

Item 19



Travis County Commissioners Court Agenda Request

Meeting Date: 05/21/2013, 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. Application to the Texas Department of Public Safety for a FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)- HAZmat ID grant in the Emergency Services Department;
- B. Application to the Texas Department of Public Safety for a FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)- GasID grant in the Emergency Services Department;
- C. Annual Grant application to the Corporation for National and Community Service (through the OneStar Foundation) to continue the AmeriCorps grant program in Health and Human Services and Veterans Service Department;
- D. Amendment to the contract with the Corporation for National and Community Service (through the OneStar Foundation) for Health and Human Services and Veterans Service, to deobligate unspent funds from the FY 13 award for the AmeriCorps Program; and
- E. Grant contract with the Texas Department of Transportation for the CAMPO Surface Transportation Program-Metropolitan Mobility Blake-Manor Shared Use Path Grant in the Transportation and Natural Resources Department.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Items A & B are requests for funding to provide funds for maintenance contracts in Emergency Services. Item C is the annual application to continue the AmeriCorps program with HHS. Item D is a contract amendment to deobligate \$7,071 in funds from the prior year. Item E is a contract with TexDOT to construct the Blake-Manor Shared Use Path.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

Item C requires a grant that is fully funded within HHS. Item D slightly reduces the required grant match by Travis County for the FY 12 contract.

Item E requires a \$651,715 county match which is proposed to be met through the use of 1984 and 1997 Bonds. There is a budget Adjustment posted to move the 1984 funds into the appropriate line.

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	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	-	R	S	8
B	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	-	R	S	23
C	158	AmeriCorps	08/01/13 - 07/31/14	\$298,671	\$500,191	\$0	\$0	\$798,862	31.00	R	C	37
Contracts												
D	158	AmeriCorps*	08/01/12 - 07/31/13	\$291,671	\$487,203	\$0	\$0	\$778,874	31.00	R	C	93
E	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	-	R	S	99

* 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	2/5/2013
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

*Amended from original agreement.

			\$46,154,575	\$675,430	\$631,149	\$73,588	\$47,534,742	40.05	
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**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
			\$14,971,031	\$400,027	\$214,286	\$0	\$15,585,344	23.08	

*Amended from original agreement.

FY 2013 Grants Summary Report

Permission to Continue

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



TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Travis County Emergency Services / Emergency Management	
Contact Person/Title:	Preston Doege / Travis County Hazmat Coordinator	
Phone Number:	512-974-0476	

Grant Title:	FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)-HAZmat ID grant in the Emergency Services Department		
Grant Period:	From: <input type="text" value="Oct 1, 2013"/>	To: <input type="text" value="Nov 30, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	State of Texas Department of Public Safety		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	U.S. Department of Homeland Security		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 22,500	\$ 0	\$ 0	\$ 0	\$ 22,500
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 22,500	\$ 0	\$ 0	\$ 0	\$ 22,500
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.					
2.					
3.					
+ - Measures for the Grant					
1.	Upgrade HazmatID systems to HazmatID 360			Send unit in for upgrade.	
Outcome Impact Description					
2.	Establish 1 year service contracts with Smiths Detection			Establish Service Contract	End Service Contract
Outcome Impact Description					
3.					
Outcome Impact Description		Upgrade HazmatID and service equipment for 1 year			

PBO Recommendation:

The department is requesting grant funds to fund a maintenance contract for equipment used by the Travis County HazMat Team.

There is no match required and no requirement to continue funding for the contract after the grant expires. PBO notes that the department indicates this funding would otherwise be provided by the department for this contract.

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?

This grant sponsors sustainment of homeland security equipment provided by previous grants. We will be utilizing this grant to upgrade and support 2 HazmatID systems which are utilized for CBRNE and hazmat response.

This grant is to provide for the purchase of a maintenance contract for Smith's Detection equipment carried by the Travis County Hazmat Team. Travis County purchased the detection equipment for the Travis County Hazmat Team and has maintained maintenance agreements for it. The equipment is only supported by Smith's Detection and in order to keep all the apparatus up to date it has to be under this warranty.

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

Travis County Office of Emergency Management has provided the maintenance contracts for the detection equipment since its purchase and will continue to do so.

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.

No county match is required.

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

There are no indirect cost allocations 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.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

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

This grant continues services and equipment already provided through previous grant systems. This program has been sustained by previous grant funds only.

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 HazmatID and GasID systems allow for identification of unknown Solid, Liquid, and Gas materials. This capability is essential in response to hazmat and terrorist incidents. Upgrading these systems will allow for expanded chemical database libraries, manufacture support of equipment, and reachback capability to chemical specialists for further assistance in identification.



Capital Area Council of Governments Homeland Security Grant Program Project Worksheet—FY 2013

NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.

Applicant/Jurisdiction:

Point of Contact:

Title:

Phone:

Email:

1. Project Name *(Be concise, yet descriptive. Begin with the name of the jurisdiction/agency.)*

2. Needs to be addressed by this project *(How does this project support preparedness to deal with acts of terrorism? If it also supports preparedness to deal with other hazards, please explain.)*

The HazmatID systems are utilized for identification of Solid and Liquid CBRNE samples. With Reachback support, samples not contained in the database can be further analyzed and identified by Smiths on-site chemists.

3. Project Description *(How will the needs be met?)*

This project will upgrade our existing HazmatID units to perform faster and more effeciently as well as integrate with other detection products to produce enhanced functionality. Upgrades include Processor speed, RAM, communications, firmware, and library databases.

4. New or Existing project? *(Select.)*

- New project
- X Existing project (Describe how this is an enhancement, expansion, addition, or sustainment of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

Notes

This project continues manufacture support for two HazmatID systems deployed for regional CBRNE response.

5. Regional Impact *(Identify the investment strategies addressed by the project. How does this project enhance regional preparedness to deal with acts of terrorism? If it also supports preparedness to deal with other hazards, please explain.)?*

These units are vital in the response to CBRNE and Hazmat incidents as they provide the first prusumptive

11

sampling results utilized in making critical public safety decisions. This vital upgrade will resolve issues experienced with the first generation models to allow for simpler, easier, and quicker field deployment with enhanced identification results.

9. HSTF Strategic Plan Reference *(List the reference in the CAPCOG Homeland Security Task Force Strategic Plan FY 2013 – FY 2017 that pertains to this project. Projects without a reference to a core capability, goal and objective cannot be considered.)*

Committee: Technical Response Committee
Core Capability: Long-Term Vulnerability Reduction
Goal: Sustain current capabilities to detect and respond to CBRNE incidents
Objective: Sustain maintenance and upgrade of specialized detection and monitoring equipment used in responding to CBRNE incidents.

10. Signature of Authorizing Chief Official

This signature certifies that the requestor understands the requirements, procedures, and deliverables, coinciding with this request for funding and has the authority to represent the governing body of this organization.

Authorizing Chief Official

Date

Printed Name

Title

Signature of Project Manager

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

Project Manager

Date

Printed Name

Title

11. Check box if letters of support are attached.

Instructions

Capital Area Council of Governments Grant Project Worksheet—FY 2013

Applicant organization/jurisdiction and Point of Contact

Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.

1. Project Name

Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.

2. Needs to be addressed by this project

Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.

3. Project Description

Describe the scope of this project. Include a description of what project funds will pay for—equipment, services, personnel, etc.. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.

4. New or Existing Project and Notes

Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.

5. Regional Impact

Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?

6. Project Sustainability and Notes

Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.

7. Budget

Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment. "). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.

8. Multi-jurisdiction Project

Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provided. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.

9. HSTF Strategic Plan Reference

Each project approved for funding must be consistent with the goals and objectives of the CAPCOG Homeland Security Task Force Strategic Plan FY 2013 – FY 2017. Enter the reference (Committee, Core Capability, Goal, Objective) for this project. Projects without a reference cannot be considered.

10. Signatures

Signature of the authorizing chief official is required before the project can received final approval. (See CAPCOG Regional Grant Process_FY 2013). This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.

11. Letters of Support

Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.

FY13 State Homeland Security Program - Call for Projects Application Form

Instructions: The THSSAA SHSP Project Form below requires a good deal more information than we are able to glean from the CAPCOG project worksheet. As we indicated in the HSTF meeting, we are requesting further information on those projects that are prioritized high enough to possibly get funding. Please review this project form. Please review for completeness and accuracy and respond to items as indicated. Please return this to me in **MS Word format – no PDFs, please.**

- **Blue text** – Info gleaned from Project Worksheets – **Please correct or expand as needed.**
- **Yellow highlights** indicate “selectable” answers – **Please correct as needed**
- **Red Text** – **Please answer the question(s).**

If you have any questions, please contact Cindy Hood, (512) 916-6014 or (512) 627-6425 or chood@capcog.org

Please email this back to chood@capcog.org no later than:

12:00 PM on Wednesday, May 15, 2013.

CONTACT INFORMATION

Region: Select region from dropdown menu

Name: Preston Doege

Email : Preston.Doege@co.travis.tx.us

Phone: 512-944-0476

The project coordinator is the person that you would like us to contact in regard to this project.

Project Coordinator Name: Preston Doege

Project Coordinator Email: Preston.Doege@co.travis.tx.us

Project Coordinator Phone Number: 512-944-0476

Please select the most relevant investment category:

Intelligence & Information Sharing

Interoperable Communications

Sustaining Special Response Teams and First Responder Capabilities

State, Regional & Local Planning

Border Security

Other Projects Approved by the THSSAA

Priority of Project: P12LE

Project Title: [Not to exceed 150 characters including spaces P12LE_CAPCOG_Travis County_HazmatID upgrade to HazmatID360]

Check if this project is for law enforcement terrorism prevention. [checkbox]

Check if this project supports a fusion center. [checkbox]

Check if this project supports a NIMS Typed Resource (i.e. Team, Training, or Equipment). [checkbox]
YES

Please check to indicate if the project would have been funded under one of these programs in previous years:

- Buffer Zone Protection Program (BZPP)
- Interoperable Emergency Communications Grant Program (IECGP)
- Citizen Corps Program (CCP)
- Metropolitan Medical Response System (MMRS)

Choose the Goal, Objective, and Priority Action associated with this proposal.

(The form includes an outline with the state goals, objectives and priority actions)

Goals: Sustain current capabilities and preparedness to detect, respond, and mitigate CBRNE incidents. This project also has the dual use for domestic accidents and natural disasters leading to the accidental release of Hazardous Materials or flammable gas detection, location, and mitigation. The Travis County Hazmat Team is a Type II Hazmat Team, and this project is essential to maintaining that level of response capability.

Objective: Sustain maintenance of specialized identification equipment necessary to maintain Type II response typing.

Describe the project and the activities that will be implemented; include information about building or sustaining NIMS Typed Resources (i.e. Team, Training, or Equipment) as applicable. Not to exceed 1250 characters, including spaces.

