Total</b>			<b>28,000</b>
<b>Research Assistant - part-time - 15 hours / week</b>			
Work with project director to collect all "missing data" from previous years in database	300	15	4,500
Conduct qualitative interviews with individual program participants	100	15	1,500
Ongoing monitoring of web-based database to ensure data gathered from project partners throughout the year in correct formats	50	15	750
Data collection and data entry from all partner databases	100	15	1,500
Develop tracking system for data, with special concentration on collecting control group data at pre- and post-testing	50	15	750
Modify current SPSS databases for use with Excel and Web-based database for data analysis	100	15	1,500
Assist in developing semi-annual & annual reports on federal and local indicators	100	15	1,500
Assist developing final reports to grantor	100	15	1,500
Assist in developing cost/benefit analysis	100	15	1,500
<b>Total</b>			<b>15,000</b>
<b>Grand Total</b>			<b>81,800</b>

## Travis County - Parenting in Recovery II

## Office of Child Representation

<u>Personnel</u>	<u>Calculation</u>	<u>Year 2</u>
Attorney Ad Litem		
Salary		68,096
<b>Total</b>		<b>68,096</b>
<u>Fringe</u>		
FICA	(Salary x .0785)	5,209
Health Insurance	(696.08 x 12 mos.)	8,353
Life Insurance	(8.25 x 12 mos.)	99
Retirement	(Salary x .1227)	8,355
WCI	(Salary x .75 x .0026)	133
<b>Total</b>		<b>22,149</b>
<u>Supplies</u>		
Office supplies	(Based on another attorney position same as grant funded position)	300
Family Code (includes shipping cost for all 3 code books)	(Based on another attorney position same as grant funded position)	120
Notebook workstation w/ network port	(Travis Co. ITS quote)	-
Desktop licenses and security software	(Travis Co. ITS quote)	-
Security software maintenance and port maintenance	(Travis Co. ITS quote)	76
Computer installation and voice and data cabling installation	(Travis Co. ITS quote)	-
Phone ISM license	(Travis Co. ITS quote)	-
Phone and port costs	(Travis Co. ITS quote)	-
Voice and data cabling installation for phone	(Travis Co. ITS quote)	-
Long distance phone calls (per year)	(Based on another attorney position same as grant funded position)	25
State bar license dues (per year)	(Based on another attorney position same as grant funded position)	148
National Association of Council for Children membership	(Based on another attorney position same as grant funded position)	100
Texas Rules - Civil Trials	(Based on another attorney position same as grant funded position)	85
Family Law Handbook	(Based on another attorney position same as grant funded position)	135
Broadband (per year)	(Based on another attorney position same as grant funded position)	456
Cell phone (per year)	(Based on another attorney position same as grant funded position)	936
Furniture - desk	(Based on another attorney position same as grant funded position)	-
Furniture - chair	(Based on another attorney position same as grant funded position)	-
<b>Total</b>		<b>2,381</b>
<u>Other</u>		
Mileage	600 miles per month x 12 months x .55 per mile	3,960
Continuing legal education	(Based on another attorney position same as grant funded position)	500
<b>Total</b>		<b>4,460</b>
<b>Grand Total</b>		<b>97,086</b>



**Travis County - Parenting in Recovery II**

**Foundation Communities**

<u>Personnel</u>	<u>Calculation</u>	<b>Year 2</b>
<b>Case Manager</b>		
Salary		37,003
<b>Total</b>		<b>37,003</b>
<u>Fringe</u>		
FICA	(Salary x .0765)	2,831
Workers Comp	3.70 per payroll x 26 payrolls	96
Medical Insurance	287.92 per month x 12 mos.	3,455
LTD Insurance	10 per month x 12 mos.	120
ADD/Life Insurance	7.25 per month x 12 mos.	87
Retirement (401K)	71.16 per payroll x 26 payrolls	1,850
<b>Total</b>		<b>8,439</b>
<b>Grand Total</b>		<b>45,442</b>
<b>(Total Salary and Fringe x .3333)</b>		
Personnel		12,333
Fringe		2,813
<b>(Total Salary and Fringe x .3333)</b>		<b>15,146</b>

## Travis County - Parenting In Recovery II

### ATCIC

<u>Personnel</u>	<u>Calculation</u>	<u>Year 2</u>
Child Therapist		
Salary		48,904
<b>Total Personnel</b>		<b>48,904</b>
<u>Fringe</u>		
FICA	Salary x .0765	3,741
Health Insurance	442.75 x 10 mos.	5,313
Dental Insurance	10.66 x 10 mos.	128
Employee Assistance Program	39 x 10 mos.	468
Other Insurance	Salary x .0026	127
State Unemployment	Salary x .0074	362
Worker's Comp.	Salary x .00414	169
Retirement	Salary x .045	2,201
<b>Total Fringe</b>		<b>12,509</b>
<u>Supplies</u>		
Office supplies	Actual cost	300
Duplicating/Computer supplies	Actual cost	160
Notebook Computer/Docking Station	Actual cost	-
Printer	Actual cost	-
<b>Total Supplies</b>		<b>460</b>
<u>Other</u>		
Mileage Reimbursement	400 miles X .525 per mile x 12 mos.	2,520
Mobile Phone Airtime (computer aircard)	40 x 12 mos.	480
Cell Phone Allowance	36.75 x 12 mos.	441
Personnel Advertising	Cost for one month Amount allotted to each staff for trainings or conferences	-
<b>Staff Development</b>	Costs allocated per employee	<b>500</b>
IT Replacement Fund		186
Hardware/Software Maintenance	"	469
Telephone Line	"	490
Internet Connection	"	47
Liability Insurance	"	68
Building Occupancy:	"	
capital improvement fee	"	74
repairs/maintenance	"	16

**Travis County - Parenting in Recovery II**

electricity/water	"	188
elevators	"	23
landscaping	"	43
fire equipment	"	33
pest control	"	6
locksmith services	"	2
janitorial services	"	115
garbage disposal	"	40
property insurance	"	37
<b>Total Other</b>		<b>5,778</b>
<b>Grand Total Personnel &amp; Other</b>		<b>67,651</b>

	Flexible funding to spend on specialized services for children and parents (cost based on estimate of services needed and includes 5% MSO Fee totaling \$10,826)	
Flexible Funds in separate contracts (System of Care and SAMSO)		216,517
<b>Grand Total Flexible Funds</b>		<b>216,517</b>

## Upload #8

<b>Applicant:</b>	<b>Travis County</b>
<b>Application Number:</b>	<b>(To be assigned)</b>
<b>Project Title</b>	<b>Targeted Grants: Methamphetamine and other Substance Abuse</b>
<b>Status:</b>	<b>Work in Progress</b>
<b>Document Title:</b>	<b>Miscellaneous</b>



http://www.acf.hhs.gov/grants/certification-regarding-lobbying

### CERTIFICATION REGARDING LOBBYING

#### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title County Judge  
Organization Travis County

# SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1894-0010 Exp. 05/31/2012

**Purpose:** The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

**Applicant's (Organization) Name:**

**Applicant's DUNS Number:**

**Federal Program:**   
**CFDA Number:**

1. Has the applicant ever received a grant or contract from the Federal government?

Yes       No

2. Is the applicant a faith-based organization?

Yes       No

3. Is the applicant a secular organization?

Yes       No

4. Does the applicant have 501(c)(3) status?

Yes       No

5. Is the applicant a local affiliate of a national organization?

Yes       No

6. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or Fewer       15-50  
 4-5       51-100  
 6-14       over 100

7. What is the size of the applicant's annual budget? (Check only one box.)

Less Than \$150,000  
 \$150,000 - \$299,999  
 \$300,000 - \$499,000  
 \$500,000 - \$999,999  
 \$1,000,000 - \$4,999,999  
 \$5,000,000 or more

## Upload #9

<b>Applicant:</b>	Travis County
<b>Application Number:</b>	(To be assigned)
<b>Project Title</b>	<b>Targeted Grants: Methamphetamine and other Substance Abuse</b>
<b>Status:</b>	<b>Work in Progress</b>
<b>Document Title:</b>	<b>Site Location</b>

### Project/Performance Site Location(s)

**Project/Performance Site Primary Location**

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

\* Street1:

Street2:

\* City:  County:  Province:

\* State:  \* Country:

\* Zip Code:  \* Project/ Performance Site Congressional District:

(-) Remove Site	<b>Project/Performance Site Primary Location</b>	<input type="checkbox"/> I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.
	Organization Name:	<input type="text"/>
	DUNS Number:	<input type="text"/>
	* Street1:	<input type="text"/>
	Street2:	<input type="text"/>
	* City:	<input type="text"/> County: <input type="text"/> Province: <input type="text"/>
	* State:	<input type="text" value="TX: Texas"/> * Country: <input type="text" value="USA: United States of America"/>
	* Zip Code:	<input type="text"/> * Project/ Performance Site Congressional District: <input type="text"/>
	(+) Add Next Site	



## Project/Performance Site Location Instructions

### Enter Project/Performance Site Primary Location (Required):

Indicate the primary site where the work will be performed. The primary project/performance site location is a required section.

If a portion of the project will be performed at any other site(s), identify the site location(s) in the additional block(s) provided. These additional sites are optional.

Field Name	Input
Organization Name	Indicate the organization name of the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided. (This field is not applicable for applicants using the SF 424 Individual Form Set.)
DUNS	Enter the DUNS number associated with the organization where the project will be performed. (Note this field is not required for applicants using the SF424 Individual Form set.)
*Street 1	Enter first line of the street address in "Street 1" field of the primary performance site location.
Street 2	Enter second line of the street address in "Street 2" field for the primary performance site location. This field is optional.
County	Select the County for the performance site location.
*City	Enter the City for address of the primary performance site location. This field is required.
*State	Enter the State where the primary performance site location is located. This field is required if the Project Performance Site is located in the United States.
Province	Enter the Province where the primary performance site location is located.
Country	Select the name of the country for the primary project performance site
*Zip Code	Enter the nine-digit Postal Code (e.g., ZIP code) of the primary performance site location. This field is required if the Project Performance Site is located in the United States.
*Project's Congressional District	Enter the Congressional District of the Primary Project/Performance location in the format: 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. If all districts in a state are affected, enter "all" for the district number. Example: MD-all for all congressional districts in Maryland. If nationwide (all districts in all states), enter US-all. If the program/project is outside the US, enter 00-000. To locate your congressional district, visit the Grants.gov web site. Note it is likely that this field will be identical to the "Congressional Districts of Applicant" field provided elsewhere in this application.

## Project/Performance Site Location Instructions

**Project/Performance Site Location 1 (Optional):** If more than 30 performance site locations are proposed, provide the requested information in a separate file and attach.

Field Name	Input
Organization Name	Indicate the organization name of the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided. (This field is not applicable for applicants using the SF 424 Individual Form Set.)
DUNS	Enter the DUNS number associated with the organization where the project will be performed. (Note this field is not required for applicants using the SF424 Individual Form set.)
*Street 1	Enter first line of the street address in "Street 1" field of the primary performance site location.
Street 2	Enter second line of the street address in "Street 2" field for the primary performance site location. This field is optional.
County	Select the County for the performance site location.
*City	Enter the City for address of the primary performance site location. This field is required.
*State	Enter the State where the primary performance site location is located. This field is required if the Project Performance Site is located in the United States.
Province	Enter the Province where the primary performance site location is located.
Country	Select the name of the country for the primary project performance site
*Zip Code	Enter the nine-digit Postal Code (e.g., ZIP code) of the primary performance site location. This field is required if the Project Performance Site is located in the United States.
*Project's Congressional District	Enter the Congressional District of the Primary Project/Performance location in the format: 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. If all districts in a state are affected, enter "all" for the district number. Example: MD-all for all congressional districts in Maryland. If nationwide (all districts in all states), enter US-all. If the program/project is outside the US, enter 00-000. To locate your congressional district, visit the Grants.gov web site. Note it is likely that this field will be identical to the "Congressional Districts of Applicant" field provided elsewhere in this application.

Add additional sites as necessary using the "Next Site" button.



## TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
<b>Check One:</b>	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
<b>Department/Division:</b>	Emergency Services/Emergency Management	
<b>Contact Person/Title:</b>	Pete Baldwin/974-0472	
<b>Phone Number:</b>	974-0472	

<b>Grant Title:</b>	Accept and Authorize Disbursement of the Fire Mitigation Assistance Grant for the Pedernales Fire #2959		
<b>Grant Period:</b>	From: <input type="text" value="September 4, 2011"/>	To: <input type="text" value="Present"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	Department of Homeland Security/Federal Emergency Management Agency		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Originating Grantor:</b>	Department of Homeland Security/Federal Emergency Management Agency		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 306,990	\$ 0	\$ 0	\$ 0	\$ 306,990
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 306,990</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 306,990</b>
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 type="checkbox"/>		
County Attorney	<input type="checkbox"/>		

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.	N/A				
2.					
3.					
+ - Measures for the Grant					
1.	N/A				
Outcome Impact Description					
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

**PBO Recommendation:**

Travis County was serving the primary applicant to the Department of Homeland Security Federal Emergency Management Agency (FEMA) for three fires that started on September 4, 2011. Since these fires were declared disasters, our region is allowed to submit 75% reimbursement for costs associated directly to fighting the fires.

Travis County will be receiving \$7,572.62 as reimbursement for expenses resulting from the Pedernales fire. Unfortunately FEMA rules do not allow the agency that applies for the grant to claim reimbursement for regular salaries. In other similar circumstances, the City has applied in the past and lost out on reimbursement in the past. The fires were in Travis County and after much consultation between agencies Travis County agreed to be the lead applicant.

Please note that since these expenditures occurred in a prior fiscal year, the funds that Travis County receives will be reclassified against those expenses, resulting in a fund balance increase this year.

**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 Pedernales fire occurred on September 4, 2011 and was declared eligible for a Fire Mitigation Assistance Grant (FMAG) which is a 75%/25% reimbursement of expenses with 25% being the responsibility of the Applicant. After submitting expenses associated with the fire, the Federal Emergency Management Agency (FEMA) denied a large number of the expenses based on a ruling that the Interlocal Cooperation Act that was in place was actually a Mutual Aid Agreement and did not address reimbursement. Travis County appealed the decision which was eventually overturned and FEMA paid Travis County \$306,989.55 or 75% of the eligible expenses which were submitted. This grant proposal is to accept and authorize disbursement of the funds to the eligible agencies.

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

There is no long term commitment for this grant.

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.

Each agency that submitted expenses will bear the 25% match of their eligible expenses. For Travis County, the Sheriff's Office submitted \$10,096.82 in eligible expenses and will receive \$7,572.62 as the reimbursement.

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

The grant program does not have an 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.

There is no commitment after the funds have been disbursed.

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

This is the termination of the FMAG process.

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.

There is no affect on the Office Of Emergency Management's current operations.

# TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N. LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

[www.dps.texas.gov](http://www.dps.texas.gov)



STEVEN C. McCRAW  
DIRECTOR  
DAVID BAKER  
CHERYL MacBRIDE  
DEPUTY DIRECTORS



COMMISSION  
A. CYNTHIA LEON, CHAIR  
CARIN MARCY BARTH  
ADA BROWN  
ALLAN B. POLUNSKY  
RANDY WATSON

25 April 2013

TRAVIS COUNTY  
PO BOX 1748  
AUSTIN, TX 78767-1748

RE: FEMA - 2959 - 2011 Pedernales Bend Fire

This is to inform you that \$306,989.55, in disaster relief funds associated with the above referenced disaster has been Directly Deposited into your jurisdiction/ organization's account.

These are federal funds (CFDA #97.046) from FEMA, passed through the Texas Department of Public Safety's Division of Emergency Management. If your organization has expenditures over \$500,000 in federal funds within a fiscal year that began December 31, 2003 or later, you must have an audit done in accordance with the Single Audit Act Amendment of 1996 (OMB Circular A-133).

Please share this letter with your FEMA grant coordinator.

This letter concerns the following project ID number(s):

**Bundle 3, PW 00002 -- \$10,050.00; PW 00003 -- \$38,415.91; PW 00004 -- \$258,523.64. Project Complete paying 100% Federal Share.**

If you have any questions concerning the computation or audit requirements, please call Debra Lewis at 5124374048 or email at [debra.lewis@dps.texas.gov](mailto:debra.lewis@dps.texas.gov).

Sincerely,

Edwin Staples  
FMS Adiministrator  
Texas Division of Emergency Management

RECEIVED  
2013 MAY - 1 AM 9:50  
TRAVIS COUNTY  
AUDITORS OFFICE

**TRAVIS COUNTY AUDITOR'S OFFICE  
 FMAG - PEDERNALES #2959  
 GRANT 800280 - INTERNAL ORDER 100841**

<u>Agency</u>	<u>Total Approved Expenditures</u>	<u>75% Payout</u>
1 Marble Falls	7,717.14	5,787.86
2 Hoover Valley	6,292.00	4,719.00
3 ESD1 - N. Lake Travis	7,441.10	5,580.83
4 ESD9 - West Lake	24,239.35	18,179.51
5 A/TC EMS	31,410.26	23,557.70
6 ESD6 - Lk Travis	10,600.97	7,950.73
7 TCSO	10,096.82	7,572.62
8 ESD4 - Fire Control	11,006.35	8,254.76
9 NORTH HAYS CO	34,734.10	26,050.58
10 HAYS CO SO	3,600.85	2,700.64
11 ESD3 - Oak Hill	23,624.54	17,718.41
12 ESD14 - Volente	9,479.95	7,109.96
13 ESD10	5,355.12	4,016.34
14 HAYS COUNTY	8,140.18	6,105.14
15 SOUTH HAYS COUNTY	19,531.81	14,648.86
16 AUSTIN FIRE	125,008.92	93,756.69
17 AUSTIN POLICE	1,573.95	1,180.46
18 ESD8 - Pedernales	69,465.99	52,099.49
	-	-
	<u>409,319.40</u>	<u>306,989.55</u>

**Funding Rec'd 306,989.55**



## TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
<b>Check One:</b>	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
<b>Department/Division:</b>	Emergency Services/Emergency Management	
<b>Contact Person/Title:</b>	Pete Baldwin/Emergency Management Coordinator	
<b>Phone Number:</b>	974-0472	

<b>Grant Title:</b>	Accept and Authorize Disbursement of the Fire Mitigation Assistance Grant for Steiner #2960		
<b>Grant Period:</b>	From: <input type="text" value="September 4, 2011"/>	To: <input type="text" value="Present"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	Department of Homeland Security/Federal Emergency Management Agency		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Originating Grantor:</b>	Department of Homeland Security/Federal Emergency Management Agency		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 204,379	\$ 0	\$ 0	\$ 0	\$ 204,379
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 204,379</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 204,379</b>
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 type="checkbox"/>		
County Attorney	<input type="checkbox"/>		



Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.	N/A				
2.					
3.					
+ - Measures for the Grant					
1.	N/A				
Outcome Impact Description					
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

**PBO Recommendation:**

Travis County was serving the primary applicant to the Department of Homeland Security Federal Emergency Management Agency (FEMA) for three fires that started on September 4, 2011. Since these fires were declared disasters, our region is allowed to submit 75% reimbursement for costs associated directly to fighting the fires.

Travis County will be receiving \$10,908.61 as reimbursement for expenses resulting from the Steiner Ranch fire. Unfortunately FEMA rules do not allow the agency that applies for the grant to claim reimbursement for regular salaries. In other similar circumstances, the City has applied in the past and lost out on reimbursement in the past. The fires were in Travis County and after much consultation between agencies Travis County agreed to be the lead applicant.

Please note that since these expenditures occurred in a prior fiscal year, the funds that Travis County receives will be reclassified against those expenses, resulting in a fund balance increase this year.

**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 Steiner Ranch fire occurred on September 4, 2011 and was declared eligible for a Fire Mitigation Assistance Grant (FMAG) which is a 75%/25% reimbursement of expenses with 25% being the responsibility of the Applicant. After submitting expenses associated with the fire, the Federal Emergency Management Agency (FEMA) denied a large number of the expenses based on a ruling that the Interlocal Cooperation Act that was in place was actually a Mutual Aid Agreement and did not address reimbursement. Travis County appealed the decision which was eventually overturned and FEMA paid Travis County \$204,378.53 or 75% of the eligible expenses which were submitted. This grant proposal is to accept and authorize disbursement of the funds to the eligible agencies.

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

There is no long term commitment with the funding of the grant.

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.

Each agency that submitted expenses will bear the 25% match of their eligible expenses. For Travis County, the Sheriff's Office submitted \$14, 544.81 in eligible expenses and will receive \$10,908.61 as the reimbursement.

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

There is no indirect cost allocation associated with this grant.

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.

There is no commitment after the funds have been disbursed.

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

This is the termination of the FMAG process.

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.

The program does not affect the current operations of the Office of Emergency Management.

**TRAVIS COUNTY AUDITOR'S OFFICE  
 FMAG - STEINER RANCH #2960  
 GRANT 800279 - INTERNAL ORDER 100840**

<u>Agency</u>	<u>Total Approved Expenditures</u>	<u>75% Payout</u>
1 ESD1	4,269.21	3,201.91
2 A/TC EMS	27,445.60	20,584.20
3 ESD6	132,409.14	99,306.86
4 TCSO	14,544.81	10,908.61
5 NORTH HAYS CO	1,400.00	1,050.00
6 ESD3 - OAK HILL	2,384.78	1,788.59
7 ESD14 - Volente	3,889.05	2,916.79
8 ESD10	1,080.00	810.00
9 AUSTIN FIRE	63,861.81	47,896.36
10 AUSTIN POLICE	2,624.87	1,968.65
11 AUSTIN ENERGY	8,192.75	6,144.56
12 AUSTIN WATER	7,497.80	5,623.35
13 COA HSEM	2,904.89	2,178.67
	<u>272,504.71</u>	<u>204,378.53</u>

**Funding Rec'd 204,378.53**

# TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N. LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

[www.dps.texas.gov](http://www.dps.texas.gov)



STEVEN C. McCRAW  
DIRECTOR  
DAVID BAKER  
CHERYL MacBRIDE  
DEPUTY DIRECTORS



COMMISSION  
A. CYNTHIA LEON, CHAIR  
CARIN MARCY BARTH  
ADA BROWN  
ALLAN B. POLUNSKY  
RANDY WATSON

25 April 2013

TRAVIS COUNTY  
PO BOX 1748  
AUSTIN, TX 78767-1748

RE: FEMA - 2960 - 2011 Steiner Ranch Fire

This is to inform you that \$204,378.53, in disaster relief funds associated with the above referenced disaster has been Directly Deposited into your jurisdiction/ organization's account.

These are federal funds (CFDA #97.046) from FEMA, passed through the Texas Department of Public Safety's Division of Emergency Management. If your organization has expenditures over \$500,000 in federal funds within a fiscal year that began December 31, 2003 or later, you must have an audit done in accordance with the Single Audit Act Amendment of 1996 (OMB Circular A-133).

Please share this letter with your FEMA grant coordinator.

This letter concerns the following project ID number(s):

**Bundle 3, PW 00002 -- \$47,408.04; PW 00003 -- \$154,326.74; PW 00004 -- \$2,643.75. Project Complete paying 100% Federal Share.**

If you have any questions concerning the computation or audit requirements, please call Debra Lewis at 5124374048 or email at [debra.lewis@dps.texas.gov](mailto:debra.lewis@dps.texas.gov).

Sincerely,

Edwin Staples  
FMS Adiministrator  
Texas Division of Emergency Management

RECEIVED  
2013MAY -1 AM 9:51  
TRAVIS COUNTY  
AUDITORS OFFICE

110



## TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

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

<b>Grant Title:</b>	Comprehensive Energy Assistance Program (CEAP) #58120001710		
<b>Grant Period:</b>	From: <input type="text" value="Apr 1, 2013"/>	To: <input type="text" value="Jul 31, 2013"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	Texas Department of Housing & Community Affairs		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Originating Grantor:</b>	U. S. Department of Health and Human Services		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 206,714	\$ 0	\$ 0	\$ 0	\$ 206,714
Operating:	\$ 1,056,875	\$ 0	\$ 0	\$ 0	\$ 1,056,875
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 1,263,589</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,263,589</b>
FTEs:	4.00	0.00	0.00	0.00	4.00

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 Individuals receiving utility assistance	28,358	15,000	15,000	
2.					
3.					
+   - Measures for the Grant					
1.	Number of Households receiving utility assistance through the two grant components: Household Crisis and Utility Assistance			3,708	
Outcome Impact Description		Utility assistance provided by this program is used to address a household energy crisis situation or provide multiple term energy payments for the household in order to achieve energy self-sufficiency.			
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

**PBO Recommendation:**

Health and Human Services and Veterans Service is requesting Commissioners Court approval of a grant award for the Comprehensive Energy Assistance Program (CEAP) from the Texas Department of Housing and Community Affairs (TDHCA). The grant award is for \$ 1,263,589.