Travis county has maintained a type II hazmat response capability. The HazmatID system and reach-back support is a key component to the identification metrics specified in the FEMA typing resources. The 360 upgrade will provide the ongoing reach-back support as well as enhance the current databases and improve cross platform integration to allow for a broader range of positive identification.

Note from COG staff: Please describe the NIMS typing of this team and this equipment. See - <http://www.fema.gov/resource-management>

The response to the next three (3) sections should be consistent with the region's (1) Threat and Hazard Identification and Risk Assessment (THIRA); (2) State Preparedness Report; and (3) Texas Homeland Security Strategic Implementation Plan.

Describe the threats and hazards that create the need for the project. Not to exceed 1250 characters, including spaces. The Austin Regional Intelligence Center has indicated a well-documented increased presence by terrorist groups such as Al-Queda, Afghan Taliban, and Hezbollah a couple hundred miles South of Travis County in Mexico. IH-35 running through Travis County is the main transportation artery from Mexico to the Central United States. Austin/Travis County is also host to a multitude of international events such as F1, SXSW, ACL, and many others that draw hundreds of thousands of visitors each year to our county. These characteristics make the Central Texas Region a very viable target that needs the state of the art identification tools provided by the HazmatID.

Describe the capability gap(s) which will be addressed by the project: Not to exceed 1250 characters, including spaces. The HazmatID systems are utilized for identification of solid and liquid CBRNE samples. The current system was developed with antiquated computing power and wireless B systems. This has left the system bogged down in performance and unable to communicate with newer wireless systems and security. The 360 enhancements will allow the system to incorporate and utilize an expanded database and integrate with current wireless systems.

This project continues manufacture support for one HazmatID system deployed for regional CBRNE Response. This unit is vital in the response to CBRNE and Bomb call incidents as they provide the first presumptive sampling results utilized in making critical public safety decisions. This vital upgrade will resolve issues experienced with the first generation models to allow for simpler, easier, and quicker field deployment with enhanced identification results.

How will the project reduce the capability gap(s): Not to exceed 1250 characters, including spaces.

With the 360 upgrade and support, samples not contained in the database can be further analyzed and identified by Smiths on-site chemists. The database and communications upgrade's make the identification capabilities superior to anything else available. Without the upgrade the manufacturer will not support the system and it will soon be obsolete and unusable reducing the teams response typing to level III.

Note from COG Staff: Demonstrate dual-use quality of this project for any activities implemented that are not explicitly focused on terrorism preparedness.

Measuring project impact: List 2-5 specific performance outcomes/outputs that can be used to measure the success of the project (At least one outcome and one output are required per project)

Outcome 1: Not to exceed 300 characters, including spaces Without the upgrade the manufacturer will not support the system and it will soon be obsolete and unusable.

Outcome 2: Not to exceed 300 characters, including spaces

Percentage of correct substance identification and probability of accuracy will increase significantly based on the 360 upgraded library of substances available for comparison

Output 1: Not to exceed 300 characters, including spaces

Mitigation tactical decision making will be faster and more efficient with greater safety margins and probability of success.

Output 2: Not to exceed 300 characters, including spaces

HazmatID system will integrate with current wireless systems and adhere to current security standards.

Please select applicable Core Capabilities and amount of funding for each.

(The form will include a table of core capabilities to choose and a place for an amount for each capability). [Interdiction and disruption](#)

Identify if this project focuses on building New Capabilities or sustaining Existing Capabilities.

[Drop down list] New Capabilities, [Existing Capabilities](#)

Describe existing capability levels and prior homeland security funded projects that address the identified goals/objectives and what will be in place to support the investment prior to the use of FY 2013 funds. Not to exceed 1250 characters, including spaces.

Hazardous Materials Response and Mitigation is a very resource intensive Regional Necessity. Travis County will be contracting with AFD in FY14 to provide response throughout Travis County. By merging the two responses a long term funding solution is being developed while reducing the administration cost of maintaining two response teams within the county.

The HazmatID upgrade will allow this equipment to be utilized throughout the region for response while ensuring that all teams continue to maintain FEMA type II ratings.

Explain the long-term approach to sustaining the capabilities developed by this project.

Not to exceed 1250 characters, including spaces.

Travis County will continue to seek available grant opportunities to keep this equipment operational. In the event that grant options become unavailable, this equipment will be utilized by other regional hazmat response teams and funded through a contract with Travis County.

NOTE FROM COG STAFF: Please identify "future users" and clarify how this will be sustained. It sounds like someone in the future will come up with a plan. This is not sufficient. A plan must be indicated here.

If this is a multi-jurisdictional project, please check all participating jurisdictions and enter the amount each will receive.

Enter decimal numbers only, no characters (dollar signs, commas), do not put N/A, only numbers. (The form will auto populate a list of jurisdictions and spaces for amounts).

Provide an explanation on the regional impact of this project.

Not to exceed 1250 characters, including spaces... [The multi-gas monitors are the standard for Regional Response Teams, thus providing the ability to incorporate units from each team into one large network of gas monitors. This provides for continued Continuity of Standardized Equipment and training for detection and mitigation of CBRNE events.](#)

Enter the amount of funding for each category.

Enter decimal numbers only, no characters (dollar signs, commas), do not put N/A, only numbers.

Planning

Organization

Equipment **22500**

Training

Exercise

Total [Calculated]

Provide a description and amount for any in-kind and/or local match for this project:

Not to exceed 1250 characters, including spaces

Amount: \$

Description:

You must include a specific breakdown by funding category (Planning, Organization, Equipment, Training, Exercises, and M&A). Provide detailed information on exactly what the funding will be used to purchase. Include the details of your cost estimates by AEL code and jurisdiction (if applicable) within each category.

Planning: (Include AEL Codes)-Not to exceed 1500 characters, including spaces

Organization: (Include AEL Codes)-Not to exceed 1500 characters, including spaces

Equipment: (Include AEL Codes - Provide Title, estimated quantity and total cost by each AEL Code)
Not to exceed 1500 characters, including spaces. HazmatID upgrade to HazmatID360, qty: 2, Cost \$11250.00 each, AEL: 07CS-01-KLCS

Training: (Include AEL Codes)-Not to exceed 1500 characters, including spaces

Exercises: (Include AEL Codes)-Not to exceed 1500 characters, including spaces

Does this Investment require new construction or renovation, retrofitting, or modification of existing structures? [Drop down list] Yes, **No**

Time period for completion of project

Choose a time period from the dropdown menu:

1-4 Months Completion of project

Project Management Step involved:

Choose only one.

[Drop down list] Initiate, Plan, Execute, Control, Close Out

List 3-5 milestones of this project, and then list the intended completion date for each milestone. Milestones should occur throughout the project.

Milestone 1: Not to exceed 300 characters, including spaces

Quote and generate PO for Sole source contract from Smiths detection for HazmatID 360 upgrade.

Intended Start Date: 07/01/2013

Intended Milestone Completion Date: 08/01/2013

Milestone 2: Not to exceed 300 characters, including spaces

Stagger ship 2 HazmatID's to vendor for upgrades. Receive upgraded units and place back in service.

One HazmatID will remain in service locally while the other unit is upgraded.

Intended Start Date: 08/01/2013

Intended Milestone Completion Date: 11/01/2013



TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Travis County Emergency Services / Emergency Management	
Contact Person/Title:	Preston Doege / Travis County Hazmat Coordinator	
Phone Number:	512-974-0476	

Grant Title:	FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)- GasID grant in the Emergency Services Department;		
Grant Period:	From: <input type="text" value="Oct 1, 2013"/>	To: <input type="text" value="Nov 30, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	State of Texas Department of Public Safety		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	U.S. Department of Homeland Security		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 9,500	\$ 0	\$ 0	\$ 0	\$ 9,500
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 9,500	\$ 0	\$ 0	\$ 0	\$ 9,500
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.					
2.					
3.					
+ - Measures for the Grant					
1.	Establish 1 year service contracts with Smiths Detection			Establish Service Contract	End Service Contract
	Outcome Impact Description				
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description	Upgrade HazmatID and service equipment for 1 year			

PBO Recommendation:

The department is requesting grant funds to fund a maintenance contract for equipment used by the Travis County HazMat Team.

There is no match required and no requirement to continue funding for the contract after the grant expires. PBO notes that the department indicates this funding would otherwise be provided by the department for this contract.

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?

This grant sponsors sustainment of homeland security equipment provided by previous grants. We will be utilizing this grant to upgrade and support 2 GasID systems which are utilized for CBRNE and hazmat response.

This grant is to provide for the purchase of a maintenance contract for Smith's Detection equipment carried by the Travis County Hazmat Team. Travis County purchased the detection equipment for the Travis County Hazmat Team and has maintained maintenance agreements for it. The equipment is only supported by Smith's Detection and in order to keep all the apparatus up to date it has to be under this warranty.

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

Travis County Office of Emergency Management has provided the maintenance contracts for the detection equipment since its purchase and will continue to do so.

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.

No county match is required.

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

There are no indirect cost allocations 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.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

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

This grant continues services and equipment already provided through previous grant systems. This program has been sustained by previous grant funds only.

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 HazmatID and GasID systems allow for identification of unknown Solid, Liquid, and Gas materials. This capability is essential in response to hazmat and terrorist incidents. Upgrading these systems will allow for expanded chemical database libraries, manufacture support of equipment, and reachback capability to chemical specialists for further assistance in identification.



Capital Area Council of Governments Homeland Security Grant Program Project Worksheet—FY 2013

NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.

Applicant/Jurisdiction:

Point of Contact:	<input type="text" value="Preston Doege"/>		
Title:	<input type="text" value="Hazmat Coordinator"/>		
Phone:	<input type="text" value="5129740476"/>		
Email:	<input type="text" value="Preston.Doege@co.travis.tx.us"/>		

1. Project Name *(Be concise, yet descriptive. Begin with the name of the jurisdiction/agency.)*

2. Needs to be addressed by this project *(How does this project support preparedness to deal with acts of terrorism? If it also supports preparedness to deal with other hazards, please explain.)*

The GasID systems are utilized for identification of airborne CBRNE samples. With Reachback support, samples not contained in the database can be further analyzed and identified by Smiths on-site chemists.

3. Project Description *(How will the needs be met?)*

This project continues sustainment of 2 GasID systems utilized for identification of unknown airborne CBRNE samples.

4. New or Existing project? *(Select.)*

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, or sustainment of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

Notes

This project continues manufacture support for two GasID systems deployed for regional CBRNE response.

5. Regional Impact *(Identify the investment strategies addressed by the project. How does this project enhance regional preparedness to deal with acts of terrorism? If it also supports preparedness to deal with other hazards, please explain.)?*

These units comprise half of the available airborne CBRNE product identification available for regional deployment. In addition, these units contain additional databases for toxic industrial chemicals that challenge response teams during hazardous materials incidents.

9. HSTF Strategic Plan Reference *(List the reference in the CAPCOG Homeland Security Task Force Strategic Plan FY 2013 – FY 2017 that pertains to this project. Projects without a reference to a core capability, goal and objective cannot be considered.)*

Committee: Technical Response Committee
Core Capability: Long-Term Vulnerability Reduction
Goal: Sustain current capabilities to detect and respond to CBRNE incidents
Objective: Sustain maintenance and upgrade of specialized detection and monitoring equipment used in responding to CBRNE incidents.

10. Signature of Authorizing Chief Official

This signature certifies that the requestor understands the requirements, procedures, and deliverables, coinciding with this request for funding and has the authority to represent the governing body of this organization.

Authorizing Chief Official

Date

Printed Name

Title

Signature of Project Manager

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

Project Manager

Date

Printed Name

Title

11. Check box if letters of support are attached.

Instructions
Capital Area Council of Governments
Grant Project Worksheet—FY 2013

Applicant organization /jurisdiction and Point of Contact

Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.

1. Project Name

Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.

2. Needs to be addressed by this project

Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.

3. Project Description

Describe the scope of this project. Include a description of what project funds will pay for—equipment, services, personnel, etc.. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.

4. New or Existing Project and Notes

Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.

5. Regional Impact

Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?

6. Project Sustainability and Notes

Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.

7. Budget

Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment. "). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.

8. Multi-jurisdiction Project

Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provided. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.

9. HSTF Strategic Plan Reference

Each project approved for funding must be consistent with the goals and objectives of the CAPCOG Homeland Security Task Force Strategic Plan FY 2013 – FY 2017. Enter the reference (Committee, Core Capability, Goal, Objective) for this project. Projects without a reference cannot be considered.

10. Signatures

Signature of the authorizing chief official is required before the project can received final approval. (See CAPCOG Regional Grant Process_FY 2013). This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.

11. Letters of Support

Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.

FY13 State Homeland Security Program - Call for Projects Application Form

Instructions: The THSSAA SHSP Project Form below requires a good deal more information than we are able to glean from the CAPCOG project worksheet. As we indicated in the HSTF meeting, we are requesting further information on those projects that are prioritized high enough to possibly get funding. Please review this project form. Please review for completeness and accuracy and respond to items as indicated. Please return this to me in **MS Word format – no PDFs, please.**

- **Blue text** – Info gleaned from Project Worksheets – **Please correct or expand as needed.**
- **Yellow highlights** indicate “selectable” answers – **Please correct as needed**
- **Red Text** – **Please answer the question(s).**

If you have any questions, please contact Cindy Hood, (512) 916-6014 or (512) 627-6425 or chood@capcog.org

Please email this back to chood@capcog.org no later than:

12:00 PM on Wednesday, May 15, 2013.

CONTACT INFORMATION

Region: Select region from dropdown menu

Name: Preston Doege

Email : Preston.Doege@co.travis.tx.us

Phone: 512-974-0476

The project coordinator is the person that you would like us to contact in regard to this project.

Project Coordinator Name: Preston Doege

Project Coordinator Email: Preston.Doege@co.travis.tx.us

Project Coordinator Phone Number: 512-974-0476

Please select the most relevant investment category:

Intelligence & Information Sharing

Interoperable Communications

Sustaining Special Response Teams and First Responder Capabilities

State, Regional & Local Planning

Border Security

Other Projects Approved by the THSSAA

Priority of Project: S05

Project Title: [Not to exceed 150 characters including spaces S05_CAPCOG_Travis County_GasID
Maintenance and Reachback

Check if this project is for law enforcement terrorism prevention. [checkbox] YES

Check if this project supports a fusion center. [checkbox]

Check if this project supports a NIMS Typed Resource (i.e. Team, Training, or Equipment). [checkbox]
YES

Please check to indicate if the project would have been funded under one of these programs in previous years:

- Buffer Zone Protection Program (BZPP)
- Interoperable Emergency Communications Grant Program (IECGP)
- Citizen Corps Program (CCP)
- Metropolitan Medical Response System (MMRS)

Choose the Goal, Objective, and Priority Action associated with this proposal.

(The form includes an outline with the state goals, objectives and priority actions)

Goals: Sustain current capabilities and preparedness to detect, respond, and mitigate CBRNE incidents. This project also has the dual use for domestic accidents and natural disasters leading to the accidental release of Hazardous Materials or flammable gas detection, location, and mitigation. The Travis County Hazmat Team is a Type II Hazmat Team, and this project is essential to maintaining that level of response capability.

Objective: Sustain maintenance of specialized identification equipment necessary to maintain Type II response typing.

Describe the project and the activities that will be implemented; include information about building or sustaining NIMS Typed Resources (i.e. Team, Training, or Equipment) as applicable. Not to exceed 1250 characters, including spaces

Travis county has maintained a type II hazmat response capability. The GasID system and reach-back support is a key component to the identification metrics specified in the FEMA typing resources for gas identification. The GasID maintenance package will provide the ongoing reach-back support as well as enhance the current databases to allow for a broader range of positive identification.

Note from COG staff: Please describe the NIMS typing of this team and/or equipment. See - <http://www.fema.gov/resource-management>

The response to the next three (3) sections should be consistent with the region's (1) Threat and Hazard Identification and Risk Assessment (THIRA); (2) State Preparedness Report; and (3) Texas Homeland Security Strategic Implementation Plan.

Describe the threats and hazards that create the need for the project. Not to exceed 1250 characters, including spaces.

The Austin Regional Intelligence Center has indicated a well-documented increased presence by terrorist groups such as Al-Queda, Afghan Taliban, and Hezbollah a couple hundred miles South of Travis County in Mexico. IH-35 running through Travis County is the main transportation artery from Mexico to the Central United States.

Austin/Travis County is also host to a multitude of international events such as F1, SXSW, ACL, and many others that draw hundreds of thousands of visitors each year to our county. These characteristics make the Central Texas Region a very viable target that needs the state of the art identification tools provided by the GasID.



Describe the capability gap(s) which will be addressed by the project: Not to exceed 1250 characters, including spaces

The GasID systems are utilized for identification of CBRNE vapor samples. This system references an internal database during identification and when matches are not found, a contract with Smiths Detection allows us to consult with their chemical engineers to positively identify a sample. This maintenance package also ensures that our GasID systems have the most current databases available to provide the broadest range of field identification.

How will the project reduce the capability gap(s): Not to exceed 1250 characters, including spaces. The GasID systems are utilized for identification of airborne CBRNE samples. With reachback support, samples not contained in the databases can be further analyzed and identified by Smiths on-site chemists.

These units contain additional databases for toxic industrial chemicals that challenge response teams during hazardous materials incidents.

NOTE FROM COG STAFF: IS REACHBACK SUPPORT NEW ? If so, I need a separate price for it because it is a different AEL.

Reach back is not a new service, but part of the maintenance package we are requesting (and have requested in the past). Without the maintenance package, reach back support is unavailable.

Measuring project impact: List 2-5 specific performance outcomes/outputs that can be used to measure the success of the project (At least one outcome and one output are required per project)

Outcome 1: Not to exceed 300 characters, including spaces

Without the maintenance package, reach-back support is unavailable, 24 hour loaner units are unavailable, and systems will not receive updated databases.

Outcome 2: Not to exceed 300 characters, including spaces

Percentage of correct substance identification and probability of accuracy will increase significantly based on the upgraded database library of substances available for comparison

Output 1: Not to exceed 300 characters, including spaces

Mitigation tactical decision making will be faster and more efficient with greater safety margins and probability of success.

Please select applicable Core Capabilities and amount of funding for each.

(The form will include a table of core capabilities to choose and a place for an amount for each capability). Interdiction and disruption

Identify if this project focuses on building New Capabilities or sustaining Existing Capabilities.

[Drop down list] New Capabilities, Existing Capabilities

Describe existing capability levels and prior homeland security funded projects that address the identified goals/objectives and what will be in place to support the Investment prior to the use of FY 2013 funds. Not to exceed 1250 characters, including spaces.

Hazardous Materials Response and Mitigation is a very resource intensive Regional Necessity. Travis County will be contracting with AFD in FY14 to provide response throughout Travis County. By merging the two response teams, a long term funding solution is being developed while reducing the administration cost of maintaining two response teams within the county. The GasID maintenance package will allow this equipment to be utilized throughout the region for response while ensuring that all teams continue to maintain FEMA type II ratings.

Explain the long-term approach to sustaining the capabilities developed by this project.

Not to exceed 1250 characters, including spaces . **Please specify how you plan to sustain this project: i.e., local funds, grant funds, other jurisdictions contributions, etc. Your response “future users of these systems will provide a support and sustainment plan...” is not sufficient. We must show what the plan is.**

Travis County will continue to seek available grant opportunities to keep this equipment operational. In the event that grant options become unavailable, this equipment will be utilized by other regional hazmat response teams and funded through a contract with Travis County.

If this is a multi-jurisdictional project, please check all participating jurisdictions and enter the amount each will receive.

Enter decimal numbers only, no characters (dollar signs, commas), do not put N/A, only numbers. (The form will auto populate a list of jurisdictions and spaces for amounts).

Provide an explanation on the regional impact of this project.

Not to exceed 1250 characters, including spaces... [These units comprise half of the available airborne CBRNE product identification available for regional deployment](#)

Enter the amount of funding for each category.

Enter decimal numbers only, no characters (dollar signs, commas), do not put N/A, only numbers.

Planning

Organization

Equipment 9500

Training

Exercise

Total [Calculated]

Provide a description and amount for any in-kind and/or local match for this project:

Not to exceed 1250 characters, including spaces

Amount: \$

Description:

You must include a specific breakdown by funding category (Planning, Organization, Equipment, Training, Exercises, and M&A). Provide detailed information on exactly what the funding will be used

to purchase. Include the details of your cost estimates by AEL code and jurisdiction (if applicable) within each category.

Planning: (Include AEL Codes)-Not to exceed 1500 characters, including spaces

Organization: (Include AEL Codes)-Not to exceed 1500 characters, including spaces

Equipment: (Include AEL Codes - Provide Title, estimated quantity and total cost by each AEL Code)
Not to exceed 1500 characters, including spaces . GAS ID Maintenance and Reachback. Qty 2, \$4,750 each, AEL: 21GN-00-MAIN

Training: (Include AEL Codes)-Not to exceed 1500 characters, including spaces

Exercises: (Include AEL Codes)-Not to exceed 1500 characters, including spaces

Does this Investment require new construction or renovation, retrofitting, or modification of existing structures? [Drop down list] Yes, **No**

Time period for completion of project

Choose a time period from the dropdown menu:

1-4 Months

Project Management Step involved:

Choose only one.