This supplementary grant award represents Travis County's allocation of unspent 2012 CEAP grant funds. These funds must be used by July 31, 2013, and will be used to assist low-income households with heating and cooling energy utility assistance, with priority given to those in predesignated special need categories. The County accepted the FY 13 Grant award from TDHCA on April 30, 2013. Because of this additional funding, the 2013 CEAP grant funds will not be spent until August 1, 2013.

There are no indirect costs associated with this grant, no County match is required and no there is no commitment by the Court to fund services if funds are discontinued.

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 program assists low-income households with heating and cooling energy utility assistance with priority given in no particular order to elderly, persons with disabilities, households with a child 5 years of age or under, households with high energy burden and households with high energy consumption . This program funding helps in meeting the department's goal of achieving energy self-sufficiency for low-income families and individuals within Travis County. The CEAP program guidelines allow assistance for those households seeking utility assistance to address a crisis situation relating to household energy bills. The type of assistance may be to address the crisis energy situation or a multiple payment term of assistance may be used.

The department utilizes funding from the CEAP program for providing clients with case management services to address other household issues other than those encompassing energy needs.

TDHCA is redistributing the unspent CEAP funds from 2012 to the state's subrecipients to fully expend the funds as they were intended. All CEAP expenses that occur during this time period will use this funding allocation until these funds are exhausted or the end of the period. This will suspend expending from the current 2013 CEAP grant award until August 1, 2013.

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 reimbursement costs related to salaries of current and/or temporary staff performing allowable functions associated with case management and administrative costs. 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.

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 performs client eligibility interviews with clients seeking assistance provided by this program and the other programs available through the department. These CEAP grant funds provide household utility assistance through the two utility assistance program components.

The CEAP program funding represents the department's largest program source for utility assistance. Funding made available from this program has a dramatic impact on the number of requests that can be met by the department for utility assistance requests from Travis County residents.





**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  
(512) 854-4100  
Fax (512) 854-4115

**DATE:** May 14, 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 Comprehensive Energy Assistance Program (CEAP) Grant  
Contract #58120001710

**Proposed Motion:** Consider and take appropriate action to approve the contract #58120001710 with Texas Department of Housing and Community Affairs (TDHCA) for the Comprehensive Energy Assistance Program Grant in 2013.

**Summary and Staff Recommendation:** Staff requests the acceptance of this contract #58120001710 from the Texas Department of Housing and Community Affairs. The grant funding will be \$1,263,589. This allocation is unspent 2012 CEAP grant funding that TDHCA is redistributing throughout the state of Texas. The goal is to have these funds spent within the State and Travis County where the funds were intended.

The CEAP grant funds will be used to respond to requests for utility assistance from County residents who have a household income level at or below 125% of the current Federal Poverty Income Guidelines and who are unable to meet their household energy needs.

**Budgetary and Fiscal Impact:** We will be able to use the CEAP funds for direct services, administration, and case management services. The funds for direct services will be budgeted in the corresponding indigent utility assistance GL accounts. No matching funds are required. The contract period is 04/01/13 through 07/31/13. All CEAP expenses that occur during this time period will use this funding allocation until these funds are exhausted or the end of the period. Essentially suspending the 2013 CEAP grant contract expenses until August 1, 2013.

**Background:** The Health and Human Services & Veterans Service department has provided the CEAP program and its great value to the community for the past eighteen years. The department coordinates its efforts with other community resources such as faith-based organizations and local agencies providing services to low-income residents of Travis County to ensure residents will attain the assistance they are seeking.

In the current grant period which began in January, the department has assisted 1,057 households within Travis County. The operation of this grant allows our department the ability to provide assistance to clients who are experiencing an energy-related hardship, and provide case management services to clients. The aim of such services, to assist clients in obtaining self-sufficiency, is consistent with the goal of the Travis County Health and Human Services and Veterans Service department.

It should be noted that this is the eighteenth year that the CEAP contract has been electronically made available to Travis County. Therefore, in addition to the Commissioners Court authorizing Judge Biscoe to sign the hard copy of the contract, it is also necessary for the Judge to authorize the County Purchasing Agent to sign off on the electronically transmitted contract.

cc: Leslie Browder, County Executive, Planning and Budget Office  
Aerin Toussaint, Budget Analyst Sr., Planning and Budget Office  
Nicki Riley, CPA, Travis County Auditor  
Kay Tindel, Auditor Analyst III, County Auditors Office  
Cyd Grimes, C.P.M., C.P.P.O., Travis County Purchasing Agent  
Jennifer Francis, Business Analyst, Purchasing Department  
Mary Etta Gerhardt, Assistant County Attorney  
Jim Lehrman, Division Director, Family Support Services

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**CONTRACT NO. 58120001710 FOR THE**  
**COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)**  
**(CFDA # 93.568)**

**SECTION 1. PARTIES TO THE CONTRACT**

This Comprehensive Energy Assistance Program Contract No. 58120001710 (the "Contract") is made by and between the Texas Department of Housing and Community Affairs, a public and official agency of the State of Texas (the "Department"), and Travis County, a political subdivision of the State of Texas (the "Subrecipient"), hereinafter the "Parties".

**SECTION 2. CONTRACT PERIOD**

The period for performance of this Contract, unless earlier terminated, is April 01, 2013 through July 31, 2013 (hereinafter the "Contract Term").

**SECTION 3. SUBRECIPIENT PERFORMANCE**

Subrecipient shall, on an equitable basis throughout its service area, operate a Comprehensive Energy Assistance Program, (hereinafter the "CEAP"), in accordance with the Economic Opportunity Act of 1964 (Public Law 88-452), the Low-Income Home Energy Assistance Act of 1981 as amended (42 U.S.C. Sec. 8621 et seq.) (Title XXVI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended) (hereinafter the "LIHEAP Act"), Chapter 2306 of the Texas Government Code (hereinafter the "State Act"), the implementing State regulations under Title 10, Part 1, Chapter 5, Subchapters A and D of the Texas Administrative Code, as amended or supplemented from time to time (hereinafter the "State Rules"), the LIHEAP State Plan, Subrecipient's Service Delivery Plan as defined in the State Rules, the Department's guidance related to CEAP, all applicable state and federal regulations and the terms of this Contract. Subrecipient shall assist low-income households with priority being given in no particular order to elderly, persons with disabilities, households with a young child 5 years of age or under, households with high energy burden and households with high energy consumption. Subrecipient shall implement the CEAP in accordance with the Certifications attached hereto as Exhibit A, the Budget attached hereto as Exhibit B, the Personal Responsibility and Work Opportunity Act of 1996 ("PRWORA") Requirements for the CEAP attached hereto as Exhibit C, the Documentation of Disability requirements attached hereto as Exhibit D, and all such Exhibits incorporated herein for all relevant purposes; the assurances, certifications, and all other statements made by Subrecipient in its application funding under this Contract; and with all other terms, provisions, and requirements herein set forth.

**SECTION 4. DEPARTMENT OBLIGATIONS**

- A. In consideration of Subrecipient's satisfactory performance of this Contract, Department shall reimburse Subrecipient for the actual allowable costs for administrative expenditures and Assurance 16 activities as defined herein incurred by Subrecipient during the Contract Term in the amount specified in Exhibit B, Budget, of this Contract.
- B. Any decision to obligate additional funds or deobligate funds shall be made in writing by Department in its sole discretion based upon factors including, but not limited to, the status of funding under grants to Department, the rate of Subrecipient's utilization of funds under this or previous contracts, the existence of questioned or disallowed costs under this or other contracts between the Parties, and Subrecipient's overall compliance with the terms of this Contract.
- C. Department's obligations under this Contract are contingent upon the actual receipt of funds from the U.S. Department of Health and Human Services. If sufficient funds are not available to make payments under this Contract, Department shall notify Subrecipient in writing within a reasonable time after such fact is determined. Department shall then terminate this Contract and will not be liable for the failure to make any payment to Subrecipient under this Contract. Department acknowledges that it has received obligations from those sources which, if paid, will be sufficient to pay the allowable costs incurred by Subrecipient under this Contract.
- D. Department is not liable for any cost incurred by Subrecipient which:
  - 1. is subject to reimbursement by a source other than Department;

2. is for performance of services or activities not authorized by the LIHEAP Act, or which is not in accordance with the terms of this Contract;
  3. is not incurred during the Contract Term;
  4. is not reported to Department on a monthly expenditure or performance report within forty five (45) days following the end of the Contract Term; or
  5. is incurred for the purchase or permanent improvement of real property.
- E. Subrecipient shall refund, within fifteen (15) days of the Department's request, any sum of money paid to Subrecipient which Department determines has resulted in an overpayment or has not been spent in accordance with the terms of this Contract.
- F. Notwithstanding any other provision of this Contract, the total of all payments and other obligations incurred by Department under this Contract shall not exceed the sum of  
**\$1,263,589.00.**

#### SECTION 5. METHOD OF PAYMENT/CASH BALANCES

- A. Each month, Subrecipient may request an advance payment of CEAP funds under this Contract. As per the Uniform Grant Management Standards, 34 T.A.C. §20.421 et seq (herein "UGMS"), Subrecipient's requests for advances shall be limited to the amount needed and be timed to be in accordance with actual immediate cash requirements of the Subrecipient in carrying out the purpose of this Contract.
- B. Subrecipient shall establish procedures to minimize the time elapsing between the disbursement of funds from Department to Subrecipient and the expenditure of such funds by Subrecipient.
- C. Subrecipient must request an advance payment by submitting a properly completed monthly expenditure report to the Department through the electronic reporting system no later than the fifteenth (15th) day of the month prior to the month for which advance payment is sought.
- D. Subsection 4(A) notwithstanding, Department reserves the right to utilize a modified cost reimbursement method of payment, whereby reimbursement of costs incurred by a Subrecipient is made only after the Department has reviewed and approved backup documentation provided by the Subrecipient to support such costs for all funds if (1) Subrecipient maintains excessive cash balances or requests advance payments in excess of thirty (30) days need; (2) Department identifies any deficiency in the internal controls or financial management system used by Subrecipient; (3) Subrecipient violates any of the terms of this Contract; (4) Department's funding sources require the use of a cost reimbursement method of payment or (5) Subrecipient owes the Department funds.
- E. Department may offset or withhold any amounts otherwise owed to Subrecipient under this Contract against any amount owed by Subrecipient to Department arising under this Contract.
- F. All funds paid to Subrecipient under this Contract are paid in trust for the exclusive benefit of the eligible clients of the CEAP and for allowable direct services and for allowable administrative expenditures and Assurance 16 activities defined below incurred during the Contract Term, including but not limited to training/travel expenditures and services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance (hereafter "Assurance 16 activities") as defined in the LIHEAP Act

#### SECTION 6. COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS

- A. Except as expressly modified by law or the terms of this Contract, Subrecipient shall comply with the cost principles and uniform administrative requirements set forth in the UGMS. All references therein to "local government" shall be construed to mean Subrecipient.

- B. Uniform cost principles for political subdivisions are set forth in OMB Circular A-87 as implemented by 2 C.F.R. Part 225. Uniform administrative requirements for political subdivisions are set forth in OMB Circular A-102. OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," sets forth audit standards for governmental organizations and other organizations expending Federal funds. The expenditure threshold requiring an audit under Circular A-133 is \$500,000.
- C. Notwithstanding any other provision of this Contract, Department shall only be liable to Subrecipient for costs incurred or performances rendered for activities specified in the LIHEAP Act.
- D. Subrecipient may incur costs for activities associated with the closeout of the CEAP Contract for a period not to exceed forty-five (45) days from the end of the Contract Term defined in Section 2 of this Contract.

#### **SECTION 7. TERMINATION AND SUSPENSION**

- A. Pursuant to §5.17 of the State Rules, Department may terminate this Contract, in whole or in part, at any time Department determines that there is cause for termination. Cause for termination includes, but is not limited to, Subrecipient's failure to comply with any term of this Contract or reasonable belief that Subrecipient cannot or will not comply with the requirements of the Contract. If the Department determines that a Subrecipient has failed to comply with the terms of the Contract, or has failed to provide services that meet appropriate standards, goals, or other requirements established by the Department, Department will notify Subrecipient of the deficiencies to be corrected and require the deficiencies be corrected prior to implementing termination.
- B. Subrecipient's failure to expend the funds provided under this Contract in a timely manner may result in either the termination of this Contract or Subrecipient's ineligibility to receive additional funding under CEAP, or a reduction in the original allocation of funds to Subrecipient.
- C. Nothing in this Section shall be construed to limit Department's authority to withhold payment and immediately suspend this Contract if Department identifies possible instances of fraud, abuse, waste, fiscal mismanagement, or other deficiencies in Subrecipient's performance including but not limited to, Subrecipient's failure to correct any monitoring findings on this or any state contract or on a single audit review. Suspension shall be a temporary measure pending either corrective action by Subrecipient or a decision by Department to terminate this Contract.
- D. Notwithstanding any exercise by Department of its right of termination or suspension, Subrecipient shall not be relieved of any liability to Department for damages by virtue of any breach of this contract by Subrecipient. Department may withhold any payment due to Subrecipient until such time as the exact amount of damages due to Department is agreed upon or is otherwise determined in writing between Parties.
- E. Department shall not be liable for any costs incurred by Subrecipient after termination or during suspension of this Contract.

#### **SECTION 8. ALLOWABLE EXPENDITURES**

- A. The allowability of Subrecipient's costs incurred in the performance of this Contract shall be determined in accordance with the provisions of Section 4 and the regulations set forth in the LIHEAP Act and the State Rules, subject to the limitations and exceptions set forth in this Section.
- B. CEAP funds may be used for administrative activities and Assurance 16 activities during the Contract Term as well as other allowable expenditures under this Contract such as direct services incurred until the end of the Contract Term, and include the following:
  - 1. Conducting Assurance 16 activities, to include needs assessment, referrals, budget counseling, energy conservation education and assistance with energy vendors;
  - 2. Providing assistance to low income households in meeting their home energy costs;
  - 3. Intervening in energy crisis situations; or

4. Department-approved travel and training.
- C. CEAP funds allow up to 6% of the award amount to be utilized for administrative costs. Administrative costs incurred by Subrecipient in performing this Contract are to be based on actual programmatic expenditures and shall be allowed up to the amount outlined in Exhibit B of this Contract. Eligible administrative costs include costs related to staff performance of management, accounting and reporting activities.
  - D. Administrative and Assurance 16 Activities funds as defined under and in accordance with the State Rules are earned through provision of direct services to clients. Subrecipient may choose to submit a final budget revision no later than forty five (45) days prior to the end of the Contract Term to use its administration and Assurance 16 activities funds for direct service categories; however, Subrecipient is still required to perform Assurance 16 activities.
  - E. Subrecipient shall provide direct services to clients within sixty (60) days of receipt of funds under this Contract pursuant to §5.406(b) of the State Rules.

#### **SECTION 9. RECORD KEEPING REQUIREMENTS**

- A. Subrecipient shall maintain fiscal and programmatic records and supporting documentation for all expenditures of funds made under this Contract in accordance with the UGMS, Section III, Common Rule: State Uniform Administrative Requirements for Grants and Cooperative Agreements, Subpart C -Post Award Requirements, .42.
- B. Open Records. Subrecipient acknowledges that all information collected, assembled, or maintained by Subrecipient pertaining to this Contract is subject to the Texas Public Information Act, Chapter 552 of Texas Government Code and must provide citizens, public agencies, and other interested parties with reasonable access to all records pertaining to this Contract subject to and in accordance with the Texas Public Information Act.
- C. Subrecipient shall give the U.S. Department of Health and Human Services, the U.S. General Accounting Office, the Texas Comptroller, the State Auditor's Office, and Department, or any of their duly authorized representatives, access to and the right to examine and copy, on or off the premises of Subrecipient, all records pertaining to this Contract. Such right to access shall continue as long as the records are retained by Subrecipient. Subrecipient agrees to maintain such records in an accessible location for the greater of: (i) four (4) years; (ii) if notified by the Department in writing, the date that the final audit is accepted with all audit issues resolved to the Department's satisfaction; (iii) if any litigation claim, negotiation, inspection, or other action has started before the expiration of the required retention period records must be retained until completion of the action and resolution of all issues which arise under it; (iv) a date consistent with any other period required by federal or state law or regulation. Subrecipient agrees to cooperate with any examination conducted pursuant to this Subsection. Upon termination of this Contract by the Department, all records are property of the Department; however the Department shall allow Subrecipient to retain records for any audit or external investigation purposes.
- D. Subrecipient shall maintain a client file system to document direct services rendered. Each client file shall contain the following:
  1. Client application containing all Department requirements;
  2. Documentation/verification of client income for the thirty (30) days preceding their application for all household members eighteen (18) years and older, or Declaration of Income Statement (DIS) (if applicable). In order to use the DIS form, each subrecipient shall develop and implement a written policy and procedure on the use of the form, including policies requiring a client statement of efforts to obtain documentation of income with a notarized client signature; as outlined in § 5.407(e) of the State Rules.
  3. Copy of client's utility bill(s);
  4. Energy consumption history for previous twelve (12) months (all fuel types) (not applicable for Household Crisis);

5. Documentation of payment (Documentation of payment may be maintained in a separate file, but must be accessible to the Department.);
  6. Documentation of benefits determination;
  7. Notice of Denial Form (if applicable);
  8. Right of appeal and procedures for denial or termination of services (if applicable);
  9. Any documentation required by directives;
  10. Priority rating form; and
  11. Case notes sufficient to document that Assurance 16 activity has occurred.
- E. Subrecipient shall maintain complete client files at all times. Costs associated with incomplete files found at the time of program monitoring may be disallowed.

#### **SECTION 10. REPORTING REQUIREMENTS**

- A. Subrecipient shall electronically submit to Department, no later than fifteen (15) days after the end of each month of the Contract Term, a Funding Report of all expenditures of funds and clients served under this Contract during the previous month. **These reports are due even if Subrecipient has no new activity to report during the month.**
- B. Subrecipient shall submit to Department, no later than forty five (45) days after the end of the Contract Term, an inventory of all vehicles, tools, and equipment with a unit acquisition cost of \$5,000 and /or a useful life of more than one year, if purchased in whole or in part with funds received under this Contract or previous CEAP contracts. The inventory shall include the vehicles, tools, equipment, and appliances purchased with Energy Crisis funds on hand as of the last day of the Contract Term. Subrecipient acknowledges that all equipment and supplies purchased with funds from the CEAP are the property of CEAP and as such, stay with the subrecipient which provides CEAP services in the service area.
- C. Subrecipient shall electronically submit to Department, no later than forty-five (45) days after the end of the Contract Term, a final report of all expenditures of funds and clients served under this Contract. Failure of Subrecipient to provide a full accounting of funds expended under this Contract may result in the termination of this Contract and ineligibility to receive additional funds. If Subrecipient fails to submit a final expenditure/performance report within 45 days of the end of the Contract Term, Department will use the last report submitted by Subrecipient as the final report.
- D. If Subrecipient fails to submit, in a timely and satisfactory manner, any report or response required by this Contract, Department may withhold any or all payments otherwise due or requested by Subrecipient hereunder. Payments may be withheld until such time as the delinquent report or response is received by Department. If the delinquent report or response is not received within forty-five (45) days of its due date, Department may suspend or terminate this Contract. If Subrecipient receives funds from Department over two or more Contract Terms, funds may be withheld or this Contract suspended or terminated for Subrecipient's failure to submit a past due report or response (including an audit report) from a prior contract or Contract Term.
- E. Subrecipient shall provide the Department with a Data Universal Numbering System (DUNS) number and a Central Contractor Registration (CCR) System number. The DUNS number must be provided in a document from Dun and Bradstreet and the current CCR number must be submitted from a document retrieved from the <https://www.sam.gov/portal/public/SAM/> website. These documents must be provided to the Department prior to the processing first payment to Subrecipient. Subrecipient shall maintain a current DUNS number and CCR number for the entire Contract Term.

#### **SECTION 11. VENDOR AGREEMENTS**

For each of Subrecipient's vendors, Subrecipient shall implement and maintain a vendor agreement that contains assurances relating to fair billing practices, delivery procedures, and pricing procedures for business transactions involving CEAP clients. All vendor agreements are subject to monitoring procedures performed by TDHCA. All vendor agreements must be renegotiated every two years.

#### **SECTION 12. CHANGES AND AMENDMENTS**

- A. Any change, addition or deletion to the terms of this Contract required by a change in federal or state law or regulation is automatically incorporated herein and is effective on the date designated by such law or regulation.
- B. Except as specifically provided otherwise in this Contract, any changes, additions, or deletions to the terms of this Contract shall be in writing and executed by both Parties to this Contract. If any Party returns an executed 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.
- C. Written requests for Contract amendment must be received by the Department by no later than forty five (45) days prior to the end of the Contract Term.

#### **SECTION 13. PROGRAM INCOME**

Subrecipient shall account for and expend program income derived from activities financed in whole or in part with funds provided under this Contract in accordance with the UGMS, Common Rule, § .25 and OMB Circular A-102, Attachment, 2e.

#### **SECTION 14. TECHNICAL ASSISTANCE AND MONITORING**

Department may issue technical guidance to explain the rules and provide directions on terms of this Contract. Department or its designee may conduct on and off-site monitoring and evaluation of Subrecipient's compliance with the terms of this Contract. Department's monitoring may include a review of the efficiency, economy, and efficacy of Subrecipient's performance. Department will notify Subrecipient in writing of any deficiencies noted during such monitoring. Department may provide training and technical assistance to Subrecipient in correcting the deficiencies noted. Department may require corrective action to remedy deficiencies noted in Subrecipient's accounting, personnel, procurement, and management procedures and systems in order to comply with State or Federal requirements. Department may conduct follow-up visits to review the previously noted deficiencies and to assess the Subrecipient's efforts made to correct them. Repeated deficiencies may result in disallowed costs. Department may terminate or suspend this Contract or invoke other remedies Department determines to be appropriate in the event monitoring reveals material deficiencies in Subrecipient's performance, or Subrecipient fails to correct any deficiency within a reasonable period of time, as determined by the Department. Department or its designee may conduct an ongoing program evaluation throughout the Contract Term.

#### **SECTION 15. INDEPENDENT SUBRECIPIENT**

It is agreed that Department is contracting with Subrecipient as an independent contractor.

#### **SECTION 16. PROCUREMENT STANDARDS**

- A. For making procurements under this contract, Subrecipient shall comply with 45 C.F.R. Part 92, OMB Circular A-102, 10 T.A.C. §5.10, and all applicable federal, state, and local laws, regulations, and ordinances.
- B. Subrecipient may not use funds provided under this Contract to purchase personal property, equipment, goods, or services with a unit acquisition cost (the net invoice unit price of an item of equipment) of more than \$5,000 unless Subrecipient has received the prior written approval of Department for such purchase.



- C. Upon the termination or non-renewal of this Contract, Department may transfer title to any such property or equipment having a unit acquisition cost (the net invoice unit price of an item of equipment) of \$5,000 or more to itself or to any other entity receiving Department funding.

#### SECTION 17. SUBCONTRACTS

- A. Subrecipient may not subcontract the primary performance of this Contract, including but not limited to expenditure and performance reporting and drawing funds through the Community Affairs Contract System, and only may enter into properly procured contractual agreements for consulting and other professional services, if Subrecipient has received Department's prior written approval. Subrecipient may subcontract for the delivery of client assistance without obtaining Department's prior approval. Any subcontract for the delivery of client assistance will be subject to monitoring by the Department as per Section 14.
- B. In no event shall any provision of this Section 17, specifically the requirement that Subrecipient obtain Department's prior written approval of a subcontractor, be construed as relieving Subrecipient of the responsibility for ensuring that the performances rendered under all subcontracts are rendered so as to comply with all of the terms of this Contract, as if such performances rendered were rendered by Subrecipient. Department's approval under this section does not constitute adoption, ratification, or acceptance of Subrecipient's or subcontractor's performance hereunder. Department maintains the right to monitor and require Subrecipient's full compliance with the terms of this Contract. Department's approval under this section does not waive any right of action which may exist or which may subsequently accrue to Department under this Contract.