[Drop down list] Initiate, Plan, Execute, Control, Close Out

List 3-5 milestones of this project, and then list the intended completion date for each milestone. Milestones should occur throughout the project.

Milestone 1: Not to exceed 300 characters, including spaces

Quote and generate PO for Sole source contract from smiths detection for GasID maintenance package.

Intended Start Date: 07/01/2013

Intended Milestone Completion Date: 08/01/2013

Milestone 2: Not to exceed 300 characters, including spaces

Stagger ship 2 GasID's to vendor for upgrades. Receive upgraded units and place back in service. One GasID will remain in service locally while the other unit is upgraded.

Intended Start Date: 08/01/2013

Intended Milestone/Project Completion Date: 11/01/2013



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Health and Human Services and Veterans Service	
Contact Person/Title:	John C. Bradshaw/ Contract Specialist	
Phone Number:	854-4277	

Grant Title:	AmeriCorps		
Grant Period:	From: <input type="text" value="Aug 1, 2013"/>	To: <input type="text" value="Jul 31, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	OneStar Foundation		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	Corporation for National and Community Service (CNCS)		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 298,671	\$ 375,876	\$ 0	\$ 0	\$ 674,547
Operating:	\$ 0	\$ 51,691	\$ 0	\$ 0	\$ 51,691
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 72,624	\$ 0	\$ 0	\$ 72,624
Totals:	\$ 298,671	\$ 500,191	\$ 0	\$ 0	\$ 798,862
FTEs:	14.00	17.00	0.00	0.00	31.00

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"/>	PL	
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.	Educational Contacts	266,939	110,000	180,000	280,000
2.					
3.					
+ - Measures for the Grant					
1.	AmeriCorps members successfully completing national service training	29	32	32	32
Outcome Impact Description		The training gives AmeriCorps members knowledge about national			
2.	AmeriCorps member service hours	32,941	34,800	34,800	34,800
Outcome Impact Description		This measure shows the number of service hours the AmeriCorps members			
3.	Students enrolled in after-school programs	1830	1400	1400	1400
Outcome Impact Description		This measure shows the number of students served by the AmeriCorps members			
4.	Number of students who complete an after-school program and show increased academic engagement (The figure for FY'11 was obtained using TAKS scores. The way the measurement is obtained was changed in FY'12 to using an attitude questionnaire at the beginning and end of the after-school program.)	169	446	773	773
Outcome Impact Description		AmeriCorps members are used to augment staff in after-school programs			

PBO Recommendation:

This grant contract will continue funding AmeriCorps members working in the Travis County 4-H CAPITAL after-school programs throughout the county. About 1% of the grant funds go to the One Star Foundation, a quasi-state organization that serves to pass-through the federal funds from the Corporation for National and Community Service.

PBO recommends approval of this grant contract.

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

Travis County 4-H CAPITAL uses the AmeriCorps members to expand its after-school programs.

(Grant Funds: The amount of grant funds listed on the application is \$301,696. Of this total, \$298,671 goes to Travis County and \$3,025 goes to the OneStar Foundation for administration. Only the grant funds going to Travis County are included in the total shown above.)

(County Cost Share: Funding for the \$375,876 in Personnel is coming from keeping four slots vacant in the AgriLife Extension General Fund budget (\$174,399), while the remaining \$201,477 is coming from fee-for-service contracts between Travis County and the schools hosting after-school programs. Funding for the \$51,691 in Operating expenses is coming from the AgriLife General Fund budget (\$6,659) and from the fee-for-service contracts (\$45,032). The grant instructions allow Travis County to claim 10% of the total of the Grant Funds and County Cost Share for Personnel and Operating expenses as an Indirect Cost match.)

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

There are no county funding requirements once the grant ends. There is a match required while the grant is in progress.

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.

The FY'14 grant requires a match totaling \$500,191. This will come from 4-H CAPITAL and TCHHSVS. The grant is revenue neutral. It will not increase the General Fund budget.

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

The grant allows for a 4% indirect cost allocation for the county and 1% for the OneStar Foundation. TCHHSVS has not claimed its 4% allocation because this would increase the cost per member service year. The OneStar Foundation has stated that it expects the cost per member service year for continuation applications to decrease or remain the same. Therefore, TCHHSVS requests permission to not claim an indirect cost amount for this application but explore the possibility of including some indirect costs in the future.

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.

Travis County 4-H CAPITAL will continue to offer after-school programs once the grant ends but not at as many locations.

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 grant allows 4-H CAPITAL to increase the number of sites where it offers after-school programs without increasing General Fund expenditures. This increases the departmental performance measure for educational contacts.

DRAFT

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction														
Modified Standard Form 424 (Rev. 02/07 to conform to the Corporation's eGrants System)																
SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 13AC149794	4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER: 06AFHTX0010078														
5. APPLICATION INFORMATION <i>Travis County through</i>																
LEGAL NAME: Travis County Health and Human Services and Veterans Services DUNS NUMBER: 030908842	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Lydia Domaruk TELEPHONE NUMBER: (512) 854-9609 FAX NUMBER: INTERNET E-MAIL ADDRESS: LRDomaruk@ag.tamu.edu															
ADDRESS (give street address, city, state, zip code and county): PO Box 1748 Austin TX 78767 - 1748 County: <i>Travis</i>	7. TYPE OF APPLICANT: <input checked="" type="radio"/> 7a. Local Government - County <input type="radio"/> 7b. Local Government, Municipal															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 746000192	9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service															
8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Travis County CAPITAL AmeriCorps Project 11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006 10b. TITLE: AmeriCorps State	13. PROPOSED PROJECT: START DATE <i>8/1/12</i> END DATE <i>7/31/15</i>															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Austin, TX Del Valle, TX	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input checked="" type="checkbox"/> TX 021 b.Program <input checked="" type="checkbox"/> TX 025															
15. ESTIMATED FUNDING: Year #: <input type="text" value="2"/>	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372															
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><td style="width: 20%;">a. FEDERAL</td><td style="text-align: right;">\$ 301,696.00</td></tr> <tr><td>b. APPLICANT</td><td style="text-align: right;">\$ 500,191.00</td></tr> <tr><td>c. STATE</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>d. LOCAL</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>e. OTHER</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>f. PROGRAM INCOME</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>g. TOTAL</td><td style="text-align: right;">\$ 801,887.00</td></tr> </table>	a. FEDERAL	\$ 301,696.00	b. APPLICANT	\$ 500,191.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 801,887.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
a. FEDERAL	\$ 301,696.00															
b. APPLICANT	\$ 500,191.00															
c. STATE	\$ 0.00															
d. LOCAL	\$ 0.00															
e. OTHER	\$ 0.00															
f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 801,887.00															
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Samuel T. Biscoe	b. TITLE: Travis County Judge	c. TELEPHONE NUMBER: (512) 854-9555														
By: <i>By:</i> ATURE OF AUTHORIZED REPRESENTATIVE		e. DATE SIGNED:														



**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 2, 2013

TO: Members of the Commissioners Court

FROM:

Sherri E. Fleming

Sherri E. Fleming
County Executive for Travis County Health and Human Services
and Veterans Service

SUBJECT: AmeriCorps grant application

Proposed Motion:

Consider and take appropriate action to approve a grant application to the Corporation for National and Community Service to fund the Travis County CAPITAL AmeriCorps Project in FY'14.

Summary and Staff Recommendations:

The grant will fund 16 full-time and 16 half-time AmeriCorps members who will provide after-school enrichment programs each week during the school year. These programs focus on science and technology, environmental education, outdoor education, and life skills. Travis County staff will provide program coordination and support for the day-to-day activities of the AmeriCorps members.

TCHHSVS staff recommends approving this application.

Budgetary and Fiscal Impact:

The \$301,696 grant requires a match totaling \$500,191. This match will come from 4-H CAPITAL and TCHHSVS. The grant is revenue neutral. It will not increase the General Fund budget. The FY'14 grant will run from 8/1/13 – 7/31/14.

Issues and Opportunities:

Studies show that students who participate in after-school programs have fewer behavior problems, handle conflict better, show improved social skills and enhanced academic performance. AmeriCorps members provide much needed staff to increase the number of after-school programs in Travis County. Travis County 4-H CAPITAL programs differ from more traditional programs by offering hands-on activities that reinforce key concepts in the curriculum.

The Travis County CAPITAL AmeriCorps Project has been in existence since 2003. It has served more than 16,000 youth to date.

Background:

Travis County 4-H CAPITAL is a non-profit organization affiliated with the Texas AgriLife Extension Service. The Extension Service provides a variety of educational programs for county youth and adults.

Cc: Dolores Sandmann, Director, Texas AgriLife Extension Service
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

Narratives

Executive Summary

The 4-H CAPITAL Project is requesting 32 AmeriCorps Members. Members will be leading youth ages 5 to 15 at Title I elementary and middle schools in science-based 4-H Clubs after school, in Travis County. The population of youth served is 84 % Hispanic, 12% Black, 3% White, and 1% other. 97% of the youth are considered economically disadvantaged. The Project period will begin August 1, 2012 and end July 31, 2015. AmeriCorps Members will leverage an additional 64 volunteers as guest speakers or field trip volunteers. At the end of the one year period, we expect to 1) enroll 1400 youth, 2) maintain a 65% completion rate, 3) improve academic engagement for 85% of students who complete our program by demonstrating increased academic engagement and interest in science learning and careers. This project concentrates on the Corporation for National and Community Service (CNCS) focus area of Education. The CNCS investment of \$301,696 will be matched with \$511,618.

Rationale and Approach

Identified Needs

The 4-H CAPITAL AmeriCorps Project's mission is to reduce the risk of school failure and school dropout by increasing science and literacy skills while promoting healthy growth and development. We target our programs to youth ages 5 to 15 enrolled in Title I elementary and middle schools in Travis County. This target audience was selected because of the following identified risk factors for academic success: high rate of poverty, lower than average attendance rates, and lower than average academic performance. In 2010, 62% of Austin Independent School District (AISD) students and 85% of Del Valle Independent School District (DVISD) students, the two districts in which our Members currently serve, were economically disadvantaged. Over the past 10 years, the amount of students qualifying for free and reduced lunch in Austin ISD and Del Valle ISD has increased by 9% and 67% respectively. 1 And between 2004 and 2009, the number of children under age five living in poverty in Travis County rose from 15% to 26%, indicating that poverty is not a diminishing risk factor for our youth, but a growing one. 2 Students living in poverty are often less academically successful, have lower graduation rates, are less likely to meet college readiness standards, and are more likely to participate in risky behaviors3.

In the program design, the 4-H CAPITAL AmeriCorps project will address the following needs identified in our target population:

1) The targeted population is at risk for lower school attendance than their peers. In the Austin

Narratives

Independent School District attendance rates for Title I elementary schools averaged around 96% in school year 2008-09 and 95% for middle schools, approximately one percentage point below state wide rates. 4 Attendance rates were even lower for African American and Hispanic students. 5 Student attendance rates are a strong factor in determining those students who are likely to graduate from high school and those who will drop out. Consistent attendance is one of the strongest predictors of high school graduation. 6 Additionally, a school's overall attendance rate determines the amount of funding that school districts receive from the state and whether elementary and middle schools meet the federal requirement for Adequate Yearly Progress. 7

2) The targeted population is at risk of lower academic performance in school and on standardized tests than their peers. In 2010, 87% of Texas State 5th graders met the Science TAKS standards. However, only 79% of African American 5th graders and 84% of Hispanic 5th graders met state science standards, while 94% of White 5th graders met the same standards. The percentage of economically disadvantaged 5th graders that met the state Science TAKS standards was 82%. 8

3) Students enrolled in our program lack resources and opportunity for learning in science, technology, engineering and math (STEM). In Austin ISD, only 80% of students met the standard on their Science TAKS test. 9 Students in the United States are lagging behind their international peers in math and science. Students in the United States rank 17th in science skills among their peers in other industrialized countries, yet 80% of future jobs will require STEM skills. Currently, only 27% of graduating seniors are ready for college science and only 32% of U.S. college undergraduates are graduating with a bachelor's degree in science or engineering.¹¹ The problem is even larger in minority populations. Only six percent of the workforce in STEM area professions are Hispanic or Black, but are 14 and 11 percent respectively represented in overall employment.¹⁰

4) A survey conducted by the Central Texas Afterschool Network (CTAN) found that only 22% of 59,795 enrolled students in 17 low income zip codes in Central Texas regularly attended an afterschool program during the 2010-2011 school year. The school populations served by the 4-H CAPITAL Project are located within these 17 zip codes. This data indicates a need for increased after school offerings within these zip codes. Research shows that 8th graders who show a high interest in science are more likely to choose a career in STEM than those who only exhibit high performance academically. ¹¹ After school science programs can help increase interest in science and increase knowledge and performance in science studies. Studies have shown that students who regularly participate in after school programs have higher attendance rates in school and therefore increasing their chances for graduation.¹² It is also important to note that participation in after school can

Narratives

decrease involvement in risky behaviors (such as substance abuse and truancy), increase academic performance and increase high school graduation rates.

The 4-H CAPITAL AmeriCorps Project will address youth needs in increasing attendance, increasing academic performance, increasing SET skills and providing high quality after school programs. We will do so with a focus on increased student academic engagement and interest in SET studies.

Value Added: AmeriCorps Member Roles and Responsibilities

The 4-H CAPITAL AmeriCorps Project is requesting 32 AmeriCorps Members or 24 MSY for the upcoming grant cycle (16 full time Members and 16 half time Members). AmeriCorps Members with the 4-H CAPITAL Project have primary and secondary responsibilities when it comes to addressing the community needs identified below.

The primary responsibility for all full time and half time Members addresses our goal to improve academic performance and interest in science-based academic studies. Members lead science-based 4-H Clubs during the after school hours. Each 4-H Club creates and develops their own 4-H Project - a semester long hands-on learning experience that incorporates knowledge gained, skill development, leadership development, community service, and career exploration. Members will be responsible for 4-H Project selection, project design, curriculum development, and behavior management for their after school Clubs. Topics of exploration can include a variety of topics such as: Aquatic Science, Animal Science, Junior Master Gardener, Environmental Sciences, and Physics. During their after school classes, full time Members will have co teachers (half time Members) at least two days per week. Half time Members will have co-teachers (full time Members or other half time Members) every day of the week.

All curriculum used after school is strategically aligned with the Texas Essential Knowledge and Skills (state academic standards) and the school districts' Curriculum Development Road Map (plan for curriculum delivery throughout the school year, by grade). This upcoming year, our Members will serve youth afterschool at 23 different Austin ISD locations, 9 Del Valle ISD locations, as well as 1 Austin Area Charter School, for a total of 33 sites.

In addition to the 4-H Project implementation, Members act as group leaders to their 4-H Clubs. The 4-H Club identity is designed to create a sense of belonging and camaraderie amongst the students as a unified club. Our emphasis on the club environment keeps youth coming to after school and therefore improving school day attendance; this club aspect of 4-H CAPITAL addresses our program goal of increasing school day attendance. Part of the club design involves the implementation of

Narratives

character development curriculum as well as a club leadership structure among the youth. The Character Counts curriculum that we utilize is a National evidence-based program focused on decreasing risky behaviors and increasing positive behavior.

In addition to their direct teaching after school, members hold secondary responsibilities in the 4-H CAPITAL program. These secondary assignments are designed to support their teaching after school. Members spend, on average, between 5 and 10 hours each week on their secondary assignment. Each assignment is outlined in more detail below.

A secondary responsibility for all full-time and half time Members is to participate in community outreach. CAPITAL AmeriCorps Members work in the area of Education to try and improve their students' academic performance. In order to have a better understanding of the target population and to better understand the community needs, Members must complete three hours per month of community outreach with one of several approved non-profit partners. These hours of community outreach enforce the daily work of 4-H CAPITAL, by focusing on poverty relief, education, environmental sustainability, and healthy living.

Other secondary responsibilities for full time Members include: 1) Para-teaching: para-teachers will work at their assigned campuses during the school day as assistants to school day teachers. This assignment helps mentor the Members in curriculum development and behavior management and provides the campus with extra assistance during the school day. This also allows the members to work with their after school youth during the day and to help increase their skills in behavior management and lesson planning for their after school programs. 2) Curriculum Development Team: although all Members are responsible for their own lesson plan design, this group works in a team environment to create entire Science Units from scratch that focus on specialty areas driven by community needs. This team supports direct teaching after school by building new and TEKS compliant Curriculum for use in the after school program 3) Junior Master Gardener Team (JMG Team): gardening is always a large part of our curriculum focus during any given semester. The JMG Team helps to coordinate gardening efforts in lesson planning, soil and plant distribution, and sharing of resources (such as literature, websites, community contacts). 4) Urban Animal Science Team (UAS Team): another team works with the Urban Animal Science Program. The program focuses on meat-goat projects. Program instruction addresses animal nutrition, anatomy and physiology, basic veterinary science, showmanship and grooming, character development and more. Students are paired during the fall semester. Each pair is responsible for the care and training of one goat. In January, students show the goats at the CAPITAL Classic show in Burnet and the Travis

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County Youth Livestock Show. This program requires a larger percentage of our Members' time when it comes to class preparation, because each Member is responsible for the monitoring of their goats as well as lesson planning. Both the JMG Team and the UAS Team secondary assignments allow those Members teaching in these areas afterschool to have the necessary preparation time, support, curriculum development, and mentoring to successfully teach in these areas after school. The work completed by these teams each week makes the after school classes possible. 5) Outreach Team: the Outreach Team establishes partnerships with non-profit organizations to develop outreach opportunities for all the Members. The Outreach Team also dedicates a significant amount of their time in the spring by representing 4-H CAPITAL on the Austin AmeriCorps Week Planning Committee. The work completed by this team supports the after school program by providing opportunities for all the Members to gain real experience working with poverty and education issues in the community so that they can increase their understanding of the populations in which they work. AmeriCorps Members are particularly suited for performing these responsibilities for a variety of reasons. First, the 4-H CAPITAL Project offers an environment for learning and experimenting with program design and curriculum development, the program provides an effective training ground for Members in the areas of education. Many of our Members have interests in the areas of teaching and non-profit education and gain much needed real life experience through our program. Additionally, this program offers a direct service opportunity for AmeriCorps Members to initiate change in a community during the course of one academic year. CAPITAL AmeriCorps Members will have the chance to increase academic performance, school attendance and make a change in their students' lives within their term of service. Not only is this beneficial for the youth we serve, but it provides a rewarding and fulfilling service experience to the Members in our program.

On a daily basis, our AmeriCorps Members work on school campuses with many other community partners in their after school programs. Every day our Members are out in the field teaching, they wear AmeriCorps gear and provide a high profile opportunity to promote the impacts of AmeriCorps service throughout communities in Travis County.

Utilizing AmeriCorps Members adds a high amount of value to the 4-H CAPITAL Project. First of all, we can provide high quality programming in our after school 4-H Clubs because we have AmeriCorps Members. Other organizations that provide services after school utilize part-time staff and employ them for less than 20 hours per week -- this is what can be afforded and program quality suffers. For this reason, AmeriCorps Members are a very cost effective way for the 4-H CAPITAL Project to fulfill its mission. AmeriCorps Member service allows ample time for program planning and

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implementation so that our 4-H Clubs are high quality and in high demand. CAPITAL community partners seek out our program because of our AmeriCorps volunteers -- they see the difference in the quality of our programs.

Secondly, working with high risk populations is difficult and teaching in the after school environment can be very challenging. Individuals who are successful in these environments exhibit the following qualities: dedication to betterment of youth, commitment to changing communities, the desire to work hard, and the need to be challenged. These are the qualities that make an AmeriCorps Member. These qualities are needed at 4-H CAPITAL to implement our programs.

Evidence-Based

The 4-H CAPITAL AmeriCorps project utilizes national 4-H evidence-based curriculum in our after school programs. Curriculum developed through National 4-H has three components: content and educational learning opportunity designs, professional development, and evaluation. All 4-H National curricula go through a stringent peer review and evaluative research studies. Because of our affiliation with the National 4-H Movement, our program has access to numerous resources online for free or at nominal fees. Our instructors utilize these national resources and supplement it with curriculum from other reputable resources like NASA and the Council for Environmental Education.

The 4-H CAPITAL AmeriCorps Project demonstrates measurable impact in two significant ways: 1) through pre-test and post-test administration and 2) through a data share agreement relationship with Austin ISD.

Our curriculum design is structured so that each grade level receives instruction in a specialized area of Science. Kindergarten through Second grade will be taught introductory Science Experiment and Appreciation courses. Because of their age, they will not participate in pre and post testing. Third graders explore the Physical Sciences, fourth graders focus on Earth and Environmental Sciences, and fifth graders specialize in Life Sciences. Pre and post tests will be administered for each subject area at the beginning and end of each semester to demonstrate knowledge gained.

Through a data share agreement with Austin ISD, we will be able to track aggregate data on our 4-H CAPITAL youth as a whole. We will be able to track the following information: attendance rates, standardized test scores, discipline incidences and economically disadvantaged status. Because the analysis requires obtaining student school ID numbers, the data can be assessed over time with the same groups of youth or in comparison with peer groups. This data share agreement will help us measure the impact of our own program on attendance and academic performance.