#### SECTION 18. AUDIT

- A. Subrecipient shall arrange for the performance of an annual financial and compliance audit of funds received and performances rendered under this Contract, subject to the following conditions and limitations:
1. Subrecipient expending \$500,000 or more in total Federal awards or \$500,000 in total state financial assistance shall have an audit performed in accordance with the Single Audit Act Amendments of 1996, 31 U.S.C. 7501, and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations" issued June 30, 1997. For purposes of this Section 18, "Federal financial assistance" means assistance provided by a Federal agency in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance or direct appropriations, or other assistance, but does not include amounts received as reimbursement for services rendered to individuals in accordance with OMB guidelines. The term includes awards of Federal financial assistance received directly from Federal agencies, or indirectly through other units of State and local government;
  2. Sections 4 D (3) and (4) above notwithstanding, Subrecipient may utilize funds budgeted under this Contract to pay for that portion of the cost of such audit services properly allocable to the activities funded by Department under this Contract.
  3. Subrecipient shall submit three (3) copies of such audit report and any associated management letter to the Department, two (2) copies of the audit report to Department's Compliance and Asset Oversight Division and one (1) copy of the audit report to the Department's Community Affairs Division within the earlier of thirty (30) days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Subrecipient shall make audit report available for public inspection within thirty (30) days after receipt of the audit report(s). Audits performed under this Section are subject to review and resolution by Department or its authorized representative. Subrecipient shall submit such audit report to the Federal clearinghouse designated by OMB in accordance with OMB A-133.
  4. The audit report must include verification of all expenditures by budget category, in accordance with Exhibit B, Budget, of this Contract.
- B. The cost of auditing services for a Subrecipient expending less than \$500,000 in total Federal awards per fiscal year is not an allowable charge under Federal awards.

- C. Subsection A of this Section 18 notwithstanding, Department reserves the right to conduct an annual financial and compliance audit of funds received and performance rendered under this Contract. Subrecipient agrees to permit Department or its authorized representative to audit Subrecipient's records and obtain any documents, materials, or information necessary to facilitate such audit.
- D. Subrecipient understands and agrees that it shall be liable to the Department for any costs disallowed pursuant to financial and compliance audit(s) of funds received under this Contract. Subrecipient further understands and agrees that reimbursement to Department of such disallowed costs shall be paid by Subrecipient from funds which were not provided or otherwise made available to Subrecipient under this Contract.
- E. Subrecipient shall facilitate the performance of such audit or audits conducted pursuant to this Section 18 as Department may require of Subrecipient.
- F. Subrecipient shall procure A-133 audit services through an open, competitive process at least once every five years. The auditor shall retain working papers and reports for a minimum of the three years after the date of directive of the auditor's report to the Subrecipient. Audit working papers shall be made available upon request to Department at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities consistent with the purposes of this Section. Access to working papers includes the right to obtain copies of working papers, as is reasonable and necessary.
- G. For any fiscal year ending within or immediately after the Contract Term, Subrecipient must submit an "Audit Certification Form" (available from the Department) within sixty (60) days after the Subrecipient's fiscal year end.

#### **SECTION 19. MANAGEMENT OF EQUIPMENT AND INVENTORY**

- A. Subrecipient shall comply with Subchapter A of the State Rules.
- B. Subrecipient may not use funds provided under this Contract to purchase personal property, equipment, goods, or services with a unit acquisition cost (the net invoice unit price of an item of equipment) of more than \$5,000 unless Subrecipient has received the prior written approval of Department for such purchase
- C. Upon the termination or non-renewal of this Contract, Department may transfer title to any such property or equipment having a useful life of one year or more or a unit acquisition cost (the net invoice unit price of an item of equipment) of \$5,000 or more to itself or to any other entity receiving Department funding.

#### **SECTION 20. TRAVEL AND TRAINING**

The travel funds are to be used only for Department-approved training events. Subrecipient shall adhere to OMB Circular A-87 and either its board-approved travel policy, or in the absence of such a policy, the State of Texas travel policies.

#### **SECTION 21. BONDING AND INSURANCE REQUIREMENTS**

- A. If Subrecipient will enter in to a construction or facility improvements contract with a third-party in the amount of \$25,000 or greater, Subrecipient must execute with the contractor a payment bond in the full amount of the contract. If the Subrecipient will enter in to contract with a prime contractor in excess of \$100,000, a performance bond in the full amount of the contract is also required. These bonds must be executed by a corporate surety authorized to do business in Texas, a list of which may be obtained from the State Insurance Department. Such assurances of completion will run to the Department as obligee and must be documented prior to the start of construction.
- B. Subrecipient shall maintain adequate personal injury and property damage liability insurance. Subrecipient is encouraged to obtain pollution occurrence insurance in addition to the general liability insurance. Generally, regular liability insurance policies do not provide coverage for potential effects of many health and safety measures, such as lead disturbances and other pollution occurrence items. Subrecipient should review existing policies to determine if lead contamination is covered. If it is not, Subrecipient should consider securing adequate coverage for all construction projects. Additional liability insurance costs may be paid from administrative funds. The Department strongly recommends the Subrecipient require their contractors to carry pollution occurrence insurance to avoid being liable for any mistakes the contractors may make. Each agency should get a legal opinion regarding the best course to take for implementing the pollution occurrence insurance coverage.

## SECTION 22. LITIGATION AND CLAIMS

Subrecipient shall give Department immediate written notice of any claim or action filed with a court or administrative agency against Subrecipient and arising out of the performance of this Contract or any subcontract hereunder. Subrecipient shall furnish to Department copies of all pertinent papers received by Subrecipient with respect to such action or claim.

## SECTION 23. LEGAL AUTHORITY

- A. Subrecipient assures and guarantees that it possesses the legal authority to enter into this Contract, to receive and manage the funds authorized by this Contract, and to perform the services Subrecipient has obligated itself to perform hereunder. The execution, delivery, and performance of this Contract will not violate Subrecipient's constitutive documents or any requirement to which Subrecipient is subject and represents the legal, valid, and binding agreement of Subrecipient, enforceable in accordance with its terms.
- B. The person signing this Contract on behalf of Subrecipient hereby warrants that he/she has been duly authorized by Contract to execute this Contract on behalf of Subrecipient and to validly and legally bind Subrecipient to the terms, provisions and performances herein.
- C. Department shall have the right to suspend or terminate this Contract if there is a dispute as to the legal authority of either Subrecipient, or the person signing this Contract on behalf of Subrecipient, to enter into this Contract or to render performances hereunder. Subrecipient is liable to Department for any money it has received from Department for performance of the provisions of this Contract, if the Department has terminated this Contract for reasons enumerated in this Section 23.

## SECTION 24. COMPLIANCE WITH LAWS

- A. FEDERAL, STATE AND LOCAL LAW. Subrecipient shall comply with the LIHEAP Act, the federal rules and regulations promulgated under the LIHEAP Act, the State Act, the State CEAP Rules, LIHEAP State Plan, and all federal, state, and local laws and regulations applicable to the performance of this Contract.
- B. DRUG-FREE WORKPLACE ACT OF 1988. The Subrecipient affirms by signing this contract that it is implementing the Drug-Free Workplace Act of 1988.
- C. PRO-CHILDREN ACT OF 1994. Subrecipient shall follow the requirements of the Pro-Children Act of 1994, (20 U.S.C. Sec. 6081 et seq.) which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through States or local governments by Federal grant, contract, loan or loan guarantee.
- D. LIMITED ENGLISH PROFICIENCY (LEP). Subrecipients must provide program applications, forms, and educational materials in English, Spanish, and any appropriate language, based on the needs of the service area and in compliance with the requirements in Executive Order 13166 of August 11, 2000. To ensure compliance, the Subrecipient must take reasonable steps to insure that persons with Limited English Proficiency have meaningful access to the program. Meaningful access may entail provide language assistance services, including oral and written translation, where necessary.

## SECTION 25. PREVENTION OF WASTE, FRAUD, AND ABUSE

- A. Subrecipient shall establish, maintain, and utilize systems and procedures to prevent, detect, and correct waste, fraud, and abuse in activities funded under this Contract. The systems and procedures shall address possible waste, fraud, and abuse by Subrecipient, its employees, clients, vendors, subcontractors and administering agencies. Subrecipient's internal control systems and all transactions and other significant events are to be clearly documented, and the documentation is to be readily available for monitoring by Department.
- B. Subrecipient shall give Department reasonable access to all of its records, employees, and agents for the purposes of any investigation of the Comprehensive Energy Assistance Program. Subrecipient shall immediately notify Department of any discovery of waste, fraud, or abuse. Subrecipient shall fully cooperate with Department's efforts to detect, investigate, and prevent waste, fraud, and abuse in the Comprehensive Energy Assistance Program.

- C. Subrecipient may not discriminate against any employee or other person who reports a violation of the terms of this Contract, or of any law or regulation, to Department or to any appropriate law enforcement authority, if the report is made in good faith.

#### **SECTION 26. CERTIFICATION REGARDING UNDOCUMENTED WORKERS**

Pursuant to Chapter 2264 of the Texas Government Code, by execution of this Contract, Subrecipient hereby certifies that Subrecipient/Local Operator, or a branch, division, or department of Subrecipient does not and will not knowingly employ an undocumented worker, where "undocumented worker" means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. If, after receiving a public subsidy, Subrecipient, or a branch, division, or department of Subrecipient is convicted of a violation under 8 U.S.C. Section 1324a(f), Subrecipient shall repay the public subsidy with interest, at a rate of five percent (5%) per annum, not later than the 120th day after the date the Department notifies Subrecipient of the violation..

#### **SECTION 27. CONFLICT OF INTEREST/NEPOTISM**

- A. Subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts.
- B. No employee, officer, or agent of Subrecipient shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award.
- C. The officers, employees, and agents of the Subrecipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. Subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Subrecipient.
- D. Subrecipients who are local governmental entities shall, in addition to the requirements of this Section, follow the requirements of Chapter 171 of the Local Government Code regarding conflicts of interest of officers of municipalities, counties, and certain other local governments.
- E. Failure to maintain written standards of conduct and to follow and enforce the written standards is a condition of default under this Contract and may result in termination of the Contract or deobligation of funds.

#### **SECTION 28. POLITICAL ACTIVITY PROHIBITED**

- A. Funds provided under this Contract shall not be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of Subrecipient from furnishing to any member of its governing body upon request, or to any other local or state official or employee, or to any citizen, information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from employment.
- B. Funds provided under this Contract may not be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of Subrecipient, the State of Texas, or the government of the United States.

#### **SECTION 29. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

- A. A person shall not be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this Contract, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

- B. Subrecipient agrees to carry out an Equal Employment Opportunity Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1965.
- C. Subrecipient will include the substance of this Section 29 in all subcontracts.

#### **SECTION 30. CERTIFICATION REGARDING CERTAIN DISASTER RELIEF CONTRACTS**

The Department may not award a Contract that includes proposed financial participation by a person who, during the five year period preceding the date of this Contract, has been convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or assessed a penalty in a federal, civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005.

By execution of this Contract, the Subrecipient/Local Operator hereby certifies that it is eligible to participate in this Program and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

#### **SECTION 31. MAINTENANCE OF EFFORT**

Funds provided to Subrecipient under this Contract may not be substituted for funds or resources from any other source nor in any way serve to reduce the funds or resources which would have been available to, or provided through, Subrecipient had this Contract never been executed.

#### **SECTION 32. DEBARRED AND SUSPENDED PARTIES**

By signing this Contract, Subrecipient certifies that its principal employees, board members, agents, or contractors agents are not included in the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA). Subrecipient also certifies that it will not award any funds provided by this Contract to any party that is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549. Subrecipient agrees that prior to entering into any agreement with a potential subcontractor that the verification process to comply with this requirement will be accomplished by checking the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) and including a copy of the results in its project files.

#### **SECTION 33. FAITH BASED AND SECTARIAN ACTIVITY**

Funds provided under this Contract may not be used for sectarian or inherently religious activities such as worship, religious instruction or proselytization, and must be for the benefit of persons regardless of religious affiliation. Subrecipient shall comply with the regulations promulgated by the HHS at 45 C.F.R. §87.2.

#### **SECTION 34. COPYRIGHT**

Subrecipient may copyright materials developed in the performance of this Contract or with funds expended under this Contract. Department and HHS shall each have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work for government purposes

#### **SECTION 35. NO WAIVER**

Any right or remedy given to Department by this Contract shall not preclude the existence of any other right or remedy, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other right or remedy. The failure of Department to exercise any right or remedy on any occasion shall not constitute a waiver of Department's right to exercise that or any other right or remedy at a later time.

### **SECTION 36. SEVERABILITY**

If any section or provision of this Contract is held to be invalid or unenforceable by a court or administrative tribunal of competent jurisdiction, the remainder shall remain valid and binding.

### **SECTION 37. ORAL AND WRITTEN AGREEMENTS**

- A. All oral and written agreements between the Parties relating to the subject matter of this Contract have been reduced to writing and are contained in this Contract.
- B. The attachments enumerated and denominated below are a part of this Contract and constitute promised performances under this Contract:
  - 1 Exhibit A, Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
  - 2 Exhibit B, Budget
  - 3 Exhibit C, PRWORA Requirements for the Comprehensive Energy Assistance Program
  - 4 Exhibit D, Documentation of Disability

### **SECTION 38. SPECIAL CONDITIONS**

- A. In order to achieve compliance with the LIHEAP Act, Subrecipient must coordinate with other energy related programs. Specifically, Subrecipient must make documented referrals to the local Weatherization Assistance Program subrecipient and the Lite Up Texas program administered by the Public Utility Commission of Texas
- B. Subrecipient shall accept applications for CEAP benefits at sites that are geographically accessible to all households in the service area. Subrecipient shall provide elderly and disabled individuals the means to submit applications for CEAP benefits without leaving their residence or by securing transportation for them to the sites that accept such applications.

### **SECTION 39. APPEALS PROCESS**

In compliance with the LIHEAP Act, Subrecipient must provide an opportunity for a fair administrative hearing to individuals whose application for assistance is denied, terminated or not acted upon in a timely manner. Subrecipient must establish a denial of service complaint procedure in accordance with §5.405 the State Rules.

### **SECTION 40. USE OF ALCOHOLIC BEVERAGES**

Funds provided under this Contract may not be used for the payment of salaries to any Subrecipient's employees who use alcoholic beverages while on active duty, for travel expenses expended for alcoholic beverages, or for the purchase of alcoholic beverages.

### **SECTION 41. FORCE MAJURE**

If the obligations are delayed by the following, an equitable adjustment will be made for delay or failure to perform hereunder:

- A. Any of the following events: (i) catastrophic weather conditions or other extraordinary elements of nature or acts of God; (ii) acts of war (declared or undeclared), (iii) acts of terrorism, insurrection, riots, civil disorders, rebellion or sabotage; and (iv) quarantines, embargoes and other similar unusual actions of federal, provincial, local or foreign Governmental Authorities; and
- B. The non-performing party is without fault in causing or failing to prevent the occurrence of such event, and such occurrence could not have been circumvented by reasonable precautions and could not have been prevented or circumvented through the use of commercially reasonable alternative sources, workaround plans or other means.

**SECTION 42. TIME IS OF THE ESSENCE**

Time is of the essence with respect to Subrecipient's compliance with all covenants, agreements, terms and conditions of this Contract.

**SECTION 43. COUNTERPARTS AND FACSIMILE SIGNATURES**

This Contract may be executed in one or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signed signature pages may be transmitted by facsimile or other electronic transmission, and any such signature shall have the same legal effect as an original.

**SECTION 44. NUMBER, GENDER**

Unless the context requires otherwise, the words of the masculine gender shall include the feminine, and singular words shall include the plural.

**SECTION 45. NOTICE**

A. If notice is provided concerning this Contract, notice may be given at the following (herein referred to as "Notice Address"):

**As to Department:**

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
P. O. Box 13941  
Austin, Texas 78711-3941  
Attention: Michael DeYoung  
Telephone: (512)- 475-3950  
Fax: (512) - 475-3935  
michael.deyoung@tdhca.state.tx.us

**As to Subrecipient:**

Travis County  
PO Box 1748  
Austin, TX 78767  
Attention: Sherri Fleming, County Executive  
Telephone: (512) 854-4100 Fax: (512) 279-1608 Email: sherri.fleming@co.travis.tx.us

B. All notices or other communications hereunder shall be deemed given when delivered, mailed by overnight service, or five days after mailing by certified or registered mail, postage prepaid, return receipt requested, addressed to the appropriate Notice Address as defined in the above Subsection A of this Section 45.

**SECTION 46. VENUE AND JURISDICTION**

This Contract is delivered and intended to be performed in the State of Texas. For purposes of litigation pursuant to this Contract, venue shall lie in Travis County, Texas.

EXECUTED to be effective on :4/1/2013

Travis County  
a political subdivision

By: \_\_\_\_\_ on \_\_\_\_\_  
Samuel T. Biscoe, Travis County Judge 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 NO. 58120001710 FOR THE FY 2012  
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)  
(CFDA # 93.568)

EXHIBIT A  
CERTIFICATION REGARDING LOBBYING FOR  
CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

Travis County,  
a political subdivision

The undersigned certifies, to the best of its knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form -LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is material representation of fact on which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Travis County  
a political subdivision

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

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

CONTRACT NO. 58120001710 FOR THE FY 2012  
 COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)  
 (CFDA # 93.568)

**EXHIBIT B  
 BUDGET**

Travis County,  
 a political subdivision

**DEPARTMENT FINANCIAL OBLIGATIONS**

\$ 1,263,589.00 CEAP FUNDS CURRENTLY AVAILABLE  
 TRAINING TRAVEL ALLOWANCE FUNDS CURRENTLY AVAILABLE

**BUDGET FOR AVAILABLE ALLOCATIONS**

BUDGET CATEGORY	FUNDS	%
Administration	\$ 78,984.00	-
Assurance 16	\$ 127,730.00	-
Direct Services	\$ 1,056,875.00	-
<b>TOTAL CEAP BUDGET</b>	<b>\$ 1,263,589.00</b>	<b>-</b>

BUDGET CATEGORY	FUNDS	%
Household Crisis	\$ 528,438.00	50.00
Utility Assistance	\$ 528,437.00	50.00
<b>TOTAL DIRECT SERVICES</b>	<b>\$ 1,056,875.00</b>	<b>100.00</b>

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

TRAVIS

Administrative costs, salaries, fringe benefits, non-training travel, equipment, supplies, audit and office space are limited to 6.2% of the contract expenditures, excluding Training/Travel costs. All other administrative costs, exclusive of administrative costs for Assurance 16 Activities, must be paid with nonfederal funds.

Assurance 16 Activities costs will be the maximum allowable under the total State of Texas LIHEAP award but at least 10% of the contract expenditures excluding Training and Travel costs.

Department's prior written approval for purchase or lease of equipment with an acquisition cost of \$5,000 and over is required. Approval of this budget does not constitute prior approval for such purchases.

Funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility.

Subrecipient is limited to only one budget revision request during the first 2 months of the Contract Term. A second and final budget revision must be received by the Department no later than 45 days prior to the end of the Contract Term.

Subrecipient shall provide outreach services under all components in this category. Failure to do so may result in contract termination. Subrecipient must document outreach, whether the outreach is conducted with CEAP funds or other funds.

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

CONTRACT NO. 58120001710 FOR THE FY 2012  
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)  
(CFDA # 93.568)

**EXHIBIT C  
PRWORA REQUIREMENTS**

Travis County ,  
a political subdivision

If an individual is applying for LIHEAP funds, a Subrecipient must verify that the individual applying for LIHEAP funds is a qualified recipient for funding under the Personal Responsibility and Work Opportunity Act of 1996, ("PRWORA"), Pub. L. 104-193, 110 Stat. 2105, codified at 8 U.S.C. § 1601 et. seq., as amended by the Omnibus Appropriations Act, 1997, Pub. L. 104-208.

To ensure that a non-qualified applicant does not receive "federal public benefits," a unit of general purpose government that administers "federal public benefit programs" is required to determine, and to verify, the individual's alienage status before granting eligibility. 8 U.S.C. § 1642 (a) and (b). Subrecipient must use the SAVE verification system to verify and document qualified alien eligibility.

An exception to the requirement of verification of alienage status applies when the applicant's eligibility is determined by a non-profit charitable organization. To be eligible for this exemption, an organization must be both "nonprofit" and "charitable." An organization is "nonprofit" if it is organized and operated for purposes other than making gains or profits for the organization, its member or its shareholders, and is precluded from distributing any gains or profits to its members or shareholders. An organization is "charitable" if it is organized and operated for charitable purposes. The term "charitable" should be interpreted in its generally accepted legal sense as developed by judicial decisions. It includes organizations dedicated to relief of the poor and distressed or the underprivileged, as well as religiously-affiliated organizations and educational organizations. Federal Register on November 17, 1997 at 62 Fed. Reg. 61344.

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

CONTRACT NO. 58120001710 FOR THE FY 2012  
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)  
(CFDA # 93.568)

**EXHIBIT D  
DOCUMENTATION OF DISABILITY**

Travis County,  
a political subdivision

1. All CEAP purchases of portable heating/cooling units are allowable only for households "that include at least one member that is elderly, disabled, or a child aged 5 or younger when Subrecipient has met local weather crisis criteria, pursuant to 10 TAC 5.423(d)(4). No other reason for purchase, including medical reasons, shall be accepted. Notwithstanding the provisions under 10 TAC 10 TAC 5.402, 10 TAC 5.422(c), 10 TAC 5.422(d)(3), and 5.423(d)(4), under NO CIRCUMSTANCES should clients' medical information be collected or kept by Subrecipients.
2. Documentation of Disability must NOT include protected health information as defined in the Texas Health and Safety Code, Subtitle I, Chapter 181.



## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013

**Prepared By/Phone Number:** Norman McRee/854-4821

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning & Budget *JB*

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

### AGENDA LANGUAGE:

Review and approve the immediate release of reimbursement payment to United Health Care for claims paid for participants in the Travis County Employee Health Care Fund for payment of \$577,392.71 for the period of May 10 to May 16, 2013.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

See attached.

### STAFF RECOMMENDATIONS:

The Director or Benefits Manager has reviewed the reimbursement submitted and concurs with the findings of the audits by the Financial Analyst and the Benefits Contract Administrator and therefore recommends reimbursement of \$577,392.71.

### ISSUES AND OPPORTUNITIES:

See attached.

### FISCAL IMPACT AND SOURCE OF FUNDING:

Employee Health Benefit Fund (8956) – \$577,392.71

### REQUIRED AUTHORIZATIONS:

John Rabb, 854-2742

Jessica Rio, 854-9106

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to [Agenda@co.travis.tx.us](mailto:Agenda@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS**

**DATE:** May 28, 2013

**TO:** Members of the Travis County Commissioners Court

**FROM:** John Rabb, Benefits Manager

**COUNTY DEPT.** Human Resources Management Department (HRMD)

**DESCRIPTION:** United Health Care (UHC) (The Third Party Administrator for Travis County's Hospital and Self Insurance Fund) has requested reimbursement for health care claims paid on behalf of Travis County employees and their dependents.

**PERIOD OF PAYMENTS MADE:** May 10, 2013 to May 16, 2013

**REIMBURSEMENT REQUESTED FOR THIS PERIOD:** \$577,392.71

**HRMD RECOMMENDATION:** The Director or Benefits Manager has reviewed the reimbursement submitted and concurs with the findings of the audits by the Financial Analyst and the Benefits Contract Administrator and therefore recommends reimbursement of \$577,392.71.

Please see the attached reports for supporting detail information.

**TRAVIS COUNTY  
HOSPITAL AND INSURANCE FUND  
SUPPORTING DETAIL FOR THE  
WEEKLY REIMBURSEMENT REQUEST TO  
COMMISSIONERS COURT  
FOR THE PAYMENT PERIOD  
MAY 10, 2013 TO MAY 16, 2013**

- Page 1.** Detailed Recommendation to Travis County Auditor for transfer of funds.
- Page 2.** Chart of Weekly Reimbursements Compared to Budget.
- Page 3.** Paid Claims Compared to Budgeted Claims.
- Page 4.** FY Comparison of Paid Claims to Budget.
- Page 5.** Notification of amount of request from United Health Care (UHC) (Bank of America)
- Page 6.** Last page of the UHC Check Register for the Week.
- Page 7.** List of payments deemed not reimbursable.
- Page 8.** Journal Entry for the reimbursement.



TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE: May 28, 2013  
 TO: Nicki Riley, County Auditor  
 FROM: Norman McRee, HR Financial Analyst  
 COUNTY DEPT. Human Resources Management Department (HRMD)

United Health Care (UHC) (Travis County's Third Party Administrator for our Self Insured Health Care Fund) has requested reimbursement for health care claim payments made on behalf of Travis County employees and their dependents as follows:

PERIOD OF PAYMENTS PAID:  
 FROM: May 10, 2013  
 TO: May 16, 2013

**REIMBURSEMENT REQUESTED: \$ 577,392.71**

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 1,864,805.92
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: May 21, 2013	\$ (1,296,101.07)
Adjust to balance per UHC	\$ 8,687.86
<b>TOTAL CLAIMS REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:</b>	<b>\$ 577,392.71</b>
PAYMENTS DEEMED NOT REIMBURSABLE	\$ -
<b>TRANSFER OF FUNDS REQUESTED:</b>	<b>\$ 577,392.71</b>

The claims have been audited for eligibility and all were eligible in the period covered by the claim.


All claims over \$25,000 (2 this week totaling \$59,637.50) have been audited for data entry accuracy and the following information is correct for each claim audited: date of service, eligibility, nature of service, name of and amount billed by provider, amount billed by date and amount paid by UHC.

Fifteen percent (15%) of all claims under \$25,000 (\$81,961.96) have been audited for data entry accuracy and the following information is correct for each claim identified for this random review: date of service, eligibility, nature of service, name of and amount billed by provider, date and amount paid by UHC. Claims in this random audit met the above requirements but may qualify for more detailed analysis through other resources.

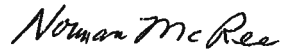
All claims have been reviewed to determine if they have exceeded the \$250,000 stop loss limit. Claims that have exceeded the limit will be reimbursed by Sun Life. Reimbursements are posted as revenue and claims totals shown are gross of stop loss. Cumulative fiscal year stop loss reimbursements from Sun Life total \$1,187,941.30.

All claims submitted in this transfer have been audited to confirm accuracy of billing and legitimacy of claim under the service provisions of the health care contract and all are contractually legitimate, legally incurred and accurately billed claims.

I certify that all data listed on this recommendation for transfer of funds is correct and that the payments shown have been made solely for the purpose of health insurance claims.

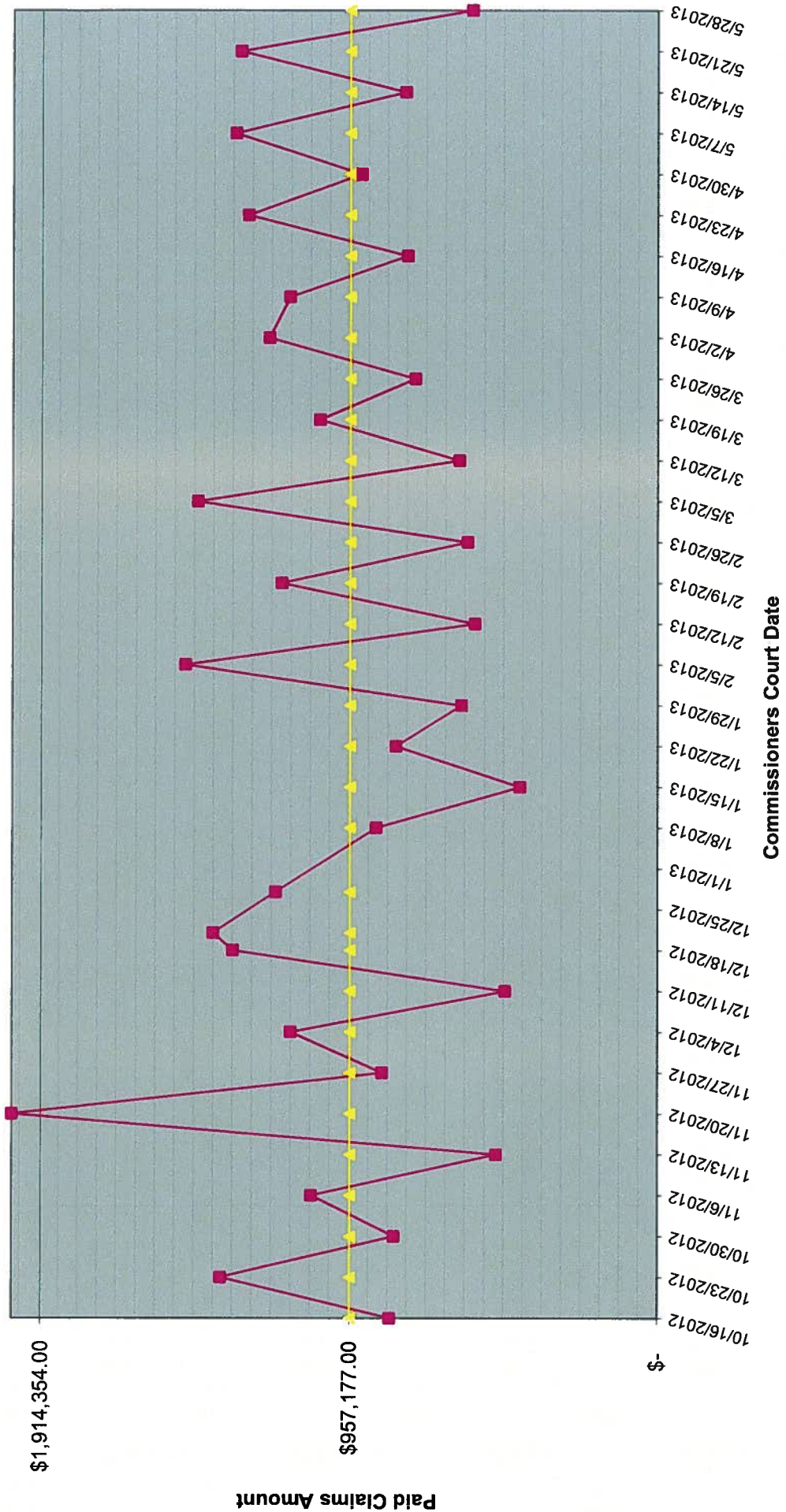
 5/17/13  
 John Rabb, Benefits Manager Date

 5/17/13  
 Shannon Steele, Benefits Administrator Date

 5/17/13  
 Norman McRee, Financial Analyst Date

\*\* Agrees to the total payments for this period per the check register received from UHC. See the final page of this period's check register attached.

### Travis County Employee Benefit Plan FY13 Paid Claims vs Weekly Claims Budget of \$957,177.23



### Travis County Employee Benefit Plan FY13 Weekly Paid Claims VS Weekly Budgeted Amount

Wk	Period from	Period To	Voting Session Date	Pd Claims Request Amount	Budgeted Weekly Claims	# of Large Claims	Total of Large Claims	FY 2013 % of Budget Spent	FY 2012 % of Budget Spent
1	9/28/2012	10/4/2012	10/16/2012	\$ 833,295.36	\$ 957,177.23	2	\$ 264,210.15	1.67%	1.42%
2	10/5/2012	10/11/2012	10/23/2012	\$ 1,356,899.90	\$ 957,177.23	3	\$ 398,807.43	4.40%	3.40%
3	10/12/2012	10/18/2012	10/30/2012	\$ 819,640.44	\$ 957,177.23	2	\$ 116,768.50	6.05%	5.60%
4	10/19/2012	10/25/2012	11/6/2012	\$ 1,076,062.49	\$ 957,177.23	1	\$ 68,192.73	8.21%	6.54%
5	10/26/2012	11/1/2012	11/13/2012	\$ 503,241.86	\$ 957,177.23	0	\$ -	9.22%	7.69%
6	11/2/2012	11/8/2012	11/20/2012	\$ 2,004,819.80	\$ 957,177.23	4	\$ 832,945.50	13.25%	10.01%
7	11/9/2012	11/15/2012	11/27/2012	\$ 856,605.61	\$ 957,177.23	7	\$ 345,370.77	14.97%	11.71%
8	11/16/2012	11/22/2012	12/4/2012	\$ 1,140,771.38	\$ 957,177.23	0	\$ -	17.26%	14.05%
9	11/23/2012	11/29/2012	12/11/2012	\$ 474,802.74	\$ 957,177.23	2	\$ 98,896.45	18.21%	14.57%
10	11/30/2012	12/6/2012	12/18/2012	\$ 1,319,676.15	\$ 957,177.23	4	\$ 142,853.98	20.87%	17.30%
11	12/7/2012	12/13/2012	12/21/2012	\$ 1,380,972.18	\$ 957,177.23	8	\$ 726,479.65	23.64%	18.57%
12	12/14/2012	12/20/2012	12/28/2012	\$ 1,187,151.92	\$ 957,177.23	3	\$ 148,596.86	26.03%	20.69%
13	12/21/2012	12/27/2012	1/8/2013	\$ 875,593.97	\$ 957,177.23	5	\$ 262,457.31	27.79%	21.80%
14	12/28/2012	1/3/2013	1/15/2013	\$ 428,312.76	\$ 957,177.23	2	\$ 58,763.15	28.65%	22.93%
15	1/4/2013	1/10/2013	1/22/2013	\$ 814,824.53	\$ 957,177.23	0	\$ -	30.28%	25.13%
16	1/11/2013	1/17/2013	1/29/2013	\$ 610,955.41	\$ 957,177.23	1	\$ 41,841.23	31.51%	26.89%
17	1/18/2013	1/24/2013	2/5/2013	\$ 1,466,572.26	\$ 957,177.23	4	\$ 192,975.28	34.46%	28.96%
18	1/25/2013	1/31/2013	2/12/2013	\$ 569,238.61	\$ 957,177.23	2	\$ 75,547.81	35.60%	30.05%
19	2/1/2013	2/7/2013	2/19/2013	\$ 1,169,082.60	\$ 957,177.23	1	\$ 25,851.04	37.95%	31.86%
20	2/8/2013	2/14/2013	2/26/2013	\$ 592,192.07	\$ 957,177.23	2	\$ 72,001.13	39.14%	34.26%
21	2/15/2013	2/21/2013	3/5/2013	\$ 1,429,268.44	\$ 957,177.23	3	\$ 250,943.12	42.01%	36.83%
22	2/22/2013	2/28/2013	3/12/2013	\$ 617,670.76	\$ 957,177.23	1	\$ 30,476.50	43.25%	38.55%
23	3/1/2013	3/7/2013	3/19/2013	\$ 1,051,038.00	\$ 957,177.23	2	\$ 61,077.22	45.36%	41.36%
24	3/8/2013	3/14/2013	3/26/2013	\$ 754,131.33	\$ 957,177.23	3	\$ 93,494.47	46.88%	42.83%
25	3/15/2013	3/21/2013	4/2/2013	\$ 1,207,753.63	\$ 957,177.23	5	\$ 187,944.03	49.30%	44.44%
26	3/22/2013	3/28/2013	4/9/2013	\$ 1,143,736.22	\$ 957,177.23	5	\$ 386,145.74	51.60%	46.79%
27	3/29/2013	4/4/2013	4/16/2013	\$ 778,673.30	\$ 957,177.23	2	\$ 67,438.64	53.17%	48.19%
28	4/5/2013	4/11/2013	4/23/2013	\$ 1,272,288.67	\$ 957,177.23	4	\$ 185,102.83	55.72%	51.21%
29	4/12/2013	4/18/2013	4/30/2013	\$ 922,180.96	\$ 957,177.23	5	\$ 196,051.28	57.58%	52.36%
30	4/19/2013	4/25/2013	5/7/2013	\$ 1,312,317.73	\$ 957,177.23	4	\$ 129,379.59	60.21%	54.89%
31	4/26/2013	5/2/2013	5/14/2013	\$ 784,494.28	\$ 957,177.23	3	\$ 145,311.14	61.79%	56.65%
32	5/3/2013	5/9/2013	5/21/2013	\$ 1,296,101.07	\$ 957,177.23	1	\$ 104,387.56	64.39%	59.66%
33	5/10/2013	5/16/2013	5/28/2013	\$ 577,392.71	\$ 957,177.23	2	\$ 59,637.50	65.55%	60.97%
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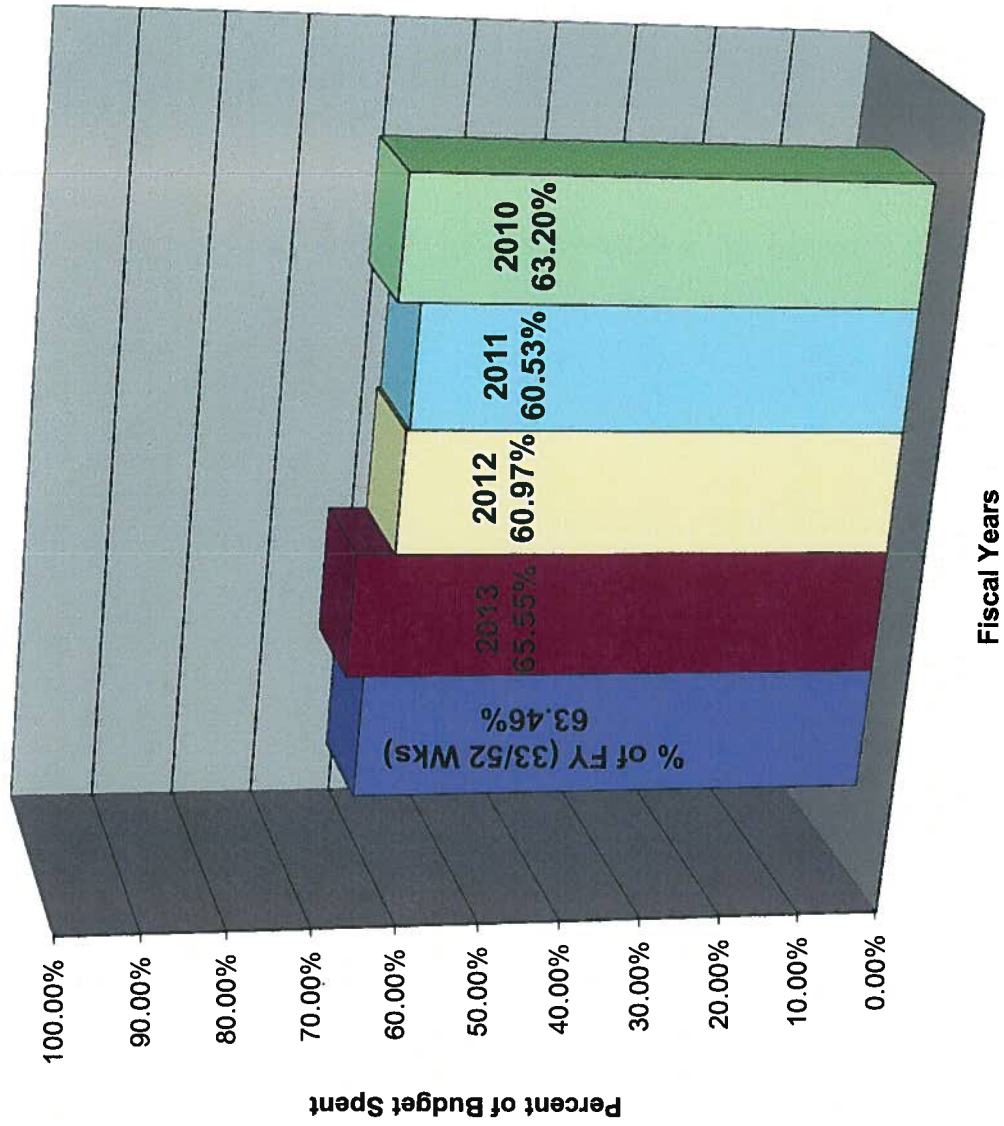
Claims & Budget to Date	\$ 32,627,759.14	\$ 31,586,848.62
Gross Paid Claims over (under) Budget		\$ 1,040,910.52

Stop Loss \$ 1,187,941.30

note: Not predictive of impact on reserve, intended to show relationship of weekly claims cost to weekly budget.

Net of Stop Loss \$ (147,030.78) over (under budget)

### Comparison of Claims to FY Budgets Week 33





UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2013\_05\_16

CONTR_NBR	PLN_ID	PLN_ID	TRANS_AMT	SRS_DESG_NBR	CHK_NBR	GRP_ID	CLM_ACCT_NBR	ISS_DT	TRANS_TYP_CD	TRANS_DT	WK_END_DT
701254	632	\$	0.01	QG	11585941	AH	8	5/13/2013	100	5/15/2013	5/16/2013
701254	632	\$	0.01	QG	11585941	AH	1	5/13/2013	100	5/15/2013	5/16/2013
701254	632	\$	0.01	QG	11585941	AE	2	5/13/2013	100	5/15/2013	5/16/2013
701254	632	\$	0.01	QG	11585941	AA	6	5/13/2013	100	5/15/2013	5/16/2013
701254	632	\$	(0.15)		28 11276739	AI	3	5/8/2013	50	5/13/2013	5/16/2013
701254	632	\$	(9.25)	QG	20977081	AH	16	6/22/2012	50	5/13/2013	5/16/2013
701254	632	\$	(22.00)	PH	85596648	AH	8	12/26/2012	50	5/15/2013	5/16/2013
701254	632	\$	(23.40)	QG	71122585	AA	1	5/9/2013	50	5/15/2013	5/16/2013
701254	632	\$	(25.00)	QG	21429993	AH	1	2/22/2013	50	5/13/2013	5/16/2013
701254	632	\$	(44.23)	QG	81365133	AH	11	5/9/2013	50	5/15/2013	5/16/2013
701254	632	\$	(60.00)		28 11276738	AE	8	5/8/2013	50	5/13/2013	5/16/2013
701254	632	\$	(60.00)	QG	92121170	AE	9	2/15/2013	50	5/13/2013	5/16/2013
701254	632	\$	(76.02)	QG	2823686	AH	8	5/10/2013	50	5/16/2013	5/16/2013
701254	632	\$	(89.78)	QG	81365133	AH	11	5/9/2013	50	5/15/2013	5/16/2013
701254	632	\$	(125.00)	QG	81360735	AH	6	1/17/2013	50	5/17/2013	5/16/2013
701254	632	\$	(143.33)	QG	20977081	AH	16	6/22/2012	50	5/13/2013	5/16/2013
701254	632	\$	(187.68)	QG	11416784	AH	2	2/8/2013	50	5/13/2013	5/16/2013
701254	632	\$	(811.00)	QG	31306613	AA	5	5/10/2013	50	5/16/2013	5/16/2013
701254	632	\$	(2,402.48)	QG	81483724	AH	3	5/11/2013	50	5/17/2013	5/16/2013

\$ 577,392.71

# *Travis County Hospital and Insurance Fund - County Employees*

## *UHC Payments Deemed Not Reimbursable*

For the payment week ending: 05/16/2013

<i>CONTR_#</i>	<i>TRANS_AMT</i>	<i>SRS</i>	<i>CHK_#</i>	<i>GRP</i>	<i>CLAIM ACCT#</i>	<i>ISS_DATE</i>	<i>TRANS_CODE</i>	<i>TRANS_DATE</i>
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**Total:** \$0.00

## Travis County - Employee Health Benefits Fund (8956)

### Journal Entry for the Reimbursement to United Health Care

For the payment week ending: 05/16/2013

Type	EE/RR	Cost Center	G/L Account	Transaction Amount
CEPO	EE	1110068956	516010	\$ 64,451.73
	RR	1110068956	516110	\$ 320.34
			Total CEPO	\$ 64,772.07
EPO	EE	1110068956	516030	\$ 178,611.18
	RR	1110068956	516130	\$ 7,891.93
			Total EPO	\$ 186,503.11
PPO	EE	1110068956	516020	\$ 309,057.52
	RR	1110068956	516120	\$ 17,060.01
			Total PPO	\$ 326,117.53
			Grand Total	\$ 577,392.71



**Travis County Commissioners Court Agenda Request**



**Meeting Date:** 5/28/13

**Prepared By/Phone Number:** Cynthia Lam-Roldan, 854-4822

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106 *LB*

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

**AGENDA LANGUAGE:**

Consider and take appropriate action on the following items for Human Resources Management Department:

Proposed routine personnel amendments.

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

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 6.**

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

**STAFF RECOMMENDATIONS:**

N/A

**ISSUES AND OPPORTUNITIES:**

N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None.

**REQUIRED AUTHORIZATIONS:**

Todd Osburn, Human Resources Management Department, 854-2744

Leslie Browder, Planning and Budget Office, 854-9106



## Human Resources Management Department

700 Lavaca Street, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

### May 28, 2013

**ITEM # :**

**DATE:** May 17, 2013

**TO:** Samuel T. Biscoe, County Judge  
Ron Davis, Commissioner, Precinct 1  
Sarah Eckhardt, Commissioner, Precinct 2  
Gerald Daugherty, Commissioner, Pct. 3  
Margaret Gomez, Commissioner, Precinct 4

**VIA:** Leslie Browder, County Executive, Planning and Budget *LB*

**FROM:** Todd L. Osburn, Compensation Manager, HRMD *TLO*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 6.**

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

LB/TLO

#### Attachments

cc: Planning and Budget Department  
County Auditor  
County Auditor-Payroll (Certified copy)  
County Clerk (Certified copy)

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate
New Hire	New Hire	05/08/2013	N/A	N/A	1450 - Facilities Management	30000566 / Building Operations Worker / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59
New Hire	New Hire	06/03/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004992 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,915.20
New Hire	New Hire	05/20/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004966 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$25,417.60
New Hire	New Hire	06/03/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004972 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,915.20
New Hire	New Hire	05/20/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004743 / Natural Resources Program / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$75,088.00
New Hire	New Hire	05/20/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005096 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,166.40

2

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate
New Hire	New Hire	05/16/2013	N/A	N/A	3100 - County Attorney	30000846 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	05/16/2013	N/A	N/A	3100 - County Attorney	30000843 / Law Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
New Hire	New Hire	05/16/2013	N/A	N/A	3100 - County Attorney	30000789 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	05/20/2013	N/A	N/A	3100 - County Attorney	30000802 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$89,265.70
New Hire	New Hire	05/16/2013	N/A	N/A	3100 - County Attorney	30000785 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	05/13/2013	N/A	N/A	3300 - District Attorney	30001446 / Forensic Analyst Sr / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$65,582.40
New Hire	New Hire	05/07/2013	N/A	N/A	3450 - Constable Pct 1	30050296 / Constable Deputy / 4 - Special Project / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62
New Hire	New Hire	06/03/2013	N/A	N/A	3500 - Sheriff	30006029 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40

3

## WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate
New Hire	New Hire	05/20/2013	N/A	N/A	3500 - Sheriff	30002225 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50
Re-Hire	Re-Hire	05/16/2013	N/A	N/A	3150 - County Clerk	30000999 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$29,598.40
Mobility	Career Ladder	05/01/2013	3300 - District Attorney	30001466 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53	3300 - District Attorney	30001466 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$83,424.43
Mobility	Career Ladder	05/07/2013	3500 - Sheriff	30002093 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002093 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	05/21/2013	3500 - Sheriff	30006037 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30006037 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	05/21/2013	3500 - Sheriff	30002277 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002277 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	05/21/2013	3500 - Sheriff	30002746 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002746 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Full-Time to Part-Time	05/06/2013	1850 - Health and Human Sv and Vet Sv	30005966 / Planner / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$50,718.30	1850 - Health and Human Sv and Vet Sv	30005966 / Planner / 1 - Regular / 03 - Part Time Exempt / GRD19 / 00 / \$25,359.15

4

## WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate
Mobility	Lateral Transfer	05/16/2013	3600 - Pretrial Services	30003899 / Office Specialist / 1 - Regular / 04 - Part Time Non-Exempt / GRD12 / 00 / \$15,115.96	3600 - Pretrial Services	30003900 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,231.96
Mobility	Part-Time Hours Increase	05/01/2013	1850 - Health and Human Sv and Vet Sv	30005395 / Planner Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$32,226.11	1850 - Health and Human Sv and Vet Sv	30005395 / Planner Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$42,968.15
Mobility	Voluntary Reassignment	12/16/2012	3500 - Sheriff	30002120 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002120 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD81 / 01 / \$38,919.50
Mobility	Voluntary Reassignment	05/01/2013	3500 - Sheriff	30003286 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 08 / \$60,078.30	3500 - Sheriff	30002818 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 08 / \$57,309.62
Salary Change	Salary/Hourly Rate Change	04/05/2013	3200 - District Clerk	30001079 / Court Clerk II / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$41,215.71	3200 - District Clerk	GRD15 / 00 / \$43,215.71
Salary Change	Salary/Hourly Rate Change	04/29/2013	1850 - Health and Human Sv and Vet Sv	30000654 / Social Services Program Specialist Assoc / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,238.83	1850 - Health and Human Sv and Vet Sv	GRD13 / 00 / \$33,792.00

5

<b>AD HOC CLASSIFICATION CHANGES</b>							
		<b>Current</b>			<b>HRMD Recommends</b>		
<b>Dept.</b>	<b>Position</b>	<b>Budgeted Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Budgeted Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>
County Clerk	30000979	Court Clerk II / 20000084	NE	15	Court Clerk II Sr / 20000085	NE	16
County Clerk	30000990	Court Clerk II / 20000084	NE	15	Court Clerk II Sr / 20000085	NE	16
County Clerk	30000996	Court Clerk II / 20000084	NE	15	Court Clerk II Sr / 20000085	NE	16
JP Pct 2	30001635	Court Clerk I / 20000083	NE	13	Administrative Asst I / 20000099	NE	13
JP Pct 2	30001642	Court Clerk I / 20000083	NE	13	Court Clerk II / 20000084	NE	15
JP Pct 2	30001636	Court Clerk I / 20000083	NE	13	Court Clerk II / 20000084	NE	15
JP Pct 5	30001721	Court Clerk I / 20000083	NE	13	Court Clerk II Sr / 20000085	NE	16

**Departments request in order to meet departmental needs. PBO has confirmed funding available.**

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

\_\_\_\_\_  
**Samuel T. Biscoe, County Judge**

\_\_\_\_\_  
**Ron Davis, Commissioner, Pct. 1**

\_\_\_\_\_  
**Sarah Eckhardt, Commissioner, Pct. 2**

\_\_\_\_\_  
**Gerald Daugherty, Commissioner, Pct. 3**

\_\_\_\_\_  
**Margaret Gomez, Commissioner, Pct. 4**

6



# Item 14

## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013, Voting Session

**Prepared By:**

Shannon Steele, HRMD 854-6046 *Sms*

John Rabb, HRMD 854-2472 *JR*

**Elected/Appointed Official/Dept. Head:**

Leslie Browder, County Executive 854-8679 *LB*

**Sponsors:**

Judge Samuel T. Biscoe

### AGENDA LANGUAGE:

Consider and take appropriate action on the following employee healthcare items for Fiscal Year 2014 plan year, effective October 1, 2013.