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Member Experience

Serving in 4-H CAPITAL exposes AmeriCorps Members to a wide variety of entities and community partners that widen the view and scope of their service experience. Members have the opportunity to partner and work with daytime and afterschool staff, AgriLife and County Extension staff as well as multiple community based nonprofits. Along with meeting one on one with Members after site visits and teaching observations to reflect on their service experience, supervisors engage the group in several civic reflection sessions throughout the year. At the end of pre-service orientation all Members write a letter to self, detailing their personal goals for the next year and what they hope to gain from this term of service. The letter is then sealed, not to be reopened until the end of their term, so they can reflect on all that they have learned since training. The program also gives updates on the group's progress towards meeting our performance targets and service updates from the National level at every monthly staff meeting. We train Members extensively on the history of national service and the entities involved in the CAPITAL program during pre-service orientation. All our sites are notified that they are receiving AmeriCorps volunteers and at the first meeting a Member will identify themselves as an AmeriCorps volunteer to their Site Coordinator. On site, Members wear gear each day that identifies them as AmeriCorps Members. All 4-H CAPITAL AmeriCorps Project Members see each other daily during planning hours at the office and during monthly staff meetings as well as pre-service orientation and trainings throughout their term. Prior to their start of service, incoming Members are invited to join a Google Group, which connects all AmeriCorps Members from different programs serving in the Austin area. From this Google Group Members are able to network to find roommates, plan meet ups, and shares tips and resources for relocating and living in Austin. Each year our Members participate in the Austin Swearing-In ceremony and Austin AmeriCorps Awareness Week and Day of Service. This gives them the opportunity to meet AmeriCorps Members from other Austin programs and learn about a variety of service experiences. We also encourage all our AmeriCorps volunteers to register with AmeriCorps Alums so that they can continue to serve their community once their term has ended. And lastly, the 4-H CAPITAL AmeriCorps Project has representation at Leadership Council each year.

Overall Picture

The program design of the 4-H CAPITAL AmeriCorps Project was created intentionally to directly link community needs, program delivery, AmeriCorps participation, and expected outcomes. To

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address our identified needs the 4-H CAPITAL AmeriCorps project seeks to have the following outcomes: to increase student attendance, increase academic performance, and to increase interest and knowledge in science. It was stated earlier that regular attendance in after school programs has a significant impact on improving school day attendance. The 4-H Club model is designed to create a sense of belonging to the after school program. Youth involved in our 4-H Clubs have roles and responsibilities within their Clubs that helps to maintain their attendance in our programs. Last year 4-H CAPITAL AmeriCorps project had 1,187 youth complete the program, demonstrating our ability to maintain young people's commitment to their after school clubs and to school. Our goal is to have an aggregate school day attendance rate of 97% (one percentage points above the state averages for Title I schools) for our 4-H youth.

Our after school classes are designed specifically using the Texas Essential Knowledge and Skills and the school districts' Curriculum Development Road Map as a foundation for lesson planning throughout the year. This ensures that we focus on key science concepts that help students improve academically in their school day performance. With hands on learning after school, science is fun! As was mentioned earlier, interest in science can help encourage success in the subject area. Our goal is to see 100% of the youth that complete our program to have a 20% increase in knowledge and interest in Science from our pre and post test assessments. We also want to see 80% (the Austin ISD average from 2010) of 5th grade youth who complete our program meet the standards on their Science standardized test each year.

AmeriCorps Members provide the time, dedicated spirit, and the commitment to making a change in the world that is needed to implement these programs successfully.

AmeriCorps Member Selection, Training, and Supervision

The 4-H CAPITAL AmeriCorps Members are recruited through the National AmeriCorps Website, and local universities. We recently started a partnership with the Austin Vet Center and Texas Workforce Commission in the hopes of recruiting veterans in the future. We also plan to reestablish a partnership with Huston-Tillotson in the hopes of diversifying our Corps. We have had great success in working with people with disabilities in the past and look forward to continuing recruitment for that demographic. The 4-H CAPITAL AmeriCorps Project plans to target a new underserved population by recruiting graduating high school seniors. Serving a year with AmeriCorps as a half-time Member would be a great resume builder for these recent high school graduates and the education award could go towards future schooling. We will ensure success of this new population by tailoring training and

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supervision to the needs of an individual who most likely has less professional experience. Each of these Members will have a self-selected Service Sponsor who will maintain regular contact with the Member and the program. The Service Sponsor will either be a family member or friend who can offer support when these Members experience difficulties in fulfilling their commitment; they may also help the Member talk through possible solutions with supervisors.

The entire 4-H CAPITAL Corps completes three weeks of pre-service orientation and training that includes an overview of 4-H CAPITAL, after school systems, CNCS, prohibited activities, teaching practice with peers and youth, behavior management techniques, CPR, disaster response, lesson planning and many other areas that are necessary for a high quality, impactful service experience with our program. During this time, each Member also meets the after school Site Coordinator(s) for the school(s) they will serve. Members receive any site specific orientation or training needed at that time. The program asks for feedback in the form of an anonymous survey on all aspects of the training from the Members once pre-service orientation is complete, so that we can continue to improve in this area.

We take several opportunities for additional training throughout the year as determined by the school calendar. Additional staff development occurs in the fall and the beginning of January; Life After AmeriCorps training takes place in April. These staff developments cover such topics as civic reflection, additional behavior management training, resume building and networking workshops or any other areas deemed necessary by supervisors or the Members themselves. As previously mentioned, we will offer additional or alternative training for the recent high school graduates during pre-service orientation and throughout their term, such as assistance with college applications for Life After AmeriCorps training.

The 4-H CAPITAL Members are supervised and supported by a Project Manager, two Project Coordinators and an Administrative Assistant. The Project Coordinators handle most of the day to day supervision of the Members. The In-House Coordinator tracks Member hours, conducts biweekly check-ins with the Members and manages Member files in conjunction with the administrative assistant. The Field Coordinator conducts all site visits and teaching observations and coaches the Members as they develop their skills in teaching and behavior management. The Project Manager supervises the Project Coordinators, handles disciplinary action with Members as needed, performs the mid and end of term performance reviews, implements policies and procedures to ensure grant compliance and acts as the main liaison to OneStar. Supervisors are selected by the Program Director based on their experience and or degrees in the field of education, social services and management.

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Supervisors are trained by the Program Director and other office support staff. Supervisors receive ongoing training from Travis County, OneStar, and other National Conferences put on by the Corporation for National and Community Service. The Project Manager and Administrative Assistant are supervised and supported by the Program Director.

Outcome: Performance Measures

Each year we have clear and measurable outcomes that we wish to see in the 4-H CAPITAL youth that complete our program. At the end of the three year grant cycle, we will be able to see consistent success each year in meeting these program outcomes: 1) 1400 youth enrolled in the 4-H CAPITAL AmeriCorps Project after school programs; 2) 910 youth (or 65% of enrollment) will complete the 4-H CAPITAL AmeriCorps Project after school program. Completion is defined as attending 60% of program days (the U.S. Department of Education has established this as the minimum rate of participation to gain the benefits of participation in an after school program); 3) 85% of the youth that complete our program (773 youth) will demonstrate increase student engagement and interest in Science.

The increase in academic engagement and interest in Science will be measured using standardized, age appropriate, and subject specific attitude questionnaires in a pre and post test format. We will report this data annually in our Annual Performance Review.

We determined our performance measure targets based on 1) previous attendance and enrollment data and 2) a sample set of data from our 2010 5th graders for Science standardized test scores and attendance data. Our enrollment and completion goals decreased from last year for one crucial reason. In Austin ISD in the past, we served four separate groups of students weekly -- one group for every day of the week (Monday thru Thursday). During the 2011-2012 school year, at many of the campuses, we are serving only two groups of students weekly -- two groups twice per week. This allows us to have a greater impact on the students we serve, but will cause the program a decrease in enrollment from the previous year.

During our last full year of programming, school year 2010 -- 2011, the 4-H CAPITAL project enrolled 1830 youth in our 4-H CAPITAL after school programs, exceeding the performance measure for enrollment by 430 youth. 1187 of those enrolled youth completed the program by attending 60% of program days or more; thus exceeding the performance measure by 337 youth.

One predicted intermediate outcome to our enrollment performance measure stated that 210 enrolled 5th graders (65% of enrolled 5th graders) would score as well or better than their peers on the Science

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TAKS test. Even though our program enrolled 322 5th grade students during the 2010-2011 program year, due to unforeseen difficulty, we were only able to show that 169 youth did as well or better than their peers on the science TAKS test as we were not able to obtain data on all of our enrolled 5th grade students. However, 68.5% of 5th grade students for which we were able to obtain data did as well or better than their peers on the science portion of the TAKS test. The 4-H CAPITAL AmeriCorps Project has also grown in the last year to serve 27 schools in the 2011-12 school year, up from 22 sites the previous year. The program has continued to strengthen and grow while exceeding performance measures. This upcoming grant cycle we are challenging ourselves to have more impactful and more definitive outcomes indicating a strong organizational commitment to expanding our footprint in the community and further developing our programs to meet community need.

Volunteer Generation

Volunteers will be recruited to enhance the educational experience of 4-H CAPITAL in the form of guest speakers in the classroom and parent chaperones on fieldtrips. Members also recruit individuals and community partners as volunteers for community outreach events. Because the volunteers will be performing service that is episodic and not skill specific, their supervision can be handled by the Member who recruits them. The recent high school graduates will also each recruit a volunteer to be their Service Sponsor as mentioned previously. The supervision of these volunteers will be handled by the Project Manager and the Member that recruited them.

References

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- 8 <http://www.tea.state.tx.us/student.assessment/taks/rpt/perf/>
- 9 http://archive.austinisd.org/docs/AISD_2010_TAKS_Preliminary.pdf

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10 <http://www.afterschoolalliance.org/documents/STEM-Afterschool-Outcomes.pdf>

11 <http://afterschoolalliance.org/STEM.cfm>

12 http://www.afterschoolalliance.org/documents/factsResearch/2011_Outcomes.pdf

Organizational Capability

Organizational Background and Staffing

The 4-H CAPITAL Project began in 1992 as a 5-year USDA grant. Our mission is to reduce the risk for school failure and school dropout by increasing science and literacy skills while promoting healthy growth and development. We fulfill this mission by providing high-quality after-school enrichment programs that focus on science, math, technology, and literacy. Adopted by Travis County in 1997, the program received its first AmeriCorps grant in 2003; since then, AmeriCorps funding has been renewed annually. With the support of AmeriCorps volunteers, 4-H CAPITAL has grown from one school to 30, totaling more than 25,000 contact hours annually with Travis County youth.