- A. Discuss contribution levels for Travis County Employee Health Plan for FY 14.
- B. Discuss FY 14 Health Benefit plan design changes.
- C. Approve date and time for Employee Public Hearing as Thursday, June 20, 2013 at 4:30 p.m. in Commissioners Courtroom.
- D. Approve printing and release of information to employees and retirees regarding benefit options, prior to Employee Public Hearing.
- E. Approve FY 14 Open Enrollment Dates as August 1, 2013 through August 30, 2013.
- F. Approve a passive Open Enrollment process for FY 14, allowing employees to continue with current benefit elections if no action is taken by the employee.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

#### TRAVIS COUNTY EMPLOYEE BENEFIT PLAN FY 14 PLAN YEAR RENEWAL

On February 21, 2013, HRMD benefits staff and managers throughout the County were presented with the Plan Executive Report from United Healthcare. This Executive Report provided an analysis of the prior plan year costs, claims experience, plan trends and high dollar cost drivers. In March 2013, Milliman, the plan actuary, provided HRMD benefits staff with the initial actuary report indicating a higher than expected trend, driven by the high claim costs on the Travis County EPO Health Plan as well as an increase in the number of high cost claimants. After analyzing all of the available information, HRMD benefits staff recognized the need for plan design changes to mitigate future over-utilization of benefits by increasing out-of-pocket expenses and moderately increasing premiums.

HRMD benefits staff presented the Benefits Committee with its analysis, the latest available actuary data, and several plan options. The Benefits Committee recognized that increased funding will be required from the County employees and retirees for the FY 14 health plan. This will only be the third time in the last six years that the plan has required a rate increase. The most recent increase was in FY 11 and the last time before that was for FY 07. The Benefit Committee recognized the limited availability of resources in FY 14 and the need to further refine the plan to promote long-term stability. The Benefits Committee discussed and weighed all of the various options carefully, which resulted in the recommendation of Option 2 below. The recommended increases required from the County employees and retirees have been minimized by the recommended plan design changes to provide a balance between reasonable contribution costs and out of pocket expenses.



Choosing to make no benefit design changes to the FY 14 benefit levels for the EPO, or PPO and Co-Insured EPO plans, which is shown in Option 1, would have required a \$4,906,680 increase to the County contribution. The Benefits Committee did not feel this was a viable option for the long-term stability of the plan.

**Option 1 (Status Quo – No Plan Design Changes)**

If no benefit plan design changes are made, the increase in contributions is as follows:

- County Contribution Increase of \$4,906,680 is based on:
  - 8.68% increase for Active employees
  - 8.57% increase for Retirees under 65
  - 9.17% increase for Retirees 65 and older
  - Anticipated new retirees added to the plan during FY 14
- Employee Contribution Increase
  - 6.68% rate increase paid by Active employees
  - 5.85% rate increase paid by under 65 Retirees
  - 8.12% rate increase paid by Retirees 65 and older

The Benefits Committee carefully weighed this option; however, it was not recommended given the cost implications to the County and the employees.

**Option 2 (Recommended Plan)**

With the recommended benefit plan design changes outlined in Attachment 3, the increase in contributions is as follows:

- County Contribution Increase of \$3,533,893 is based on:
  - 5.94% increase for Active employees
  - 5.81% increase for Retirees under 65
  - 6.22% increase for Retirees 65 and older
  - Anticipated new retirees added to the plan during FY 14
- Employee Contribution Increase
  - 4.02% rate increase paid by Active employees
  - 3.28% rate increase paid by under 65 Retirees
  - 6.02% rate increase paid by Retirees 65 and older

The FY 14 cost to the County for Option 2 is \$1,372,787 less than Option 1. The Planning and Budget Office has included \$3,533,893 for Option 2 in planning parameters for the FY 14 budget process. This option was recommended since the Benefits Committee felt that this solution struck a balance between what was affordable for FY 14 and continues to address long-term cost considerations, including the over-utilization of certain benefit plan features.

**BENEFIT ACTION ITEM INFORMATION AND STAFF RECOMMENDATIONS:**

**A. Discuss contribution levels for Travis County Employee Health Plan for FY 14.**

- **Attachment 1** - Summary of the contribution levels required for employees and the County with no plan design changes - **Option 1**
- **Attachment 2** – Summary of contribution levels required for employees and the County with recommended plan design changes – **Option 2**
- **Attachment 3** – Active Employee FY 14 Contributions
- **Attachment 4** – Under 65 Retiree FY 14 Contributions
- **Attachment 5** – 65 and Over Retiree FY 14 Contributions
- **Attachment 6** – Recommended FY 14 Plan Design Changes

**Employee Benefit Committee Recommendation: Approve employee and County contribution levels as proposed in Option 2 (Court will be asked to take action after Employee Hearing)**

**B. Discuss FY 14 Health Benefit plan design changes**

- Attachment 3 contains the **proposed plan design changes** used to determine rates in **Option 2**

**Employee Benefit Committee Recommendation: Approve benefit plan changes as shown in Option 2 (Court will be asked to take action after Employee Hearing)**

**C. Approve date and time for Employee Public Hearing as June 20, 2013 at 4:30 p.m. in Commissioners Courtroom**

**Recommendation: Approve and notify legal to post if necessary**

**D. Approve printing and release of information to employees and retirees regarding benefit options, prior to Employee Public Hearing**

**Recommendation: Approve**

**E. Approve FY 14 Open Enrollment Dates as August 1, 2013 through August 30, 2013**

**Recommendation: Approve**

**F. Approve a passive Open Enrollment process, allowing employees to continue with current benefit elections if no action is taken by the employee.**

**Recommendation: Approve**

**ISSUES AND OPPORTUNITIES:**

Staff believes that employee education and engagement will continue to be critical to the success of the health plan program on an ongoing basis. If the employees respond and take ownership of programs through the County's wellness program as well as with United Healthcare, collectively plan participants can reduce the rate of future increases to the pharmacy and medical plan and empower participants to be good healthcare consumers on an ongoing basis.

HRMD benefits staff continues to monitor and follow the legislative process for the Patient Protection and Affordable Care Act (PPACA). Recommended plan design changes are not in conflict with the provisions in the Act.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

The fiscal impact to the FY 14 budget for the recommended Option 2 to the General Fund is \$3,533,893. The Planning and Budget Office believes that this amount can be accommodated within the available resources currently estimated for FY 14.

**REQUIRED AUTHORIZATIONS:**

Human Resources Management John Rabb  
Human Resources Management Shannon Steele  
Planning and Budget Office Travis Gatlin  
Planning and Budget Office Leslie Browder  
County Judge's Office  
Commissioners Court

**Attachment 1****Option 1 (Not recommended) - Summary of Increased Contribution Rates with No Plan Design Changes**

<b>County</b>	<b>FY 13 Composite Rate</b>	<b>FY 14 Composite Rate</b>	<b>Increase</b>
Increase for Active Employees	\$735.63	\$799.45	8.68 %
Increase for Retirees under 65	\$1,336.53	\$1,451.05	8.57 %
Increase for 65 and Older Retirees	\$383.06	\$418.20	9.17 %
Increase in County Contribution Funding*			\$4.91 Million
<i>*Increase in County Contribution funding includes additional funds for new retirees.</i>			

<b>Employee Contribution Increases</b>	<b>% Increase In Employee Contributions</b>
Increase for Active Employees	6.68 %
Increase for Retirees under 65	5.85 %
Increase for 65 and Older Retirees	8.12 %

**Attachment 2**

**Option 2 – Increased Contribution Rates with Plan Design Changes Summary**

<b>County</b>	<b>FY 13 Composite Rate</b>	<b>FY 14 Composite Rate</b>	<b>Increase</b>
Increase for Active Employees	\$735.63	\$779.32	5.94 %
Increase for Retirees under 65	\$1,336.53	\$1,414.24	5.81 %
Increase for 65 and Older Retirees	\$383.06	\$406.90	6.22 %
Increase in County Contribution Funding*			\$3.53 Million
<i>*Increase in County Contribution funding includes additional funds for new retirees.</i>			

<b>Employee Contribution Increases</b>	<b>% Increase In Employee Contributions</b>
Increase for Active Employees	4.02 %
Increase for Retirees under 65	3.28 %
Increase for 65 and Older Retirees	6.02 %

**Attachment 3 (Recommended)**

**Active Rate Changes for Option 2 – With Plan Design Changes**

PROPOSED FY 14 RATES-					ACTIVES	
<b>Total Contribution Proposed</b> <i>(per employee per month)</i>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
EPO	705.00	1498.00	962.00	1344.00	1903.00	2286.00
PPO	596.00	1242.00	803.00	1115.00	1576.00	1888.00
Coinsured EPO	596.00	1168.00	756.00	1050.00	1479.00	1772.00
<b>County Contribution Proposed</b> <i>(per employee per month)</i>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
EPO	596.00	976.00	727.00	933.00	1181.00	1371.00
PPO	596.00	976.00	727.00	933.00	1181.00	1371.00
Coinsured EPO	596.00	976.00	727.00	933.00	1181.00	1371.00
<b>Employee Contributions-Proposed</b> <i>(per employee per month)</i>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
EPO	109.00	522.00	235.00	411.00	722.00	915.00
PPO	0.00	266.00	76.00	182.00	395.00	517.00
Coinsured EPO	0.00	192.00	29.00	117.00	298.00	401.00
<b>FY13 Employee Premiums</b> <i>(prior year)</i>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
EPO	103.00	494.00	222.00	388.00	682.00	864.00
PPO	0.00	252.00	72.00	172.00	373.00	488.00
Coinsured EPO	0.00	182.00	27.00	110.00	282.00	379.00
<b>Amount of Monthly Increase to Employee</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
EPO	<b>6.00</b>	<b>28.00</b>	<b>13.00</b>	<b>23.00</b>	<b>40.00</b>	<b>51.00</b>
PPO	<b>0.00</b>	<b>14.00</b>	<b>4.00</b>	<b>10.00</b>	<b>22.00</b>	<b>29.00</b>
Coinsured EPO	<b>0.00</b>	<b>10.00</b>	<b>2.00</b>	<b>7.00</b>	<b>16.00</b>	<b>22.00</b>
<b>Based on Milliman 10A</b>					<b>Proposed County Composite Rate per emp per month</b>	<b>\$ 779.32</b>

**Attachment 4**

**Under 65 Rate Changes for Option 2 - With Plan Design Changes**

<b>Proposed FY 14 RATES- UNDER AGE 65 Retirees</b>						
<b>FY 14 Total Contribution-Proposed (per retiree per month)</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
<b>EPO</b>	1706.00	2419.00	1944.00	2238.00	2656.00	2950.00
<b>PPO</b>	1556.00	2084.00	1731.00	1950.00	2260.00	2479.00
<b>Coinsured EPO</b>	1468.00	1942.00	1624.00	1820.00	2098.00	2293.00
<b>County Contribution-Proposed (per retiree per month)</b>						
<b>County Contribution-Proposed (per retiree per month)</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
<b>EPO</b>	1342.00	1582.00	1462.00	1582.00	1582.00	1582.00
<b>PPO</b>	1342.00	1582.00	1462.00	1582.00	1582.00	1582.00
<b>Coinsured EPO</b>	1342.00	1582.00	1462.00	1582.00	1582.00	1582.00
<b>Retiree Contributions-Proposed (per retiree per month)</b>						
<b>Retiree Contributions-Proposed (per retiree per month)</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
<b>EPO</b>	364.00	837.00	482.00	656.00	1074.00	1368.00
<b>PPO</b>	214.00	502.00	269.00	368.00	678.00	897.00
<b>Coinsured EPO</b>	126.00	360.00	162.00	238.00	516.00	711.00
<b>Prior Year FY13 retiree Contributions</b>						
<b>Prior Year FY13 retiree Contributions</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
<b>EPO</b>	344.00	791.00	455.00	620.00	1015.00	1293.00
<b>PPO</b>	202.00	474.00	254.00	348.00	641.00	848.00
<b>Coinsured EPO</b>	119.00	340.00	153.00	225.00	488.00	672.00
<b>Retiree</b>						
<b>Retiree</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
<b>EPO</b>	20.00	46.00	27.00	36.00	59.00	75.00
<b>PPO</b>	12.00	28.00	15.00	20.00	37.00	49.00
<b>Coinsured EPO</b>	7.00	20.00	9.00	13.00	28.00	39.00
<b>Based on Milliman 10A</b>				<b>Proposed Annual County Composite Rate &lt;65</b>	<b>\$</b>	<b>1,414.24</b>

**Attachment 5**

**65 and Over Retiree Rate Changes for Option 2 - With Plan Design Changes**

PROPOSED FY 14 RATES-				OVER AGE 65 RETIREES		
<b>FY 14 Total Contribution-Proposed (per retiree per month)</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
EPO	544.00	706.00	680.00	816.00	842.00	979.00
PPO	457.00	577.00	560.00	660.00	680.00	780.00
Coinsured EPO	431.00	540.00	524.00	613.00	631.00	721.00
Pharmacy only Plan	277.00	316.00				
<b>County Contribution-Proposed (per retiree per month)</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
EPO	391.00	439.00	440.00	440.00	440.00	440.00
PPO	391.00	439.00	440.00	440.00	440.00	440.00
Coinsured EPO	391.00	439.00	440.00	440.00	440.00	440.00
Pharmacy only Plan	239.00	239.00				
<b>Retiree Contributions-Proposed (per retiree per month)</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
EPO	153.00	267.00	240.00	376.00	402.00	539.00
PPO	66.00	138.00	120.00	220.00	240.00	340.00
Coinsured EPO	40.00	101.00	84.00	173.00	191.00	281.00
Pharmacy only Plan	38.00	77.00				
<b>Previous FY 13 Retiree Premiums</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
EPO	144.00	252.00	227.00	355.00	380.00	509.00
PPO	62.00	130.00	113.00	208.00	227.00	321.00
Coinsured EPO	37.00	95.00	79.00	163.00	180.00	265.00
Pharmacy only Plan	38.00	77.00				
<b>Amount of Monthly Increase to Retiree</b>	<b>Emp only</b>	<b>Emp+1 Adult</b>	<b>Emp+1 Child</b>	<b>Emp+ Children</b>	<b>Emp+adult +Child</b>	<b>Emp+adult +Children</b>
EPO	9.00	15.00	13.00	21.00	22.00	30.00
PPO	4.00	8.00	7.00	12.00	13.00	19.00
Coinsured EPO	3.00	6.00	5.00	10.00	11.00	16.00
Pharmacy only Plan	0.00	0.00	N/A	N/A	N/A	N/A
Based on Milliman 10A				Proposed County Composite Rate >65	\$ 406.90	



## Attachment 6

## Proposed Plan Design Changes for Option 2

		EPO	PPO In-Network	PPO Out-of-Network	CEPO
Deductible	Current	\$200	\$400	\$1,000	\$600
	<i>Proposed</i>	\$300	\$500	\$1,500	\$700
Out-of-Pocket Maximum	Current	\$1,000 ind	\$2,500 ind \$5,000 fam	\$3,500 ind \$7,500 fam	\$2,500 ind \$5,000 fam
	<i>Proposed</i>	\$1,500 ind	\$3,000 ind \$6,000 fam	\$3,500 ind \$7,500 fam	\$3,000 ind \$6,000 fam
ER	Current	\$125 / visit	\$125 / visit	\$125 / visit	\$125 / visit
	<i>Proposed</i>	\$175 / visit	\$150 / visit	\$150 / visit	\$150 / visit
Outpatient Surgery	Current	\$100 copay	Ded + Coins	Ded + Coins	Ded + Coins
	<i>Proposed</i>	\$200 copay	No change	No change	No change
Provider Copays	Current	\$30 primary \$45 spec	\$25 primary \$40 spec	Ded + Coins	\$20 primary \$35 spec
	<i>Proposed</i>	\$35 primary \$50 spec	\$30 primary \$45 spec	No change	\$25 primary \$40 spec
Rehabilitation Services - Outpatient Therapy	Current	\$5 copay for first 20 visits then regular copays	\$5 copay for first 20 visits then regular copays	Ded + Coins	\$5 copay for first 20 visits then regular copays
	<i>Proposed</i>	\$15 copay for first 15 visits then regular copays	\$15 copay for first 15 visits then regular copays	No Change	\$15 copay for first 15 visits then regular copays
Chiropractic Visits	Current	30 max/year	30 max/year	30 max/year	30 max/year
	<i>Proposed</i>	25 max/year	25 max/year	25 max/year	25 max/year
TMJ Coverage	Current	Excluded	Excluded	Excluded	Excluded
	<i>Proposed</i>	Covered	Covered	Covered	Covered

# Item 15



## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013

**Prepared By/Phone Number:** Leslie Stricklan, 854-4778

**Dept. Head:** Roger A. El Khoury, M.S., P.E., Director, FMD, 854-4579

**County Executive:** Leslie Browder, Planning and Budget, 854-9106

**Sponsoring Court Members:** County Judge Sam Biscoe

A handwritten signature in blue ink, appearing to read "Roger El Khoury".

### **AGENDA LANGUAGE:**

Consider and take appropriate action to allocate portions of the 1st floor of the Ned Granger Building:

- A. Approve allocation of suite 100A to the County Attorney.
- B. Approve allocation of suites 110 and 140 to the Records Management and Communication Resources Law Library/ Self-Help Center.
- C. Approve allocation of part of the former Commissioners Courtroom to become staff locker/shower rooms.
- D. Approve allocation of part of the former Commissioners Courtroom to become a large conference room.
- E. Discuss the relocation of the cafeteria from the 3<sup>rd</sup> floor to the 1<sup>st</sup> floor and discuss the allocation of suite 160 on the 1<sup>st</sup> floor to the cafeteria.

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

This agenda item seeks formal Commissioners Court approval of updated space allocation of the 1st Floor at the Ned Granger Building ("Granger") as shown on the attached plan and summarized as follows:

- Suite 100A is 1,160 NOSF and is currently allocated to the County Attorney. Suite 100A would remain allocated to the County Attorney Office.
- Suites 110 and 140 are 7,201 NOSF. The Law Library and Self Help Center are currently located in suite 140 on the 1<sup>st</sup> floor and would remain in suite 140 and expand into suite 110 until the completion of the proposed new Civil and Family Courthouse.
- Convert 525 NOSF of the Commissioners Courtroom on the 1<sup>st</sup> floor into staff locker/shower rooms.
- Convert 995 NOSF of the Commissioners Courtroom on the 1<sup>st</sup> floor into a "campus amenity" conference room.

- Suite 160 is 2,134 SF. Relocate the “building amenity” cafeteria from the existing 3<sup>rd</sup> floor location to the 1<sup>st</sup> floor former suite of the County Treasurer.

This proposed space allocation is consistent with long range facilities plans that were presented to the Commissioners Court:

- November 2011 as part of the Central Campus Facilities Master Plan.
- August 21, 2012 cafeteria survey
- September 11, 2012 space allocation discussion.
- January 2013 as part of a worksession on facilities master plans.

### **STAFF RECOMMENDATIONS:**

The Facilities Management Department recommends that Commissioners Court approve the proposed allocation of the Granger 1<sup>st</sup> Floor to the County Attorney, Law Library Self-Help Center, and building amenity spaces as shown. The floor was partially vacated due to recent moves to 700 Lavaca, so this is the best time for renovation of the Granger 1<sup>st</sup> floor to meet the functional needs of the proposed uses and concurrently update the outdated building systems and improve safety and security in the most cost effective manner.

### **ISSUES AND OPPORTUNITIES:**

The Facilities Management Department has worked closely with the County Attorney and the Law Library Self Help Center to develop the program and plans for their respective suites in the Granger 1<sup>st</sup> floor renovation to meet their expansion needs through their anticipated occupancy durations until they move to future long term locations. With the exception of finishes such as paint and carpet which are scheduled for periodic replacement subject to normal wear in accordance with industry best practices, the proposed Granger 1<sup>st</sup> floor renovation generally should last at least 15 years, allowing for possible minor changes in the future to adapt to evolving operational requirements.

There are two options for the Cafeteria location:

Option 1 – Move the Cafeteria from existing 3<sup>rd</sup> floor location to 1<sup>st</sup> floor. This would allow the 3<sup>rd</sup> floor to be entirely occupied by the County Attorney and reduce visitor traffic on this upper floor. The cost impact would be \$213,454 to construct the new cafeteria on the 1<sup>st</sup> floor, which is included in current approved project funding.

Option 2 – Remove the Cafeteria from the 3<sup>rd</sup> floor location and provide

no cafeteria on the 1<sup>st</sup> floor. This would give the County Attorney the desired expansion space on the 3<sup>rd</sup> floor and reduce visitor traffic there. However, there would be no food service within this building, which is contrary to the desires expressed in the staff survey in 2012. The staff survey showed a majority of staff wanted a cafeteria, and would like to see more seating, better service, and healthy food options. While there could be a cost reduction of \$213,454, by not building out the cafeteria on the first floor, Suite 160 would still need to be renovated for whatever space allocation is ultimately approved by the Commissioners Court. If approved as office space, it would cost approximately \$142,500 to renovate Suite 160. The cost reduction in this scenario would be approximately \$70,954.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

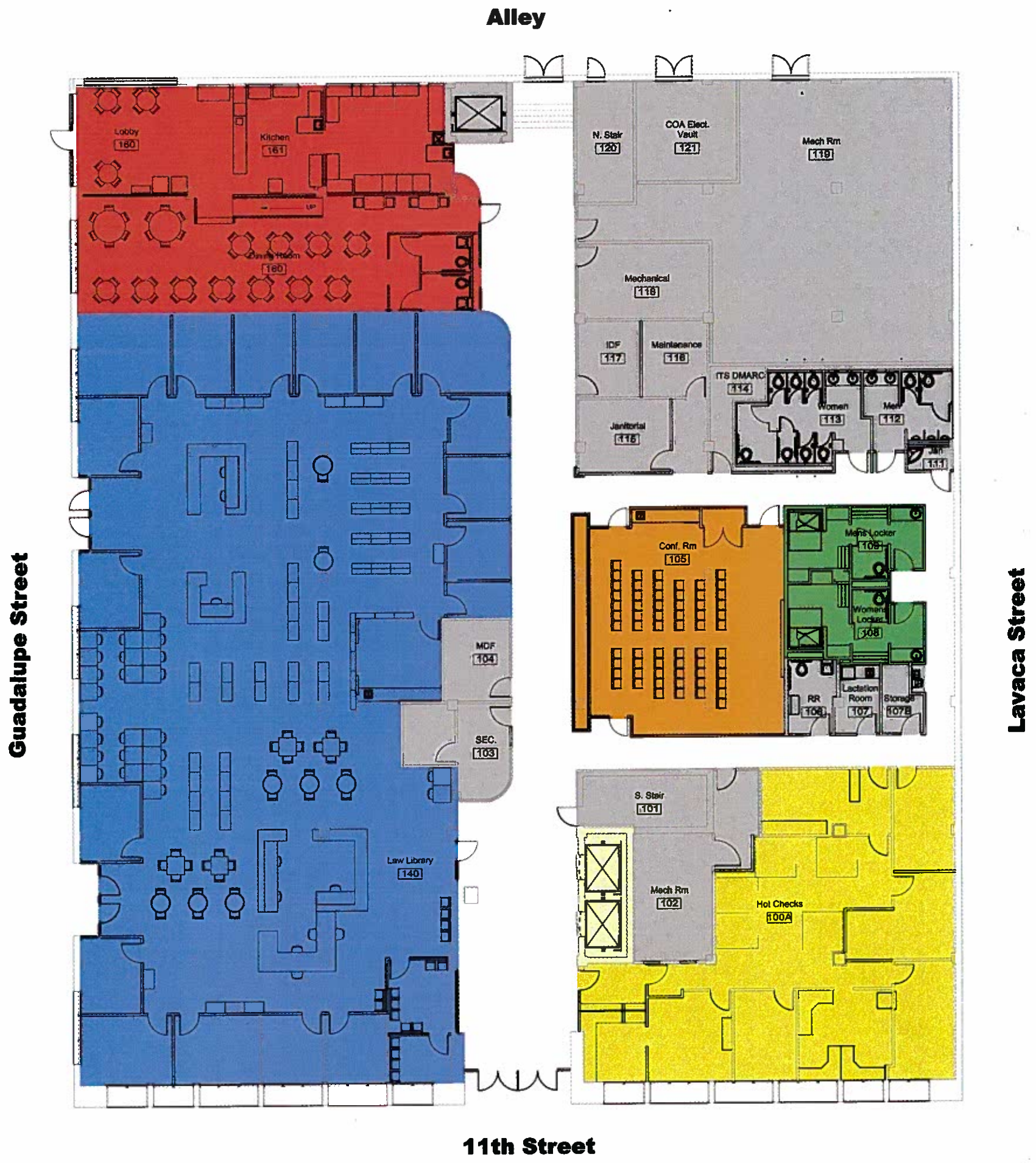
In FY2013, Commissioners Court approved \$1,119,783 for the project budget to renovate the 1<sup>st</sup> floor and approved funding with 2013 Certificates of Obligation.

**ATTACHMENTS/EXHIBITS:**

1. Proposed 1<sup>st</sup> Floor Plan
2. Summary of Proposed Granger 1<sup>st</sup> Floor Space Allocations

**REQUIRED AUTHORIZATIONS:**

N/A



### NED GRANGER PROPOSED 1ST FLOOR

- LAW LIBRARY + SELF HELP CENTER**
- STAFF LOCKERS/SHOWER**
- COUNTY ATTORNEY HOT CHECKS DIV.**
- BUILDING MECHANICAL/RESTROOMS/ITS/ETC.**
- CONFERENCE**
- CAFETERIA**

## PROPOSED NED GRANGER SPACE ALLOCATIONS

TRAVIS COUNTY FACILITIES MANAGEMENT DEPARTMENT



<b>Suite</b>	<b>Proposed Tenant/Function</b>	<b>Proposed Area</b>	<b>Previous Area</b>	<b>Net Increase</b>	<b>Prior Tenant</b>
100A	County Attorney	1,160	1,160	0	County Attorney
110, 140	Law Library and Self Help Center	7,201	3,410	3,791	RMCR Adm & Media
Com. Courtrm	Staff Locker-Showers/Amenity	525	NA	525	Com. Courtrm
Com. Courtrm	Large Conf/Amenity	995	NA	995	Com. Courtrm
160	Cafeteria/Amenity	2,134	1,167	967	Treasurer

# Item 17



## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning and Budget/854-9106

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

### **AGENDA LANGUAGE:**

Consider and take appropriate action on request to consider and approve Resolution approving a tax exempt bond financing to be undertaken by Travis County Housing Finance Corporation to finance the acquisition and rehabilitation of Champions Crossing Apartments, 2015 Cedar Bend Drive, Austin, Texas.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116; Leslie Browder, County Executive, Planning and Budget/854-9106

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



**NAMAN HOWELL  
SMITH & LEE<sup>PLLC</sup>**  
ATTORNEYS AT LAW

*MEMORANDUM*  
*from*  
**William C. Blount**

(512) 807-2454  
Fax (512) 474-1901  
*E-mail: blount@namanhowell.com*

**TO:** Board of Directors of  
Travis County Housing Finance Corporation

**DATE:** May 20, 2013

**RE:** Issuance of Multifamily Housing Revenue Bonds (Champions Crossing  
Apartments), Series 2013

**Agenda Date:** May 28, 2013

This item is to approve the financing of the purchase and rehabilitation of the Champions Crossing apartments located at 2015 Cedar Bend Drive, Austin, Texas, 78758. The principal amount of the Bonds is not to exceed \$19,000,000. Bond proceeds will be loaned to the borrower, ML CASA V, L.P., pursuant to the loan agreement, to provide the funds for the acquisition and rehabilitation of the apartments. The structure of the transaction is identical to the structure of the Argosy at Crestview transaction that the Corporation financed in 2012.

The bonds will be purchased by Bank of America, N.A. in a private placement. Bank of America is conducting its due diligence review and underwriting of the property and financing and will provide an investor letter at closing, stating that it is a sophisticated investor in bonds of this type and has received all the information it requires to make an informed investment decision.

The affordability restrictions are (a) 20% of the units to residents at or below 50% of area median income as established by HUD; (b) 50% of the units to residents at or below 80% of area median income; and (c) 90% of the units to residents at or below 120% of area median income. The restrictions will be enforced by the recording of a Land Use Restriction Agreement in the real property records which sets forth the restrictions. Area median income for 2013 is \$73,200.

The Attorney General's office will review the bond issuance transcript and must approve the legality of the issuance of the bonds.



Enclosed with this memo are the proposed bond resolution and the principal bond documents for your review.

This matter is also on the Travis County agenda to approve the issuance of the Bonds by TCHFC for TEFRA (Internal Revenue Code) purposes.

Please give me a call if you have any questions or require any additional information regarding this matter before Tuesday.

cc: Andrea Shields  
Ladd Pattillo

**Travis County Housing Finance Corporation  
700 Lavaca, Suite 1560  
Austin, Texas 78701  
Telephone: (512) 854-9116  
Fax: (512) 854-4210**

**Memo**

April 3, 2013

**To: Board of Directors**

**From: Andrea Shields, Manager**

**Re: Presentation for multifamily bond issue from Henderson Global Investors:  
Champions Crossing**

**Introduction**

Henderson Global Investors/CASA Partners V, LP has applied to the Housing Finance Corporation for a bond issue to finance the acquisition and rehabilitation of an apartment complex in Travis County, Champion's Crossing. As you might recall, Henderson Global Investors/CASA Partners V, LP is also the partnership that received multifamily housing bonds in 2012 to acquire and rehabilitate Argosy at Crestview on Justin Lane. The rehabilitation of this property is currently ongoing, and staff has the initial compliance file audit for this property in May 2013. Henderson also was the owner of Arboretum Oaks, another HFC bond property. The agenda item for April 9<sup>th</sup>, 2013, will allow Kristina Lynn the opportunity to address to Board to provide information on the project, while the initial inducement to issue bonds on this property will occur the following week based on availability of the HFC's counsel. This property will have 20% of its units set-aside at 50% of Area Median Income (AMI), and an additional 30% of the units set-aside at 80% of AMI. Please note, the property will not have a 4% tax credit layer.

As a reminder, the initial inducement is in no way a commitment to issue the bonds. You all have several weeks to review the application materials and receive answers to any additional questions you may have. This memo and the appended backup materials are intended to provide you with the most relevant information on these items for your consideration. Please note, the purchase contract on this project requires that Henderson Global Investors/CASA Partners V, LP close on the property in May or face penalties. Therefore, the proposed schedule for this bond issue is as follows:

April 9 <sup>th</sup>	Introduction of Project
April 16 <sup>th</sup>	Initial Inducement/Setting the TEFRA Hearing - May 7 <sup>th</sup>
May 7 <sup>th</sup>	TEFRA Hearing and Final Bond Resolution

While this schedule is faster than some bond issues, it does fall within the guidelines of the application materials if Henderson provides the appraisal to staff at the appropriate times. Both the HFC's counsel and FA agree they have adequate time to appropriately vet the application. Staff will physically inspect the property this week as well. Should you require any other information, please do not hesitate to request it, and we will be happy to provide it.

#### **Information on Henderson Global Investors/CASA Partners V, LP**

As was previously reported with the Argosy at Crestview project, CASA Partners V, LP is the 5<sup>th</sup> in a series of funds specifically for multifamily housing administered and sponsored by Henderson Global Investors. These funds began in 1993 and typically focus on multifamily projects that are stable but ready for repositioning or redevelopment to maintain the asset and extend its useful, which is very valuable in a strong rental market such as Austin as it improves the existing housing stock's condition and positions the property to continue to compete in the market. Moreover, the addition of the affordability layers position the property to provide safe, decent affordable housing to working individuals and families in an area where rents are increasing considerably.

Staff's prior experience with Henderson Global Investors/CASA Partners V, LP has been positive. Also notable is that Henderson contract property management through Pinnacle Property Manager, which currently manages three properties in the HFC's bond property portfolio. In general, staff's experience with Pinnacle, particularly the regional staff, has been very good.

#### **Details on Champion's Crossing Apartments**

**Location:** 2015 Cedar Bend Drive 78758 (maps are included in the back up for reference). The property is located in Precinct 2.

**Bond Amt:** \$19,000,000

#### **Acq/Rehab**

**Costs:** Total costs are estimated at \$23,959,205 with \$4,959,205 in equity from Henderson Global Investors/CASA Partners V, LP and the balance financed through the bond issue/proceeds. Henderson is proposing approximately \$2 million in renovations to the property. The exterior and common area renovations include but not limited to a \$200,000 renovation of the Community Building/Leasing Office including the fitness center, business center and common areas, the addition of a dog park, the improvement of a current on-site garden, exterior repairs, exterior painting, repaving the parking areas, replacing access gates, and upgrading landscaping. The unit improvements include but are not limited to replacement of cabinet doors and resurfacing of cabinets as appropriate, new fixtures, new faux wood flooring, new stainless steel Energy Star

appliances, adding GFCI outlets, replacing water heaters, and cleaning/repairing fireplaces and repair/improvement of patios.

**Construction**

**Completion:** Rehabilitation is expected to be completed within 24 months of closing.

**Site:** 10.90 acres, appropriately zoned for multifamily development.

**Structures:** The property was constructed in 1986 and offers 288 one- and two-bedroom family units in 3-story garden style apartment buildings.

**Units:** Champions Crossing offers several one- and two-bedroom floor plans. The mix of units and the respective square footages are listed in the following table.

<b>Unit Mix</b>		
<b>Unit Type</b>	<b>Sq. Ft.</b>	<b># of Units</b>
1/1	491	72
1/1	563	108
1/1	676	36
2/2	844	48
2/2	996	24
<b>Total</b>		<b>288</b>

The units at the property will have income restrictions of 50% and 80% of the Area Median Income as well as at 120%, which is market rate. The following table shows the relative household sizes and incomes for the property.

<b>Median Household Income by Household Size &amp; Set-Aside</b>				
<b># in Household</b>	<b>Set-Asides</b>			
	<b>50% AMI</b>	<b>80% AMI</b>	<b>100% AMI</b>	<b>120% AMI</b>
<b>1 Person</b>	\$25,650	\$41,040	\$51,300	\$61,560
<b>2 Person</b>	\$29,300	\$46,880	\$58,600	\$70,320
<b>3 Person</b>	\$32,950	\$52,720	\$65,900	\$79,080
<b>4 Person</b>	\$36,600	\$58,560	\$73,200	\$87,840
<b>5 Person</b>	\$39,550	\$63,280	\$79,100	\$94,920

Rent restrictions are based on income: a qualified household will earn at least three times the rent each month based on income verification. This ensures the household is paying no more than 30% of the household income toward rent, which is in line with HUD standards.

**RESOLUTION OF THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS APPROVING A TAX EXEMPT BOND FINANCING TO BE UNDERTAKEN BY TRAVIS COUNTY HOUSING FINANCE CORPORATION**

WHEREAS, Travis County Housing Finance Corporation (the “Issuer”) is proposing to issue its multifamily housing revenue bonds in an aggregate principal amount not to exceed \$19,000,000 to finance the acquisition and rehabilitation of a 288-unit housing community known as Champions Crossing Apartments located at 2015 Cedar Bend Drive, Austin, Texas, 78758 (the “Property”) located within Travis County, Texas (the “County”) by ML CASA V, L.P.; and

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986 (the “Code”), the issuance of the Bonds requires approval, following a public hearing, by the applicable elected representative of the governmental unit having jurisdiction over the area in which the Property is located; and

WHEREAS, on May 13, 2013, a notice of a public hearing with respect to the proposed issuance of the Bonds was published in a newspaper of general circulation in Travis County, Texas, in which the Property is located; and

WHEREAS, the Issuer conducted the public hearing, at which time an opportunity was provided to present arguments both for and against the issuance of the Bonds and the nature and location of the Property to be financed or refinanced; and

WHEREAS, a summary of the comments presented at the hearing has been provided to the Commissioners Court of Travis County by the Issuer; and

WHEREAS, the Commissioners Court of Travis County now desires to approve the financing and the issuance of the Bonds;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners Court of Travis County, as follows:

Section 1. The Commissioners Court of Travis County hereby approves the financing described above and the issuance of the Bonds in an amount not to exceed \$19,000,000. It is the purpose and intent of the Commissioners Court of Travis County that this resolution constitute approval of the financing and the issuance of the Bonds for the purposes of Section 147(f) of the Code by the applicable elected representative of the governmental unit having jurisdiction over the area in which the Property is located, in accordance with said Section 147(f) of the Code.

Section 2. The County Judge and the County Clerk and the County Commissioners are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this resolution and the financing transaction approved hereby.

Section 3. Nothing in this resolution shall be construed to create any obligation of the County with respect to the repayment of the Bonds. The Bonds shall never constitute an indebtedness or pledge of the County within the meaning of any constitutional or statutory provision, and the owners of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the County.

Section 4. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED on May 28, 2013.

COMMISSIONERS COURT OF  
TRAVIS COUNTY, TEXAS

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County Judge

ATTEST:

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County Clerk

# Item 18

## TRAVIS COUNTY COMMISSIONERS COURT

### AGENDA REQUEST

Please re-consider the following item for 5-28-13.

I. A. Request made by Bruce Elfant Phone 854-9005

B. Request Text:

Request Commissions Court of Amendment One to a contract between Texas Department of Motor Vehicles and Travis County relating to subcontractors and title services contracting with the Tax Office. Request was approved on consent on April 30, 2013, as item #34. After received by TXDMV for signatures, a correction in the actual number of non-county workstations was made. Instead of having 23 workstations, there was actually 18 workstations, making all totals lower.

C. Approved by: \_\_\_\_\_

II. A. Is backup material attached? Yes

B. Have agencies affected been invited? Yes

David Escamilla, County Attorney / 49415  
Barbara Wilson, Assistant County Attorney / 49415  
Purchasing office / 49700

III. Personnel – no change

IV. Budget Request – no action needed

**MEMORANDUM**

**Date:** 5-28-2013

**TO:** Travis County Commissioner's Court

**FROM:** Bruce Elfant, Tax Assessor-Collector

**SUBJECT:** Department of Motor Vehicles(Formerly)  
Texas Department of Transportation (TX DMV) Contract

**On September 23, 2003, Commissioner's Court approved Amendment One to the Agreement for the use of State of Texas Automation Equipment with DMV(TX DMV)(copy attached). This Amendment authorized the leasing of Registration and Titling Service equipment to title services and subcontractors of the Travis County Tax Office. Two subcontractors now wish to add an additional workstation to their locations.**

**In order to increase the allotment to this subcontractor DMV(Tx DMV) requests a new Amendment One be signed by Commissioner Court reflecting the increase in equipment and cost. The new Amendment One is identical to the one signed on September 23, 2003, with the addition of two workstations to be assigned to assigned Universal Title Service and Auto Title Service. The figures indicating "Total Annual Cost" and "Annual Leasing Fee" have also been changed to reflect the additional RTS workstations. The fee for use is paid by the title service and subcontractors. This request was approved on consent on April 30, 2013 as item #34. After received by TXDMV for signatures, a correction in the actual number of non-county workstations was made. Instead of having 23 workstations, there was actually 18 workstations, making all totals lower.**

**If you have any questions, please contact Stan Wilson at (854-9031).**

**Thank you for your assistance.**



COUNTY OF Travis

**AMENDMENT ONE [LEASE OF STATE OF TEXAS REGISTRATION AND TITLE SYSTEM (RTS) INFORMATION RESOURCES AND SUPPORT] TO AGREEMENT FOR THE USE OF STATE OF TEXAS AUTOMATION EQUIPMENT**

THIS AMENDMENT is made between the "State" and the "County" pursuant to the addition of SECTION 1, Subchapter A, Chapter 520, Section 520.002 of the Texas Transportation Code as enacted by the 76<sup>th</sup> Legislature of the State of Texas for the purposes of providing the County of Travis, Texas an option to lease additional RTS workstations/items directly from the State. This amendment incorporates all the terms and provisions regarding responsibility for: equipment installation, RTS programming and hardware/software configuration, security, maintenance, equipment repair and replacement, equipment movement, unauthorized equipment use, building electrical requirements, accountability/inventory of equipment, training, and supplies provided in the Agreement for the Use of State of Texas Automation Equipment dated December 2, 1997.

In addition to the provisions of the original county agreement, TxDMV's responsibility for equipment installed at non-county tax assessor-collector sites; e.g. privately owned, for profit enterprises performing registration and title functions for the county tax office; will be limited to ensuring the equipment remains operational. The county will be responsible for all training, user support, forms, supplies, user policy and procedures, etc., associated with this leased equipment. This amendment will remain in force for as long as the Agreement for the Use of State of Texas Automation Equipment remains effective.

This Amendment provides a new option for the County to obtain additional RTS Information Resources and Support not identified in the Agreement for Use of State Automation Equipment. The process for requesting these resources and annual cost and billing information associated with this lease are included in Exhibit A to this Amendment.

RTS workstations identified below and/peripheral equipment identified on Exhibit A which are leased under the provisions of this amendment will be installed following approval of the County Commissioner's Court. This amendment will be signed below by the County Judge or will be supported by a certified copy of the Commissioner's Court Order or Resolution which will be attached, and the Director of the Vehicle Titles and Registration Division of the Texas Department of Motor Vehicles.

\*\*\*

The County of Travis, Texas will lease 2 additional RTS workstation(s)/items and requests that it/they be installed at the following County Tax Office manager or controlled site(s):

Site Name	New (N) or Existing (E) Site	Site Address	Number of Items
Auto Title Service	E	2321 E Cesar Chavez Street, Ste C, Austin, TX 78702	1
Universal Title Service	E	2105 Justin Lane, Ste 106, Austin, TX 78757	1

\_\_\_\_\_  
Samuel T. Biscoe Date  
Travis County Judge

\_\_\_\_\_  
Randy Elliston, Director Date  
Vehicle Titles and Registration Division

## EXHIBIT "A" To Amendment One State of Texas, County of Travis

1. If a County desires additional RTS information resources, e.g. workstations or peripheral equipment, beyond that which is allocated by the State, the equipment and support may be leased **at County expense** from the State. Counties should contact their supporting Vehicle Titles and Registration Division Regional Office for information and the necessary form to amend their existing Agreement for the Use of State of Texas Automation Equipment, that is, their "County Agreement."
2. Submitting a signed amendment form to Randy Elliston, Director, Vehicle Titles and Registration Division, will constitute the County's formal request to lease RTS workstations and will signify that the County Tax Assessor-Collector has the funds necessary to lease this equipment.
3. The cost of leasing a basic RTS workstation will be \$1,500 per year, except if the installation is at a new site that is a site where RTS has not previously been installed. In this case, a "one time" additional fee of \$2,500 for the first workstation will be charged. The cost of leasing other RTS information resources and support is reflected below. Counties will identify the type and amount of the equipment desired by appropriately annotating this quantity below.
4. During the first year of installation, the county will be billed during the month immediately following the month in which the equipment is installed for the pro-rated portion of the State fiscal year that remains. Thereafter, billing will occur annually during the first month of the State's fiscal year (September).
5. The county may request the State remove the equipment at any time and it will be removed within 30 days of the request being received by TxDMV. The county will forfeit any portion of the annual lease fee that remains.
6. Equipment leased by a county will remain in the county unless replaced by the State or until the County requests that it be removed.
7. Annual costs for the above equipment and services are subject to change annually. Counties will be notified at least 90 days in advance of proposed changes.
8. Counties will annotate below (by site and quantity) equipment requirements. Total annual costs can be projected using the table provided. TxDMV will compute final costs and the county will be billed in accordance with paragraph 4 above.

	Item Type	County Site	Quantity	Individual Item Cost	Total Annual Cost
1.	Workstation, Basic <sup>1</sup>	Non-county	48 20	\$1,500.00	\$30,000.00
2.	Remote Sticker Printing System (Renewal) <sup>2</sup>			600.00	
3.	Remote Sticker Printing System (DTA) <sup>3</sup>	Non-county	23	600.00	\$13,800.00
4.	Uninterrupted Power Supply			125.00	
5.	Printer Laser, HP 8000 (high capacity)			1,100.00	
6.	Additional Printer			250.00	
7.	Bar code reader			550.00	
8.	New Site Cost (one time fee)			2,500.00	
				<b>Annual Leasing Fee</b>	<b>\$43,800.00</b>

<sup>1</sup> The Basic Workstation includes all standard items for full functionality (monitor, CPU, keyboard, printer, software, support, and cash drawer, if necessary), in a normal environment.

<sup>2</sup> The Remote Sticker Printing System (RSPS renewal) includes all standard items for full functionality at your subcontractor (laptop, bar code reader, printer, software, support, and two flash drives).

<sup>3</sup> The RSPS (DTA) includes all standard items for full functionality at your subcontractor vehicle dealer (laptop, printer, software, support, and two flash drives).

List of Remote Sticker Locations

HEB / CITY OF JONESTOWN / FIESTA MART

<u>Store #</u>	<u>Store Location</u>
HEB #1	HE7 2701 E. 7 <sup>th</sup> Street
HEB #2	H335 6607 S. IH 35
HEB #3	HAN 1000 E. 41 <sup>st</sup> Street
HEB #4	HFW 7015 Village Center
HEB #6	HPR 12407 N Mopac
HEB #7	HWB 1434 Wells Branch
HEB #8	HOL 2400 W. Congress
HEB #9	HBR 5805 Burnet Road
HEB #10	HOH 7010 Hwy 290 West
HEB #11	HSL 2100 Slaughter Lane
HEB #12	HRV 2508 Riverside Drive
HEB #13	HED 7032 Ed Bluestein
HEB #15	HLM 9414 N. Lamar
HEB #17	HBK 10710 Research Blvd
HEB #19	HWM 500 W. William Cannon
HEB #20	HWP 6001 W. Parmer Lane
HEB #21	HBC 12400 Hwy 710 West
HEB #23	HBL 6900 Brodie Lane
HEB #24	H22 7301 N FM 620
HEB #25	HCR 500 Canyon Ridge
HEB #29	WLH 701 S. Capital of Tx Hwy
HEB #68	WSL 5800 W. Slaughter Lane
HEB #479	HPF 201 FM 685
City of Jonestown	18649 FM 1431
Fiesta Mart #25	3909 N IH 35
Fiesta Mart #64	5510 S IH 35
AAA Texas Austin	Austin – South
AAA Texas Austin	Austin - North

## List of Car Dealerships Remote Sticker Printing Systems

<u>Dealer Name</u>	<u>Dealer Location</u>
Capitol Chevrolet	6200 S. IH 35
Mazda South	4506 S. IH 35
Roger Beasley Mazda	6825 Burnet Road
Continental Cars	6757 Airport Blvd
Austin Infiniti	8140 Burnet Road
Henna Chevrolet	8805 N IH 35
Howdy Honda	5519 E. Ben White
Woods Fun Center	11405 N IH 35
Leif Johnson Ford	501 E. Koenig Lane
Lexus Of Austin	9910 Stonelake Blvd
Maxwell Town North Nissan	9160 Research Blvd
First Texas Honda	1301 W. Koenig Lane
Austin Subaru	200 W. Huntland Drive
Champion Chevrolet	11400 Research Blvd
Maxwell Ford	5000 S. IH 35
Charles Maund Imports	6900 Burnet Rd
Roger Beasley Mitsubishi	1120 Shelby Lane
Roger Beasley Volvo	6375 Hwy 290 East
Maund Inc. DBA Maund Toyota	8400 Research Blvd
Champion Toyota	4800 IH 35 South
EAN Holdings LLC	4210 South Congress
Riata Ford	10507 Hwy 290
L Motors	12331 N. Mopac



## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 27, 2013

**Prepared By/Phone Number:** Tonya Mills, 854-6037, Belinda Powell, 854-9506

**Elected/Appointed Official/Dept. Head:** Roger Jefferies, County Executive Justice & Public Safety, 854-4759

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

### **AGENDA LANGUAGE:**

CONSIDER AND TAKE APPROPRIATE ACTION ON THE KROLL ADVISORY SOLUTIONS PHYSICAL SECURITY ASSESSMENT REPORT ON THE TRAVIS COUNTY NORTH CAMPUS. (THIS ITEM MAY BE TAKEN INTO EXECUTIVE SESSION UNDER THE SECURITY EXCEPTION)

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

In January 2013, a Purchase Order was issued to Kroll Advisory Solutions to provide an independent review of the physical security at the Travis County North Campus located on Airport Boulevard. Primary stakeholders who reside on the North Campus include:

County Clerk's Office  
Tax Assessor Collector's Office  
Counseling and Education Services  
Records Management and Communication Resources  
District Clerk's Office  
Emergency Services Division  
Employee Wellness and Health Clinic  
Sheriff's Office – Ruiz Building

The team of experts from Kroll attended meetings on-site to ascertain from each tenant their particular concerns related to the physical security for their individual offices and the site in general. In addition, the Kroll team made unannounced on-site visits to observe security procedures that are currently in place at the site; attempted to breach or bypass the various measures and protocols at the site; and visited the site in the evening to

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

observe the security for the site after business hours. The results of Kroll's findings have been documented for the Commissioners Court in a detailed report that is submitted under separate cover. The highlights of the report have been outlined in the attached presentation that members of the Kroll team will discuss with the Commissioners Court.