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Travis County administers a variety of federal grants from the U.S Department of Energy, U.S. Department of Health and Human Services, U.S. Department of Justice, U.S. Department of Housing and Urban Development, Corporation for National and Community Service (CNCS) and other federal agencies. Travis County has administered this AmeriCorps grant every year since 2003. Travis

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County has a sound administrative and fiscal infrastructure in place. The Travis County Auditor's Office produces the financial reports for all county grants. The county follows the appropriate Office of Management and Budget (OMB) Circulars as well as the Uniform Grant Management Standards (UGMS) and AmeriCorps Terms and Conditions for administering federal grants. All of the AmeriCorps grant staff are familiar with the various regulations involved in grant administration. The appropriate staff regularly attends grant management training sponsored by CNCS or the OneStar Foundation.

The Travis County CAPITAL AmeriCorps Project is administered by 4-H CAPITAL through Travis County Health and Human Services and Veterans Service (TCHHSVS). TCHHSVS and 4-H CAPITAL have demonstrated an ongoing commitment to the AmeriCorps program by consistently exceeding the minimum grantee share of total program costs. The grantee share has always exceeded 40% and has averaged almost 50% during the first eight years of the program. The budget for the 2012-2013 AmeriCorps program (including grantee share) represents approximately 3% of the TCHHSVS budget.

Although this is a small portion of the TCHHSVS budget, it is an important part for Travis County would not fund the 4-H CAPITAL Project at the same level if the grant was not renewed. Travis County has received funding from OneStar for the AmeriCorps program since 2003. It has also received funding from CNCS for the Retired Senior Volunteer Program (RSVP) for the past 35 years. The percentage of the total TCHHSVS funding received from OneStar and CNCS for the AmeriCorps and RSVP programs is approximately 1.5% of the TCHHSVS annual budget.

The 4-H CAPITAL AmeriCorps Project is a part of Travis County Health and Human Services which is supervised by the County Executive, Sherri Flemming. The Texas AgriLife Extension Service office reports to the County Executive. The Extension Office is managed by the County Extension Director, who directly supervises the County Extension Agent who oversees the 4-H CAPITAL Project. The 4-H CAPITAL Project is advised by the 4-H CAPITAL Advisory Board. The board consists of members of the two school districts that we serve as well as other community and industry representatives. The board advises the program in areas of marketing, program design, resource acquisition, and management. The Advisory Board does not have management responsibilities, but merely serves in an advisory capacity.

Currently our AmeriCorps Project is fully integrated into the 4-H CAPITAL Project as a whole. Our 4-H CAPITAL staff instructors work closely with the AmeriCorps Members as mentor teachers and curriculum area leaders. The AmeriCorps Project is seen as an integral component to 4-H CAPITAL by our staff and by our community partners. Our Members each have their own work space in the

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office and are considered just as much a part of our team as the staff members. Our record indicates that we have managed the program well and have a strong record of compliance and responsiveness. We have been given satisfactory reports on all mid year and annual performance reviews. CAPITAL staff is present at each OneStar support call and have been prompt in fulfilling specific requests and responding to communication to OneStar.

The staff structure for the AmeriCorps program itself includes a Project Manager who provides oversight to the AmeriCorps project as a whole, manages grant reporting, communication with OneStar, and Member management. The current Project manager, Charlotte Benbenek-Price, began her career with 4-H CAPITAL as an AmeriCorps Member, then served as the In-house Coordinator and has been the Project Manager for almost two years. The Project Manager also directly supervises two Project Coordinators. The In-house Coordinator supervises all administrative duties related to the AmeriCorps Members such as enrollment paperwork, time tracking, recruitment, mileage, background checks, and purchase requests. Our current In-house coordinator, Jaclyn Remick served two years as a VISTA volunteer and has been in her current position for one year. The Field Coordinator supervises all teaching and curriculum planning duties related to the AmeriCorps Members such as approving lesson plans, training in behavior management, conducting site visits and completing formal teaching observations. Our current Field Coordinator, Nikki Lewis, is a certified teacher and has been working in the education field for over ten years. She has been in her current position for 6 months.

Four other positions are supported by the AmeriCorps Project budget. The Administrative Assistant handles financial management of grant funds, human resources issues for Members, and submits the Match report to the County for approval. The Warehouse Specialist maintains teaching supplies, processes Member material requests, and handles all program supply purchasing. The 4-H Program Assistant handles all technology needs, manages the attendance database, and tracks our performance measures. This position also acts as a curriculum advisor to Members in the area of Physical Sciences. The Extension Program Assistant acts as after school scheduler, manages the substitute schedule for Members, handles invoicing and contracts for the AmeriCorps Project and assists with warehouse and purchasing. This position also acts as an advisor to Members in helping to plan culminating events. The 4-H CAPITAL AmeriCorps Project team will attend all management and financial training required by OneStar to ensure a high quality AmeriCorps program. We also will send an AmeriCorps Coordinator to the National Conference on Volunteering and Service and the National Symposium on Inclusion and Service. When new staff is hired, we have a pre-determined new AmeriCorps Project

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staff orientation that covers all aspects of meeting grant requirements both programmatically and financially. Any questions that arise are directed to OneStar for guidance. Additional staff training is provided through the Youth Program Quality Initiative (YPQ). The Austin area is the only community in Texas to adopt the Weikert Center for Youth Program Quality's innovative YPQ model, which is designed to help youth program staff continuously assess, plan, and improve the out-of-school-time services they provide. The YPQ model includes ten training modules, an assessment tool, and training on Quality Coaching. Our AmeriCorps Project Manager and Project Coordinators are trained Quality Coaches with the YPQ.

Sustainability

The 4-H CAPITAL AmeriCorps Project is positioned well for sustainability plans. We have strong community partnerships with the school districts that we serve. Austin ISD has listed 4-H CAPITAL as a partner in their two, currently funded, 21st Century Community Learning Center grants. The Cycle 6 grant will have two more additional years of funding and the Cycle 7 grant has four more additional years of funding. This partnership secures 4-H CAPITAL's participation in AISD after school for the next few years. Also, since we enter into fee for service contract agreements with both AISD and DVISD, we have a secure source of income to support our after school programming. This fall 4-H CAPITAL will also be seeking additional grant funds to support our Urban Animal Science Programs at five of our school locations. Grant funds from a private foundation will help us support 4-H CAPITAL staff and AmeriCorps volunteers at these school locations in lieu of fee for service contracts. Also, the traditional 4-H Club structure involves strong support from families and school communities. We encourage parent participation in our 4-H Clubs. In a traditional setting, parents support and lead the 4-H program. During this next grant cycle we aim to recruit more parents as volunteers, particularly at our Urban Animal Science schools as they will be an integral part of continuing the Club presence at the schools. CAPITAL staff will provide oversight and training to Members in this area, as well as seek support from the school district staff.

Our largest community partners are Austin ISD and Del Valle ISD. Both districts have representation on our 4-H CAPITAL Advisory board. Each school site provides an on-site after school coordinator or campus contact. The coordinator assists in recruitment of youth for our 4-H Programs, serves as a liaison to the campus administration, and secures program space on campus for our classes. The Site Coordinator also provides guidance and training to our AmeriCorps Members specific to that school or the targeted youth at that particular campus. Austin ISD staff has played an integral part in helping us develop our curriculum design and determining which subject areas are taught at which grade

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level.

Compliance and Accountability

The 4-H CAPITAL AmeriCorps Project provides a comprehensive orientation to all AmeriCorps Members and staff regarding the rules and regulations for the AmeriCorps Project grants. Staff attends regular OneStar support calls and asks questions as necessary to make sure that all rules and regulations are followed accurately. Staff also attend OneStar sponsored trainings and meetings where support and information is provided. The 4-H CAPITAL staff conducts internal audits of Member files to ensure the proper documentation on all of our Members. We also have internally published policies and procedures regarding Member management, recruitment, hours tracking, and fiscal management that our AmeriCorps team uses to ensure consistency and accuracy in these areas. All Members are trained specifically on prohibited activities. All Members sign an official training document that verifies their participation in this orientation and training. Information on prohibited activities is also included in Member Contracts. Information is provided to after school Site Coordinators on Member prohibited activities to solicit their help in enforcing these rules and to ensure that they do not make prohibited requests of our AmeriCorps Members. The Field Coordinator conducts regular site visits and the In-house Coordinator schedules regular office check-ins. Both of these meetings give Members the opportunity to ask questions regarding their service and compliance to grant related issues and provide our Coordinators opportunities to see and correct inappropriate behavior if it were to occur. The 4-H CAPITAL AmeriCorps Project holds itself completely accountable to compliance issues. If an issue were to arise, our Program Director or Project Manager would notify OneStar immediately and seek advice on how to proceed. If it was an issue of a Member participating in prohibited activities we would disallow those hours and pursue as a Member discipline issue if necessary.

Enrollment and Retention

We have historically maintained a record of 100% enrollment or higher. At the end of our last complete program year, we had a retention rate of 90.6%. We have made targeted changes to our recruitment process to ensure a higher retention rate. Retention rate has much to do with successful recruitment. To decrease the likelihood of returning Member drop out, we have made it a more challenging process for current Members to return. Our interview is much more in depth now, and focuses on helping the Member think critically about why they want to return and what they expect

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to gain from a second term.

The second change we made to our recruitment procedures was to place an increased focus on commitment throughout all steps of the interviewing process. Questions like, "Please give an example of when you made a commitment and how you followed through. What challenges did you face in keeping your commitment and how did you overcome them?" help to reiterate this concept. We also stress at several points during the initial contact email, phone interview, and second interview, that this is a commitment, and state very clear expectations for the length of term as well as daily service hours needed. We believe that all of these changes will help ensure that we recruit Members that can commit and will honor the commitment to a full and continuous term of service.

In addition to the recruitment changes made we also created a check-in schedule for the Members to meet with the In-House Coordinator every two weeks. These check-ins provide additional support as the Members transition into their roles as teachers in our program. During these meetings the Members give updates on site issues and Members have the opportunity to make us aware of personal issues which could affect their service. This helps ensure that the program is aware of issues with Members as early as possible to help mitigate any problems before they result in a Member leaving. One challenge has been in retaining quarter time members. Because of our program design, it has been more difficult for those individuals in quarter-time positions to honor their commitment. For the next grant cycle our request is to have a Member mix of full and half-time positions only.

Performance Targets

During our last full year of programming, school year 2010 -- 2011, the 4-H CAPITAL project enrolled 1830 youth in our 4-H CAPITAL after school programs, exceeding the performance measure for enrollment by 430 youth. 1187 of those enrolled youth completed the program by attending 60% of program days or more; thus exceeding the performance measure by 337 youth.