The report includes a series of recommendations for each department and for the general campus grounds which are prioritized under Categories A, B, or C. Category A indicates a recommendation that addresses a security vulnerability that needs priority attention to meet best practices. Category B indicates a security vulnerability that needs attention to meet best practices, but may be addressed over a period of time (e.g. two to five years). Category C indicates a recommendation that Kroll believes will mitigate potential or existing security vulnerabilities of a minor nature and/or will assist Travis County in improving its overall security posture. An executive summary of Category A recommendations by department is attached.

This report has been presented to the Travis County Security Committee and to the tenants/primary stakeholders at the site in question. Each office has received a copy of their respective section of the comprehensive report that outlines issues in their offices. The Project Management Team, Project Executive, Planning & Budget, and Facilities Management Department have been provided with a complete copy of the report.

### **STAFF RECOMMENDATIONS:**

Staff recommends approval of the report as presented by Kroll and is requesting that the Commissioners Court consider funding for the requests in the FY 2014 budget process. Note that some recommendations in the report are in the process of being addressed by Facilities Management or can be addressed with existing funds in FY 2013.

In addition, staff recommends authorization to have the Purchasing Agent begin work on a Request for Information (RFI) related to the migration of the security systems to an open architecture platform over the next 2 to 5 years (recommended in the report). An RFI is recommended to assist the Commissioners Court and staff in understanding the cost implications and options for this recommendation prior to establishing funding for the new security systems.

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

**ISSUES AND OPPORTUNITIES:**

Please see attachments and Kroll report.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

The fiscal impacts of funding these recommendations (specifically Category A recommendations), which include increased staffing, organizational and policy changes, and physical improvements should be assessed in the Fiscal Year 2014 Budget Process.

**REQUIRED AUTHORIZATIONS: NA**

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



# **Travis County Commissioners Court Agenda Request**

**Meeting Date:** May 28, 2013

**Prepared By/Phone Number:** SHARON TALLEY, 854-3127

**Elected/Appointed Official/Dept. Head:** COUNTY ATTORNEY, 854-9513

**Commissioners Court Sponsor:**

**AGENDA LANGUAGE:** RECEIVE BRIEFING AND TAKE APPROPRIATE ACTION REGARDING TRAVIS COUNTY INVOLVEMENT IN LEGAL ACTION REGARDING CONGRESSIONAL REDISTRICTING (EXECUTIVE SESSION ALSO, PURSUANT TO TEX. GOV'T CODE ANN. SEC. 551.071 (A)).

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

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**REQUIRED AUTHORIZATIONS:**





## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013

**Prepared By/Phone Number:** Robert Resnick, Commissioners Court Specialist, 512-854-4722

**Elected/Appointed Official/Dept. Head:** Dana DeBeauvoir, Travis County Clerk

**Commissioners Court Sponsor:** Judge Biscoe

**AGENDA LANGUAGE:** Approve the Commissioners Court Minutes for the Voting Session of April 30, 2013.

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

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**REQUIRED AUTHORIZATIONS:**

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.



# Minutes for the Travis County Commissioners Court Tuesday, April 30, 2013 Voting Session

Minutes Prepared by the Travis County Clerk  
512-854-4722 • www.co.travis.tx.us • PO Box 149325, Austin, TX 78714-9325

## Call to Order

Meeting called to order on April 30, 2013 in the Travis County Administration Building, Commissioners Courtroom, 700 Lavaca Street, 1st Floor, Austin, TX, Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

Samuel T. Biscoe	County Judge	Present
Ron Davis	Precinct 1, Commissioner	Present
Sarah Eckhardt	Precinct 2, Commissioner	Present
Gerald Daugherty	Precinct 3, Commissioner	Present
Margaret J. Gómez	Precinct 4, Commissioner	Present

## Public Hearings

1. Receive comments regarding a street name assignment for a private street to "Dimensional Place." (Commissioner Daugherty) (Action Item #9)

**MOTION:** Open the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Gerald Daugherty, Commissioner  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

Members of the Court heard from:  
Steve Manilla, County Executive, Transportation and Natural Resources (TNR)

**MOTION:** Close the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Gerald Daugherty, Commissioner  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

## Citizens Communication

Members of the Court heard from:  
Jay Wiley, Travis County resident  
Morris Priest, Travis County resident  
Daniel Ross, Owner, The Allan House  
Adele Noel, Environmental Project Manager, TNR

## Special Item

2. Consider and take appropriate action on an order concerning outdoor burning in the unincorporated areas of Travis County.

Members of the Court heard from:

Hershel Lee, Travis County Fire Marshal

**RESULT: DISCUSSED**

**Reset for: 5/7/2013**

*Clerk's Note: The County Judge announced that by taking no action, the prohibition against outdoor burning remains lifted and residents are requested to burn safely.*

## Resolutions and Proclamations

3. Approve resolution recognizing Leroy W. Nellis on his retirement and for 19 years of service to Travis County and its residents. (Judge Biscoe)

Members of the Court heard from:

Leroy Nellis, Transition Budget Director, Planning and Budget Office (PBO)

Jessica Rio, Budget Director, PBO

Diana Ramirez, Senior Budget Analyst, PBO

Travis Gatlin Jr., Assistant Budget Director, PBO

Leslie Browder, County Executive, PBO

Christopher Broussard, Business Analyst, PBO

Susan Spataro, Travis County resident

Ladd Patillo, Travis County Financial Advisor

Daniel Mansour, Travis County resident

Melissa Nellis, Superior, Colorado resident, daughter of Leroy Nellis

Robert Nellis, Program Manager, SharePoint Solutions, son of Leroy Nellis

**MOTION:** Approve the Resolution in Item 3.

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Margaret J. Gómez, Commissioner

**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

4. Approve proclamation recognizing the 151st anniversary of Cinco de Mayo, the Battle of Puebla, in Travis County. (Commissioner Gómez)

Members of the Court heard from:

Amalia Rodriguez-Mendoza, District Clerk

**MOTION:** Approve the Proclamation in Item 4.

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Margaret J. Gómez, Commissioner

**SECONDER:** Samuel T. Biscoe, Judge

**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

5. Approve proclamation to declare May 5 through May 11, 2013, as "Public Service Recognition Week" and Tuesday, May 7, 2013, as "Travis County Employee Recognition Day."

Members of the Court heard from:

Leslie Browder, County Executive, PBO  
Kris Nilsen, Human Resources Specialist, Human Resources Management Department (HMRD)

**MOTION:** Approve the Proclamation in Item 5.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

### Justice and Public Safety Items

6. Consider and take appropriate action on reappointment to and adjustments of County positions on the Austin-Travis County EMS Advisory Board:
  - a. Reappoint Hector Gonzales as Travis County representative;
  - b. Transfer Paula Barr to Emergency Services District Commissioner; and
  - c. Transfer Bob Taylor to consumer informed about issues relating to Emergency Medical Services.

**RESULT: ADDED TO CONSENT**

### Transportation and Natural Resources Dept. Items

7. Consider and take appropriate action on a request for a variance to Title 30-2-158(B)(2), Access to Streets (requires that a new subdivision must have at least two access streets and each of the two access streets must connect to a different external street) for the Hills of Shady Hollow preliminary plan. (Commissioner Daugherty)

Members of the Court heard from:

Steve Manilla, County Executive, TNR  
Teresa Calkins, Engineer, TNR  
Garrett Martin, Chief Executive Officer (CEO), Milestone Community Builders  
Elaine MacLaughlin, President, Bear Creek Home Owners Association (HOA)  
Hector Hinojosa, Bear Creek resident  
Barbara Schlieff, Bear Creek resident  
Ian Carmichael, Loan Officer, Envoy Mortgage  
Anna Bowlin, Program Manager, Planning and Engineering, TNR

*Judge Biscoe announced that Item 7 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**RESULT: DISCUSSED**

**Reset for: 5/7/2013**

8. Consider and take appropriate action on a request to use available 1997 and 2001 bond savings to fund the Elroy Road/FM 812 intersection improvements project in Precinct Four. (Commissioner Gómez)

**RESULT:           ADDED TO CONSENT**

9. Consider and take appropriate action on a street name assignment for an unnamed private street to "Dimensional Place," in Precinct Three. (Commissioner Daugherty)

**RESULT:           ADDED TO CONSENT**

10. Consider and take appropriate action on a plat for recording: Great Oaks Estates amended plat of lots 22, 23, 24, 25 and 27 (amended final plat – one lot – Round Mountain Circle – City of Leander ETJ) in Precinct Three. (Commissioner Daugherty)

**RESULT:           ADDED TO CONSENT**

11. Consider and take appropriate action on the following:

- a. The acceptance of the dedication of the public street and drainage facilities within Steiner Ranch Phase 1, Section 48; and
- b. A proposed license agreement with Steiner Ranch Master Association for improvements within the ROW of Section 4B in Precinct Two. (Commissioner Eckhardt)

**RESULT:           ADDED TO CONSENT**

12. Consider and take appropriate action on a request to use available Precinct Two 2001 bond projects savings to fund the preliminary engineering of intersection improvements at Steiner Ranch Blvd. and RR 620 in Precinct Two. (Commissioner Eckhardt)

Members of the Court heard from:

Steve Manilla, County Executive, TNR

Harrison Lobdell, Vice-Chairman, Steiner Ranch Neighborhood Association (SRNA)

**MOTION:**           Approve Item 12.

**RESULT:**           **APPROVED [UNANIMOUS]**

**MOVER:**           Sarah Eckhardt, Commissioner

**SECONDER:**       Ron Davis, Commissioner

**AYES:**            Biscoe, Davis, Eckhardt, Daugherty, Gómez

#### **Health and Human Services Dept. Items**

13. Consider and take appropriate action on items related to a request to delegate signature authority to the Travis County Health and Human Services and Veterans Service County Executive to sign Tier 2 environmental clearances for the HUD-funded Travis County Community Development Block Grant Owner Occupied Home Rehabilitation program, as long as neither a full environmental site assessment nor any mitigation measures are required.

**RESULT:           ADDED TO CONSENT**

### Planning and Budget Dept. Items

14. Consider and take appropriate action on budget amendments, transfers and discussion items.

**RESULT:           ADDED TO CONSENT**

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

- a. Annual application to the Automobile Burglary and Theft Prevention Authority to continue the Sheriff's Combined Auto Theft Task Force program in the Travis County Sheriff's Office;
- b. Application to the Bureau of Justice Assistance for the Taking the Smart Path: Enhancing Assessment and Training to Address Youths' Needs grant program in the Juvenile Probation Department;
- c. Contract with the National Prison Rape Elimination Act (PREA) Resource Center for a Culture of Excellence: Enhancing organizational capacity to exceed PREA Standards grant program in the Juvenile Probation Department; and
- d. Annual contract with the Texas Department of Housing and Community Affairs to continue the Comprehensive Energy Assistance Program managed by Health and Human Services.

**RESULT:           ADDED TO CONSENT**

16. Review and approve the immediate release of reimbursement payment to United Health Care for claims paid for participants in the Travis County Employee Health Care Fund for payment of \$922,180.96 for the period of April 12 to April 18, 2013.

**RESULT:           ADDED TO CONSENT**

17. Consider and take appropriate action on proposed routine personnel amendments.

**RESULT:           ADDED TO CONSENT**

### Purchasing Office Items

18. Declare 40 used Glock Model-17 pistols as surplus and authorize trade-in for purchase of 40 new Glock Model-17 pistols, pursuant to Section 263.152(A)(2) of the Texas Local Government Code.

Members of the Court heard from:

Bill Poole, Lieutenant, Director of Training, Travis County Sheriff's Office (TCSO)  
Phyllis Clair, Major, Law Enforcement, TCSO

**MOTION:**           Attempt to secure a written agreement from the vendor with the stipulation that the vendor will only sell to persons or firms that pass an appropriate background check, and authorize the purchase of new pistols and sale of refurbished ones if staff can secure that agreement. If neither occurs, this item will be brought back to court.

**RESULT:**           **APPROVED [4 TO 0]**  
**MOVER:**           Samuel T. Biscoe, Judge

**SECONDER:** Ron Davis, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Gerald Daugherty, Margaret J. Gómez  
**ABSTAIN:** Sarah Eckhardt

19. Approve Modification No. 7 to Contract No. 4400000427 (H.T.E. Contract No. LA110090LC), Cyrus Networks, LLC, for data center lease space.

**RESULT: ADDED TO CONSENT**

20. Approve Modification No. 13 to Contract No. 4400000074 (HTE Contract No. 10K00250LP), STR Constructors, for Milton Reimers Ranch Park.

**RESULT: ADDED TO CONSENT**

21. Pursuant to Texas Local Government Code, Section 263.152(A)(1), declare certain items surplus property and sell at public auction.

**RESULT: ADDED TO CONSENT**

22. Pursuant to Texas Local Government Code, Section 263.152(A)(1), declare certain vehicles surplus property and sell at public auction.

**RESULT: ADDED TO CONSENT**

23. Approve Modification No. 4 to Contract No. 4400000031 (H.T.E. No. 09AE0251JW), Jacobs, for the Howard Lane Phase II design project.

**RESULT: ADDED TO CONSENT**

24. Pursuant to Texas Local Government Code, Section 263.152(A)(3), order body armor vests to be destroyed.

**RESULT: ADDED TO CONSENT**

25. Approve contract award for portion control cleaning chemicals, IFB No. 1302-007-SC to the low bidder, Choice Cleaning Supply, Inc. d/b/a Kim Paper, Inc.

**RESULT: ADDED TO CONSENT**

26. Approve Modification No. 1 to Contract 4400001243, Communication by Hand for interpreter services.

**RESULT: ADDED TO CONSENT**

27. Approve contract award for the purchase of professional services, Contract No. 4400001439, to Medicalistics, LLC.

**RESULT: ADDED TO CONSENT**

## Other Items

28. **At 11:00 a.m.** Consider and take appropriate action on legislative matters, including:

a. Update on legislative activities;

Members of the Court heard from:

Deece Eckstein, Intergovernmental Relations Officer, Intergovernmental Relations (IGR)

**RESULT: DISCUSSED**

b. Legislation relating to transparency in local government, including House Bill 14;

Members of the Court heard from:

Deece Eckstein, Intergovernmental Relations Officer, IGR

**MOTION:** Approve the revised draft letter to be sent to House Speaker Joe Straus in opposition to HB14.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Margaret J. Gómez, Commissioner

**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

c. Legislation relating to property tax exemptions;

Members of the Court heard from:

Deece Eckstein, Intergovernmental Relations Officer, IGR

**MOTION:** Approve a resolution that supports legislation that gives counties and other local governments additional permissive authority to grant property tax exemptions.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Margaret J. Gómez, Commissioner

**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

d. Legislation relating to county authority to use land use tools to enhance the health and safety of residents;

Members of the Court heard from:

Deece Eckstein, Intergovernmental Relations Officer, IGR

**RESULT: DISCUSSED**

e. Legislation relating to Texas Commission on Environmental Quality oversight and ratepayer protection in the ratemaking process for water and sewer utilities, including House Bill 3857; and

Members of the Court heard from:

Deece Eckstein, Intergovernmental Relations Officer, IGR

**MOTION:** Oppose HB 3857.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Sarah Eckhardt, Commissioner



**SECONDER:** Ron Davis, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

- f. Additions to the priorities, policy positions and the positions on other proposals sections of the Travis County legislative agenda.

Members of the Court heard from:  
Deece Eckstein, Intergovernmental Relations Officer, IGR

**MOTION:** Approve an addition to the legislative agenda supporting legislation that gives counties and local governments additional permissive authority to grant property tax exemptions.

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

29. Receive comments concerning the issuance of multifamily housing revenue bonds by Travis County Housing Finance Corporation for the acquisition, construction and financing of Parmer Place Apartments, 1500 East Parmer Lane, Austin, Texas. (Action Item #31)

**MOTION:** Open the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Ron Davis, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Gerald Daugherty, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

Members of the Court heard from:  
Andrea Shields, Manager, Travis County Corporations  
Cliff Blount, General Counsel, Naman, Howell, Smith & Lee, LLP

**MOTION:** Close the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Ron Davis, Commissioner  
**SECONDER:** Samuel T. Biscoe, Judge  
**AYES:** Samuel T. Biscoe, Ron Davis, Gerald Daugherty, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

30. Receive comments concerning the issuance of multifamily housing revenue bonds by Travis County Housing Finance Corporation for the acquisition, construction and financing of William Cannon Place Apartments, 2112 East William Cannon, Austin, Texas. (Action Item #32)

**MOTION:** Open the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Gerald Daugherty, Commissioner  
**SECONDER:** Ron Davis, Margaret J. Gómez  
**AYES:** Samuel T. Biscoe, Ron Davis, Gerald Daugherty, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

Members of the Court heard from:

Andrea Shields, Manager, Travis County Corporations  
Cliff Blount, General Counsel, Naman, Howell, Smith & Lee, LLP  
Craig H. Lintner, Senior Vice President- Development, Pedcor Investments

**MOTION:** Close the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Ron Davis, Commissioner  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Gerald Daugherty, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

31. Consider and take appropriate action concerning the issuance of multifamily housing revenue bonds by Travis County Housing Finance Corporation for the Parmer Place Apartments.

**MOTION:** Approve Item 31.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Margaret J. Gómez, Commissioner  
**SECONDER:** Ron Davis, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Gerald Daugherty, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

32. Consider and take appropriate action concerning the issuance of multifamily housing revenue bonds by Travis County Housing Finance Corporation for the William Cannon Place Apartments.

Members of the Court heard from:

Cliff Blount, General Counsel, Naman, Howell, Smith & Lee, LLP

**MOTION:** Approve Item 32.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Margaret J. Gómez, Commissioner  
**SECONDER:** Gerald Daugherty, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Gerald Daugherty, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

33. **At 1:45 p.m.** Conduct interviews with the highest-ranked firms for RFS No. S1301-008-CG, Program Manager/Owner's Representative for development of a new Travis County civil and family courthouse and take appropriate action:

- a. URS Corporation;

Members of the Court heard from:

Dan Warth, Vice President, Project Principal, URS Corporation  
George Tapas, National Practice Manager, Alternative Finance and Public-Private Partnerships, URS Corporation  
Tim Murchison, Vice President, Project Management Practice Western Region, URS Corporation  
David Pennington, Managing Director, BMO Capital Markets  
Richard Dilley, Vice President, URS Corporation  
David Weeks, Procurement Task Leader, URS Corporation  
Tim Kongada, Architect, URS Corporation  
Beverly Silas, President, Beverly Silas & Associates

**RESULT:** **DISCUSSED**

**Reset for: 5/7/2013**

- b. Broaddus and Associates.

Members of the Court heard from:

Jim Broaddus, President and Founder, Broaddus and Associates  
Brenda Jenkins, Vice President, Broaddus and Associates  
Iain Tester, Director, KPMG Corporate Finance  
Paul Jack, Executive Vice President, Estrada Hinojosa & Company  
Tammy Shoham, Vice President, Robert Charles Lester and Company (RCLCO)  
Murat Karakas, P.E., Engineer and Project Manager, ARUP  
Jed Buie, President, Buie and Company  
Bobbie Hernandez, Owner, Pink Consulting  
Terry Whitman, Senior Project Manager, Broaddus & Associates  
Mel Herrera, Vice President of Operations, ECM International, Inc.

**RESULT: DISCUSSED Reset for: 5/7/2013**

- 34. Consider and take appropriate action to amend contract with Texas Department of Motor Vehicles to allow two current subcontractors to add an additional workstation.

**RESULT: ADDED TO CONSENT**

- 35. Consider and take appropriate action regarding election service agreement to conduct elections for Travis County Municipal Utility District #17 and Pilot Knob Municipal Utility District #3.

**RESULT: ADDED TO CONSENT**

- 36. Consider and take appropriate action regarding a joint election agreement for the May 11, 2013 Joint General and Special Elections with Travis County and 13 participating entities:

- a. City of Bee Cave;
- b. City of Lakeway;
- c. City of Manor;
- d. Austin Independent School District;
- e. Lake Travis Independent School District;
- f. Manor Independent School District;
- g. Lost Creek Municipal Utility District;
- h. Travis County Municipal Utility District #17;
- i. Pilot Knob Municipal Utility District #3;
- j. Travis County Emergency Services District #8;
- k. Travis County Emergency Services District #10;
- l. Travis County Emergency Services District #12; And
- m. Travis County Emergency Services District #14.

**RESULT: ADDED TO CONSENT**

37. Consider and take appropriate action regarding County building at 416 W. 11th Street, Austin, Texas. (This item may be taken into Executive Session under the Consultation with Attorney or Real Property exceptions)

**RESULT: POSTPONED**

**Reset for: 5/7/2013**

### Executive Session Items

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

*Note 1: Gov't Code Ann 551.071, Consultation with Attorney*

*Note 2: Gov't Code Ann 551.072, Real Property*

*Note 3: Gov't Code Ann 551.074, Personnel Matters*

*Note 4: Gov't Code Ann 551.076, Security*

*Note 5: Gov't Code Ann 551.087, Economic Development Negotiations*

38. Consider and take appropriate action regarding a license agreement with the Republic of Texas Biker Rally, Inc., for an event at the Travis County Exposition Center. <sup>1</sup> (Judge Biscoe and Commissioner Davis)

*Judge Biscoe announced that Item 38 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:** Approve the agreement and authorize the County Judge to sign said agreement.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Ron Davis, Commissioner

**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

39. Receive briefing and take appropriate action regarding Travis County Chapters 9 and 10, Transportation and Natural Resources Department's investigation on work environment and facilities for 2012-2013. <sup>1</sup>

*Judge Biscoe announced that Item 39 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.074, Personnel Matters.*

**RESULT: NOT NEEDED**

40. Receive briefing and consultation with County Attorney, appoint representative for mediation and take appropriate action in Susan E. Roehm vs. Travis County; James D. Moore, individually; Greg Hamilton, individually. <sup>1</sup>

*Judge Biscoe announced that Item 40 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:** Appoint Commissioner Daugherty to represent the Court at this mediation.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Margaret J. Gómez, Commissioner

**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

41. Receive briefing and consultation with County Attorney to authorize County Attorney to accept, reject, or counter settlement offer, and/or take appropriate action in cause No. D-1-GN-11-000323; Elida Garza v. Travis County, Texas, in the 250th Judicial District, Travis County Texas.<sup>1</sup>

*Judge Biscoe announced that Item 41 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:** Authorize the County Attorney to proceed as necessary to prepare for litigation.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

### Consent Items

Members of the Court heard from:  
Ronnie Gjemre, Travis County resident

**MOTION:** Approve the following Consent Items: C1–C3 and Agenda Items 6a–c, 8, 9, 10, 11a–b, 13, 14, 15a–d, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 34, 35, 36a–m, A1, A2, A3, and A5.  
**RESULT:** **ADOPTED [UNANIMOUS]**  
**MOVER:** Margaret J. Gómez, Commissioner  
**SECONDER:** Gerald Daugherty, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

- C1. Receive bids from County Purchasing Agent.
- C2. Approve payment of claims and authorize County Treasurer to invest County funds.
- C3. Approve setting a public hearing on Tuesday, May 14, 2013 to receive comments regarding street name assignments for unnamed private easements to be known as "Wild River Road," "Hupedo Ranch Road," and "Howards Way" in Precinct Three. (Commissioner Daugherty)

### Added Items

- A1. Consider and take appropriate action on the appointment of Tracy Bratton to the Travis County Board of Review Pursuant to Chapter 71.008, Fire Code.

**RESULT:** **ADDED TO CONSENT**

- A2. Consider and take appropriate action regarding a lease agreement with Ben Hur Shriners for use of Ben Hur Shriners Temple, 7811 Rockwood Lane, in Austin, Texas as an early voting and Election Day polling location for the May 11, 2013 joint general and special elections.

**RESULT:** **ADDED TO CONSENT**

- A3. Consider and take appropriate action regarding a lease agreement with Westlake Bible Church, Inc. for use of Austin Ridge Bible Church, 9300 Bee Cave Road, in Austin, Texas as an Election Day polling location for the May 11, 2013 joint general and special elections.

**RESULT:** **ADDED TO CONSENT**

- A4. Receive comments regarding the temporary closure of Old Manchaca Rd. in Precinct Three to reconstruct the road beginning June 1, 2013, and continuing through July 1, 2013, or until construction is completed. (Commissioner Daugherty) (Action Item #A5)

**MOTION:** Open the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Gerald Daugherty, Commissioner  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

Members of the Court heard from:  
Steve Manilla, County Executive, TNR

**MOTION:** Close the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Gerald Daugherty, Commissioner  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Daugherty, Gómez

- A5. Consider and take appropriate action regarding the temporary closure of Old Manchaca Rd. In Precinct Three to reconstruct the road beginning June 1, 2013, and continuing through July 1, 2013, or until construction is completed. (Commissioner Daugherty)

**RESULT:** **ADDED TO CONSENT**

### **Minutes approved by the Commissioners Court**

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Samuel T. Biscoe, Travis County Judge



## **Travis County Commissioners Court Agenda Request Travis County Bee Cave Road District No. 1**

**Meeting Date:** May 28, 2013

**Prepared By/Phone Number:** Robert Resnick, Commissioners Court Specialist, 512-854-4722

**Elected/Appointed Official/Dept. Head:** Dana DeBeauvoir, Travis County Clerk

**Commissioners Court Sponsor:** Judge Biscoe

**AGENDA LANGUAGE:** Approve the Bee Cave Road District No. 1 (Galleria) Minutes for the Voting Session of April 30, 2013.

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

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**REQUIRED AUTHORIZATIONS:**

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.



# Minutes for the Travis County Bee Cave Road District No. 1 (Galleria) Tuesday, April 30, 2013 Voting Session

Minutes Prepared by the Travis County Clerk  
512-854-4722 • www.co.travis.tx.us • PO Box 149325, Austin, TX 78714-9325

Meeting called to order on April 30, 2013, in the Travis County Administration Building, Commissioners Courtroom, 700 Lavaca Street, 1st Floor, Austin, TX. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

Samuel T. Biscoe	County Judge	Present
Ron Davis	Precinct 1, Commissioner	Present
Sarah Eckhardt	Precinct 2, Commissioner	Present
Gerald Daugherty	Precinct 3, Commissioner	Present
Margaret J. Gómez	Precinct 4, Commissioner	Present

1. Approve payment of claims and authorize County Treasurer to invest Road District funds.

**MOTION:** Make the investments in Item 1.  
**RESULT:** **APPROVED [3 TO 0]**  
**MOVER:** Margaret J. Gómez, Commissioner  
**SECONDER:** Gerald Daugherty, Commissioner  
**AYES:** Samuel T. Biscoe, Gerald Daugherty, Margaret J. Gómez  
**ABSTAIN:** Ron Davis  
**ABSENT:** Sarah Eckhardt

## Minutes approved by the Commissioners Court

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Samuel T. Biscoe, Travis County Judge



# HFC Items 1 and 2



## Travis County Commissioners Court Agenda Request Travis County Housing Finance Corporation

**Meeting Date:** May 28, 2013

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning and Budget/854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

### **AGENDA LANGUAGE:**

1. Public Hearing concerning the Corporation's Multifamily Housing Revenue Bonds (Champions Crossing), Series 2013

2. Consider and take appropriate action to approve Resolution Authorizing the Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Champions Crossing Apartments), Series 2013; Approving the Form and Substance of and Authorizing the Execution and Delivery of Documents and Instruments Necessary to Carry Out the Financing of such Multifamily Rental Residential Development; and Containing other Provisions Relating to the Subject.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116; Leslie Browder, County Executive, Planning and Budget/854-9106

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



**NAMAN HOWELL  
SMITH & LEE<sup>PLLC</sup>**  
ATTORNEYS AT LAW

*MEMORANDUM*  
*from*  
**William C. Blount**

(512) 807-2454  
Fax (512) 474-1901  
*E-mail: blount@namanhowell.com*

**TO:** Board of Directors of  
Travis County Housing Finance Corporation

**DATE:** May 20, 2013

**RE:** Issuance of Multifamily Housing Revenue Bonds (Champions Crossing  
Apartments), Series 2013

**Agenda Date:** May 28, 2013

This item is to approve the financing of the purchase and rehabilitation of the Champions Crossing apartments located at 2015 Cedar Bend Drive, Austin, Texas, 78758. The principal amount of the Bonds is not to exceed \$19,000,000. Bond proceeds will be loaned to the borrower, ML CASA V, L.P., pursuant to the loan agreement, to provide the funds for the acquisition and rehabilitation of the apartments. The structure of the transaction is identical to the structure of the Argosy at Crestview transaction that the Corporation financed in 2012.

The bonds will be purchased by Bank of America, N.A. in a private placement. Bank of America is conducting its due diligence review and underwriting of the property and financing and will provide an investor letter at closing, stating that it is a sophisticated investor in bonds of this type and has received all the information it requires to make an informed investment decision.

The affordability restrictions are (a) 20% of the units to residents at or below 50% of area median income as established by HUD; (b) 50% of the units to residents at or below 80% of area median income; and (c) 90% of the units to residents at or below 120% of area median income. The restrictions will be enforced by the recording of a Land Use Restriction Agreement in the real property records which sets forth the restrictions. Area median income for 2013 is \$73,200.

The Attorney General's office will review the bond issuance transcript and must approve the legality of the issuance of the bonds.

Enclosed with this memo are the proposed bond resolution and the principal bond documents for your review.

This matter is also on the Travis County agenda to approve the issuance of the Bonds by TCHFC for TEFRA (Internal Revenue Code) purposes.

Please give me a call if you have any questions or require any additional information regarding this matter before Tuesday.

cc: Andrea Shields  
Ladd Pattillo

**Travis County Housing Finance Corporation  
700 Lavaca, Suite 1560  
Austin, Texas 78701  
Telephone: (512) 854-9116  
Fax: (512) 854-4210**

**Memo**

**April 3, 2013**

**To: Board of Directors**

**From: Andrea Shields, Manager**

**Re: Presentation for multifamily bond issue from Henderson Global Investors:  
Champions Crossing**

**Introduction**

Henderson Global Investors/CASA Partners V, LP has applied to the Housing Finance Corporation for a bond issue to finance the acquisition and rehabilitation of an apartment complex in Travis County, Champion's Crossing. As you might recall, Henderson Global Investors/CASA Partners V, LP is also the partnership that received multifamily housing bonds in 2012 to acquire and rehabilitate Argosy at Crestview on Justin Lane. The rehabilitation of this property is currently ongoing, and staff has the initial compliance file audit for this property in May 2013. Henderson also was the owner of Arboretum Oaks, another HFC bond property. The agenda item for April 9<sup>th</sup>, 2013, will allow Kristina Lynn the opportunity to address to Board to provide information on the project, while the initial inducement to issue bonds on this property will occur the following week based on availability of the HFC's counsel. This property will have 20% of its units set-aside at 50% of Area Median Income (AMI), and an additional 30% of the units set-aside at 80% of AMI. Please note, the property will not have a 4% tax credit layer.

As a reminder, the initial inducement is in no way a commitment to issue the bonds. You all have several weeks to review the application materials and receive answers to any additional questions you may have. This memo and the appended backup materials are intended to provide you with the most relevant information on these items for your consideration. Please note, the purchase contract on this project requires that Henderson Global Investors/CASA Partners V, LP close on the property in May or face penalties. Therefore, the proposed schedule for this bond issue is as follows:

April 9 <sup>th</sup>	Introduction of Project
April 16 <sup>th</sup>	Initial Inducement/Setting the TEFRA Hearing - May 7 <sup>th</sup>
May 7 <sup>th</sup>	TEFRA Hearing and Final Bond Resolution

While this schedule is faster than some bond issues, it does fall within the guidelines of the application materials if Henderson provides the appraisal to staff at the appropriate times. Both the HFC's counsel and FA agree they have adequate time to appropriately vet the application. Staff will physically inspect the property this week as well. Should you require any other information, please do not hesitate to request it, and we will be happy to provide it.

#### **Information on Henderson Global Investors/CASA Partners V, LP**

As was previously reported with the Argosy at Crestview project, CASA Partners V, LP is the 5<sup>th</sup> in a series of funds specifically for multifamily housing administered and sponsored by Henderson Global Investors. These funds began in 1993 and typically focus on multifamily projects that are stable but ready for repositioning or redevelopment to maintain the asset and extend its useful, which is very valuable in a strong rental market such as Austin as it improves the existing housing stock's condition and positions the property to continue to compete in the market. Moreover, the addition of the affordability layers position the property to provide safe, decent affordable housing to working individuals and families in an area where rents are increasing considerably.

Staff's prior experience with Henderson Global Investors/CASA Partners V, LP has been positive. Also notable is that Henderson contract property management through Pinnacle Property Manager, which currently manages three properties in the HFC's bond property portfolio. In general, staff's experience with Pinnacle, particularly the regional staff, has been very good.

#### **Details on Champion's Crossing Apartments**

**Location:** 2015 Cedar Bend Drive 78758 (maps are included in the back up for reference). The property is located in Precinct 2.

**Bond Amt:** \$19,000,000

#### **Acq/Rehab**

**Costs:** Total costs are estimated at \$23,959,205 with \$4,959,205 in equity from Henderson Global Investors/CASA Partners V, LP and the balance financed through the bond issue/proceeds. Henderson is proposing approximately \$2 million in renovations to the property. The exterior and common area renovations include but not limited to a \$200,000 renovation of the Community Building/Leasing Office including the fitness center, business center and common areas, the addition of a dog park, the improvement of a current on-site garden, exterior repairs, exterior painting, repaving the parking areas, replacing access gates, and upgrading landscaping. The unit improvements include but are not limited to replacement of cabinet doors and resurfacing of cabinets as appropriate, new fixtures, new faux wood flooring, new stainless steel Energy Star

appliances, adding GFCI outlets, replacing water heaters, and cleaning/repairing fireplaces and repair/improvement of patios.

**Construction**

**Completion:** Rehabilitation is expected to be completed within 24 months of closing.

**Site:** 10.90 acres, appropriately zoned for multifamily development.

**Structures:** The property was constructed in 1986 and offers 288 one- and two-bedroom family units in 3-story garden style apartment buildings.

**Units:** Champions Crossing offers several one- and two-bedroom floor plans. The mix of units and the respective square footages are listed in the following table.

<b>Unit Mix</b>		
<b>Unit Type</b>	<b>Sq. Ft.</b>	<b># of Units</b>
1/1	491	72
1/1	563	108
1/1	676	36
2/2	844	48
2/2	996	24
<b>Total</b>		<b>288</b>

The units at the property will have income restrictions of 50% and 80% of the Area Median Income as well as at 120%, which is market rate. The following table shows the relative household sizes and incomes for the property.

<b># in Household</b>	<b>Median Household Income by Household Size &amp; Set-Aside</b>			
	<b>Set-Asides</b>			
	<b>50% AMI</b>	<b>80% AMI</b>	<b>100% AMI</b>	<b>120% AMI</b>
<b>1 Person</b>	\$25,650	\$41,040	\$51,300	\$61,560
<b>2 Person</b>	\$29,300	\$46,880	\$58,600	\$70,320
<b>3 Person</b>	\$32,950	\$52,720	\$65,900	\$79,080
<b>4 Person</b>	\$36,600	\$58,560	\$73,200	\$87,840
<b>5 Person</b>	\$39,550	\$63,280	\$79,100	\$94,920

Rent restrictions are based on income: a qualified household will earn at least three times the rent each month based on income verification. This ensures the household is paying no more than 30% of the household income toward rent, which is in line with HUD standards.

RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING REVENUE BONDS (CHAMPIONS CROSSING APARTMENTS), SERIES 2013; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, Travis County Housing Finance Corporation (the "Issuer") has been duly created and organized pursuant to and in accordance with the provisions of the Texas Housing Finance Corporations Act, as amended, Texas Local Government Code, Chapter 394 (the "Act"), for the purpose of providing a means of financing the costs of residential ownership and development that will provide decent, safe and sanitary housing for persons of low and moderate income at prices or rentals they can afford; and

WHEREAS, the Act authorizes the Issuer: (a) to make loans to any person to provide financing for rental residential developments located within Travis County, Texas (the "County"), and intended to be occupied substantially (at least 90 percent) by persons of low and moderate income, as determined by the Issuer; (b) to issue its revenue bonds for the purpose of obtaining moneys to make such loans and provide such financing, to establish necessary reserve funds and to pay administrative costs and other costs incurred in connection with the issuance of such bonds; (c) to pledge all or any part of the revenues, receipts or resources of the Issuer, including the revenues and receipts to be received by the Issuer from or in connection with such loans, and to mortgage, pledge or grant security interests in such loans or other property of the Issuer in order to secure the payment of the principal or redemption price of and interest on such bonds; and

WHEREAS, the Board of Directors of the Issuer (the "Board") has determined to authorize the issuance, sale and delivery of its Multifamily Housing Revenue Bonds (Champions Crossing Apartments), Series 2013 (the "Bonds") pursuant to and in accordance with the terms of a Trust Indenture dated as of June 1, 2013 (the "Indenture"), between the Issuer and BOKF, N.A. dba Bank of Texas, as trustee (the "Trustee"), for the purpose of lending the proceeds thereof to ML CASA V, L.P., a Delaware limited partnership (the "Borrower"), to provide financing for the acquisition and rehabilitation of a multifamily rental residential development to be known as Champions Crossing Apartments located within the County at 2015 Cedar Bend Drive, Austin, Texas 78758, described more fully on Exhibit A attached hereto (the "Project"), all in accordance with the Constitution and laws of the State of Texas; and

WHEREAS, the Board, by resolution adopted on April 16, 2013, declared its intent to issue its revenue bonds to provide financing for the Project; and

WHEREAS, in order to assist in carrying out such acquisition and rehabilitation of the Project, the Board has determined that the Issuer shall enter into a Loan Agreement dated as of June 1, 2013 (the "Agreement"), between the Issuer and the Borrower, pursuant to which (i) the Issuer will agree to make a loan funded with the proceeds of the Bonds (the "Loan") to the Borrower to enable the Borrower to finance the cost of acquisition and rehabilitation of the Project and related costs, and (ii) the Borrower will execute and deliver to the Issuer a promissory note (the "Note") in an original principal amount equal to the original aggregate principal amount of the Bonds, and providing for payment of interest on such principal amount equal to the interest on the Bonds and to pay other costs described in the Agreement; and

WHEREAS, in order to assure compliance with Section 142(d) of the Internal Revenue Code of 1986, as amended (the "Code"), the Issuer will require the Borrower to enter into a Land Use Restriction Agreement dated as of June 1, 2013 (the "LURA") with respect to the Project; and

WHEREAS, it is anticipated that the Note and the Agreement will be secured by a Deed of Trust, Security Agreement, Assignment of Rents and Leases and Fixture Filing (the "Mortgage") from the Borrower for the benefit of the Issuer; and

WHEREAS, the Issuer's rights (except for certain reserved rights) under the Loan and the Agreement, including the Note and the Mortgage, will be assigned to the Trustee, as its interests may appear, pursuant to the Indenture and an Assignment of Bond Mortgage Documents (the "Assignment") between the Issuer and the Trustee and acknowledged, accepted and agreed to by the Borrower; and

WHEREAS, the Board desires to engage Naman Howell Smith & Lee, PLLC to act as Bond Counsel in connection with the authorization, issuance and delivery of the Bonds; and

WHEREAS, the Board desires to ratify certain other actions heretofore taken with respect to the Bonds; and

WHEREAS, the Issuer desires to authorize the Trustee to invest and reinvest the proceeds of the Bonds and all other funds received and held under the Indenture as specified in the Indenture; and

WHEREAS, Section 147(f) of the Code requires that the Bonds be approved by the "applicable elected representative" (the "AER") after a public hearing following reasonable public notice; and

WHEREAS, with respect to bonds issued by the Issuer, the AER is the Commissioners Court of the County or the County Judge; and

WHEREAS, notice of a public hearing with respect to the Bonds and the Project held by the Issuer on May 28, 2013, was published no less than 14 days before such date in a newspaper of general circulation available to residents within the County; and

WHEREAS, the Board held such public hearing on the date and at the time and place set out in such published notice, and conducted such hearing in a manner that provided a reasonable opportunity for persons with differing views on the issuance of the Bonds and the Project to be heard; and

WHEREAS, the Board and its advisors have examined proposed forms of the Indenture, the Agreement, the LURA, the Note, the Mortgage and the Assignment, and have found the form and substance of such documents to be satisfactory and proper; and have determined to provide financing for the Project in accordance with such documents by authorizing the issuance of the Bonds, the execution and delivery of such documents and the taking of such other actions as may be necessary or convenient;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TRAVIS COUNTY HOUSING FINANCE CORPORATION THAT:

Section 1. Public Hearing. The Board hereby finds, determines, recites and declares that a public hearing with respect to the Bonds and the Project was held on May 28, 2013; that notice of such public hearing was published no less than 14 days before such date in a newspaper of general circulation available to residents within the County; that such notice included the date, time and place of the public hearing, the location, general nature and the initial owner of the Project and the maximum aggregate principal amount of the Bonds; that all comments from interested persons were taken at such



public hearing and were provided to the AER; and it is anticipated that on May 28, 2013, the Commissioners Court of the County will adopt a resolution approving the Bonds for purposes of Section 147(f) of the Code.

Section 2. Issuance, Execution, Sale and Delivery of the Bonds. The issuance of the Bonds is hereby authorized, according to the conditions set forth herein and in the Indenture, and that, upon execution and delivery of the Indenture, the President or any Vice President and Secretary of the Issuer each are authorized hereby to execute, attest and affix the Issuer's seal to the Bonds and to deliver the Bonds to the Attorney General of the State of Texas for approval, the Comptroller of Public Accounts of the State of Texas for registration and to the Trustee for authentication, and thereafter to sell the Bonds to the initial purchaser thereof and deliver the Bonds as provided in the Indenture.

Section 3. Interest Rate, Principal Amount, Maturity and Price. The officers of the Issuer are hereby authorized to fix and determine the interest rate, principal amount, maturity and price of the Bonds, all of which determinations shall be conclusively evidenced by the execution and delivery by such officers of the Indenture; provided, however, that: (a) the interest rate on the Bonds shall not exceed 7.0 % per annum, subject to adjustment as provided in the Indenture; provided that, in no event shall the interest rate on the Bonds (including any default interest rate) exceed the maximum interest rate permitted by applicable law; (b) the aggregate principal amount of the Bonds shall not exceed \$19,000,000; (iii) the final maturity of the Bonds shall occur not later than June 1, 2053; and (iv) the price at which the Bonds are sold to the initial purchaser thereof shall not exceed the principal amount thereof.

Section 4. Approval, Execution and Delivery of the Indenture. The form and substance of the Indenture are hereby approved; and that the President or any Vice President and the Secretary of the Issuer are each hereby authorized to execute, attest and affix the Issuer's seal to the Indenture and to deliver the Indenture to the Trustee. The Trustee is authorized to invest the moneys held under the Indenture as provided therein.

Section 5. Approval, Execution and Delivery of the Agreement. The form and substance of the Agreement are hereby approved; and that the officers of the Issuer are each hereby authorized to execute the Agreement and to deliver the Agreement to the Borrower.

Section 6. Approval, Execution and Delivery of the LURA. The form and substance of the LURA are hereby approved; and that the officers of the Issuer are each hereby authorized to execute, attest and affix the Issuer's seal to the Regulatory Agreement and to deliver the Regulatory Agreement to the Borrower and the Trustee.

Section 7. Determination of Moderate Income. That the Board has heretofore determined and hereby confirms, in accordance with the Act, for purposes of the Project, until revised by the Board, that the maximum amount constituting moderate income shall be 120% of area median income as defined by HUD, initially \$87,840.

Section 8. Acceptance of the Mortgage and the Note. That the Mortgage and the Note are hereby accepted by the Issuer; and that the President and any Vice President of the Issuer are each hereby authorized to endorse the Note to the order of the Trustee, without recourse.

Section 9. Approval, Execution and Delivery of the Assignment. That the form and substance of the Assignment are hereby approved; and that the officers of the Issuer are each hereby authorized to execute the Assignment and to deliver the Assignment to the Trustee.

Section 10. Approval of Bond Counsel. Naman, Howell, Smith & Lee, PLLC is hereby approved to serve as Bond Counsel with respect to the Bonds with all fees and expenses of Bond Counsel to be paid by the Borrower.

Section 11. Execution and Delivery of Other Documents. The officers of the Issuer are each hereby authorized to execute, deliver, attest and affix the Issuer's seal to such other agreements, assignments, bonds, certificates, contracts, documents, instruments, releases, financing statements, letters of instruction, written requests and other papers, whether or not mentioned herein, as may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution.

Section 12. Power to Revise Form of Documents. Notwithstanding any other provision of this Resolution, the officers of the Issuer are each hereby authorized to make or approve such revisions in the form of the documents hereby approved as, in the opinion of Bond Counsel, may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution; and approval of such changes by the Issuer shall be indicated by such officers' execution of the documents.

Section 13. Incorporation of Preamble. The recitals in the preamble of this Resolution are true, correct and complete and that each and all of such recitals and the findings therein are hereby incorporated by reference to the same extent as if set forth here in full.

Section 14. Approval of Submission to the Attorney General of Texas. The Board hereby authorizes and ratifies the submission by Bond Counsel to the Attorney General of Texas, for approval as required under Chapter 1202, Texas Government Code, of a transcript of legal proceedings relating to the issuance, sale and delivery of the Bonds.

Section 15. Ratification of Certain Prior Actions. That all prior actions taken for or on behalf of the Issuer in connection with the Bonds are hereby ratified, confirmed and approved.

Section 16. Purposes of Resolution. The Board has expressly determined and hereby confirms that the issuance of the Bonds to assist in the financing of the Project will promote the public purposes set forth in Section 394.002 of the Act and will accomplish a valid public purpose of the Issuer by assisting persons of low and moderate income in the County to obtain decent, safe and sanitary housing at affordable prices, thereby helping to relieve unemployment, to preserve and increase the tax base of the County, and to reduce public expenditures for crime prevention and control, public health, welfare and safety and for other valid public purposes.

Section 17. Limited Obligations. The Bonds and the interest thereon shall be special limited obligations of the Issuer payable solely from the revenues, funds and assets pledged under the Indenture, to secure payment of the Bonds, and under no circumstances shall the Bonds be payable from any other revenues, funds, assets or income of the Issuer.

Section 18. Obligations of Issuer Only. The Bonds shall not constitute an indebtedness, liability, general, special or moral obligation or a pledge or loan of the faith or credit or taxing power, within the meaning of any constitutional or statutory provision whatsoever, of the United States of America or any agency or instrumentality thereof, the State of Texas, the County or any other political subdivision or governmental unit.

Section 19. Approval Conditions. The actions and obligations authorized in this Resolution shall be subject to and conditioned upon receipt by the Issuer on the date of delivery of the Bonds to the initial purchaser thereof of the appropriate opinions of Bond Counsel with respect to the Bonds.

Section 20. Waiver of Guidelines. The Board hereby waives the Issuer's Policy Guidelines for Receiving and Approving Applications for Financial Participation in Residential Developments (the "Guidelines") to the extent such Guidelines are inconsistent with the terms of this Resolution and the bond documents authorized hereunder.

Section 21. Information Return for Tax-Exempt Private Activity Bonds. The Board further directs that an officer of the Issuer submit to the Secretary of the Treasury, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Bonds are issued, a statement containing the information required by Section 149(e) of the Code.

Section 22. Effective Date. That this Resolution shall be in full force and effect from and upon its adoption.

PASSED AND APPROVED this 28th day of May, 2013.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

(SEAL)

Exhibit A

PROJECT AND BORROWER

**Borrower:** ML CASA V, L.P., a Delaware limited partnership

**Project:** The Project is a 288-unit multifamily rental residential development known as Champions Crossing Apartments and located at 2015 Cedar Bend Drive, Travis County, Texas 78758. It consists of 216 1-Bedroom/1-Bath units, 72 2-Bedroom/2-Bath units.