Our final performance measure stated that 210 enrolled 5th graders (65% of enrolled 5th graders) would score as well or better than their peers on the Science TAKS test. Even though our program enrolled 322 5th grade students during the 2010-2011 program year, due to unforeseen difficulty, we were only able to show that 169 youth did as well or better than their peers on the science TAKS test. We were not able to obtain data on all of our 5th grade enrolled students; however, 68.5% of 5th grade students we were able to get data on did as well or better than their peers on the science portion of the TAKS test. In this current year, through an agreement with Austin ISD, we have secured a means to obtain accurate and complete data on all of our youth participants in the 4-H CAPITAL AmeriCorps

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Project after school programs.

The 4-H CAPITAL AmeriCorps Project has also grown in the last year to serve 27 schools in the 2011-12 school year, up from 22 sites the previous year.

Demonstrated Compliance or Areas of Weakness

Currently, Travis County manages the 4-H CAPITAL AmeriCorps Project grant; however, our fee for service contracts with the school districts have been executed through Texas AgriLife Extension Service for the last three years. Although we stand by the accuracy and transparency of our current fiscal management practices, the practices are complicated. It is cumbersome to manage finances for the AmeriCorps Project with input from two government agencies. In order to streamline our fiscal management and make our policies and procedures more clear, the 4-H CAPITAL AmeriCorps Project fee for service contracts will no longer pass through AgriLife. Contracts will now be executed through Travis County. This will allow for all of our financial documentation and monitoring to funnel through one organization.

Also, in the past, one of our Performance Measures depended on 5th grade Science TAKS scores as an indicator of academic success. This was a weak indicator in that only the 5th graders took this test and it is taken one time. We did not have a means to show knowledge gained over time and did not have data on all of our participants. For our current year, we have moved to a pre-test / post-test method for all youth participants 3rd grade and up. This will be a much stronger indicator of knowledge gained. We will still collect data on Science standardized test scores as a supplemental indicator of success.

Cost Effectiveness and Budget Adequacy

Cost Effectiveness

The cost per MSY for the Travis County CAPITAL AmeriCorps Project will remain at \$12,571 for the 2013-2014 grant year. The intensity of the Travis County program and its high academic standards require members to be highly skilled and engage in preparation beyond that required in many other programs. Operating school-based and community-based after-school programs in East, Northeast and Southeast Austin is a complex task requiring significant expertise, time and commitment. The compelling community need for science enrichment for youth in grades K-5 requires a substantial amount of materials and resources. High quality staff is required to provide the necessary member training, supervision, coordination and support. Recruiting and training members to teach rocket science, engineering, chemistry, and other complex science topics to engage young students is

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challenging and requires skilled members in sufficient numbers to permit individual student attention. We believe the cost per MSY as well as the number of staff in the proposed budget are appropriate and necessary to ensure programmatic compliance and integrity. The 4-H CAPITAL AmeriCorps Project has a diverse range of resources for program implementation. We receive income from our fee for service contracts with Austin ISD, Del Valle ISD as well as charter school locations. Travis County also dedicates funds in support of grant management and staff. The total amount of funding needed from non-Corporation sources to support the project in 2013-2014 is \$500,203. The status of non-CNCS resource commitments to date is: 1) \$181,058 Travis County General Fund (Cash) (Committed); 2) \$246,509 Federal money coming from fee for service contracts (Cash) (Pending); and 3) \$72,636 Administrative Costs from Travis County (In-kind) (Committed). This school year, we have five sites that have lost funding for after school. These five sites are a part of our Urban Animal Science Program.

Address Grantee Share

Travis County has demonstrated its commitment to the AmeriCorps program by consistently exceeding the minimum grantee share of total program costs. The proposed total grantee share for 2013-2014 is 62%. Travis County government contributes General Fund matching dollars and in-kind support. Texas AgriLife Extension Service provides office space for members. For the upcoming grant year the 4-H CAPITAL AmeriCorps Project is requesting 24 MSY. The Project will serve about 33 sites during the 2013-2014 school year. The 4-H CAPITAL Project is committed to financially supporting and growing our AmeriCorps program.

Budget Adequacy

Program supply amounts were determined by purchases from the current and previous program years. Our program design includes an adequate amount of staff time to support the Members in their service responsibilities and in management of grant reporting. All of the personnel currently in the positions listed in Section I - Personnel Expenses of the budget have had criminal history checks. Training amounts and travel amounts were estimated based on current year's expenses. The 2013-2014 budget adequately supports our program design, is cost effective, and adequate to support an effective science-based after-school program.

Evaluation Summary or Plan

4-H CAPITAL AmeriCorps Program is part of a three-year independent, external evaluation of the

Narratives

AmeriCorps*Texas portfolio that OneStar Foundation (OneStar), the Texas state service commission, is conducting on all of its programs. OneStar has contracted with The RGK Center for Philanthropy and Community Service at the LBJ School of Public Affairs at the University of Texas at Austin (RGK) to implement a rigorous, scientifically-based independent evaluation. Components of the evaluation include: measuring the value of AmeriCorps service across Texas; analyzing impact; evaluating organizational structure and program management characteristics to identify any determinants of successful program implementation; and providing a series of case studies examining the strategic use of AmeriCorps members to make significant impact in their communities. RGK is nearing the completion of the data collection phase from program directors, members, and various sources of organizational characteristic data and will begin analysis and case study work in late 2011. Once the evaluation is complete in 2012, the final report will be sent to CNCS.

Amendment Justification

N/A

Clarification Summary

N/A

Continuation Changes

Year 2

New Site Locations/Expansion: Travis County CAPITAL will continue to work with sites in AISD, DVISD and afterschool programs run by the Boys and Girls Club. We may have an opportunity to expand the number of sites and work with new ones with one of these partners, but we will not know this for certain until closer to the beginning of the school year.

Changes in Performance Measures: Because we are not currently on track for meeting our intermediate outcome, ED 27, we would like to lower our target from 773 (85% of the 910 students expected to complete the program will show an increase in engagement) to 637 (70% of the 910 students expected to complete the program will show an increase in engagement). Since this was our first year using ED 27 as a measure, we believe we unintentionally picked a target that was too high for our program design. We think this new target of 637 is a more attainable goal for our program.

Plans for Improving Retention: Last year was challenging retention wise for our program. Three Members were exited for personal compelling reasons and we also had 4 Members exited for cause. One resigned from her post due to misconduct and 3 left for other job opportunities. One of these

Narratives

Members was serving in a quarter-time role and this has only added to the evidence from previous years that the quarter-time positions are not a good fit for our program. The amount of money per pay period is very small, while the commitment is still quite significant. We no longer have quarter-time positions starting this current program year and we feel it has helped our retention rate. We also made several improvements to our recruitment process this year to ensure that the right Members are picked for the positions in the first place. We updated the position descriptions viewed by applicants to provide more clarity about what serving in our program is like including a typical day schedule. We now include a phone dialogue with a currently serving TCCAP Member in the application process so the applicant can ask a current Member about serving in the program. And we have also increased our online presence with a web page and Facebook account, so applicants can get a clearer picture of our program through independent research. We have also found ways to improve the service experience of our Members for the 2012-2013 year. The 2012-2013 Members have been given more input on the subjects they teach to their students and schools they will be serving at. The program has also sought ways to promote a stronger culture of commitment to service through the discussion of our core values during PSO which we believe has helped to increase our retention rate this year.

Responding to a State or National Disaster: In the event of a local, state, or federal disaster declaration, AmeriCorps members may occasionally need to deploy to an affected area (in-state or out-of-state) to participate in response or recovery operations for up to 60 days. During this time, service hours spent in response to that event may be counted towards the total required member hours of a given member. Any given member will spend no more than 120 days on disaster related activities in a given member year without the prior consent of the OneStar Foundation unless otherwise specified in the program's approved grant and program design (in the case of programs with a Disaster focus areas).

Texas A&M AgriLife Extension Service functions to support certain Emergency Support Functions (ESF) led by key state agencies with its capabilities in subject matter expertise, mass media, volunteer development, public education, industry relations and county government and community networking strengths. Emergency educational programming utilizes a variety of formats including one-on-one contact, public meetings, demonstrations, web sites <http://agnews.tamu.edu/drought>, radio, television, electronic, and printed news releases.

4- H CAPITAL AmeriCorps Members will be trained to assist with two aspects of the Texas A&M AgriLife Extension Service's Emergency Management System in the case of an emergency: Preparedness and Public Information. Texas A&M AgriLife Extension provides all-hazards evacuation

Narratives

and shelter in place preparedness and mitigation outreach and educational resources for individuals, families, communities, businesses and county governments. Additionally, Texas AgriLife provides public information and education to address preparedness, mitigation and recovery.

Program Evaluation plan

The Travis County CAPITAL AmeriCorps Program is planning on conducting a program evaluation covering the 2013-14 school year. We will be conducting an internal evaluation of the 4-H CAPITAL project on three different levels:

- 1) We will conduct a program self-assessment to evaluation program management effectiveness. The tool that the program will use is the Core Capacity Assessment Tool (CCAT). The CCAT is a survey that measures a nonprofit organization's effectiveness in relation to four core capacities--leadership, adaptability, management, and technical capacities--as well as organizational culture.
- 2) We will conduct an evaluation focused on AmeriCorps Member outcomes related to professional development, effective teaching skills, participation and attitudes towards services, satisfaction, among other topics. To complete this assessment we will use several tools. The first is a pre-service and post-service survey of AmeriCorps Members to measure their perception of outcomes reached as well as a mid-year feedback survey. To measure program quality and effectiveness in teaching we will use the STEM (Science, Technology, Engineering, and Math) Youth Program Quality Assessment (YPQA) Tool. The STEM YPQ is an observation-based measure of instructional practices to support continuous improvement during STEM programming. Each Member will be assessed using this tool once in the fall and once in the spring to gauge a change in program quality over time.
- 3) The final section of our evaluation will include an assessment of youth participant outcomes related to our program's effectiveness at creating change in the youth we serve. We will be looking at indicators related to school engagement, science knowledge and interest, as well as character development.

Cost Effectiveness

The cost per MSY for the Travis County CAPITAL AmeriCorps Project will remain at \$12,571 for the 2013-2014 grant year. The intensity of the Travis County program and its high academic standards require members to be highly skilled and engage in preparation beyond that required in many other programs. Operating school-based and community-based after-school programs in East, Northeast and Southeast Austin is a complex task requiring significant expertise, time and commitment. The

Narratives

compelling community need for science enrichment for youth in grades K-5 requires a substantial amount of materials and resources. High quality staff is required to provide the necessary member training, supervision, coordination and support. Recruiting and training members to teach rocket science, engineering, chemistry, and other complex science topics to engage young students is challenging and requires skilled members in sufficient numbers to permit individual student attention. We believe the cost per MSY as well as the number of staff in the proposed budget are appropriate and necessary to ensure programmatic compliance and integrity. The 4-H CAPITAL AmeriCorps Project has a diverse range of resources for program implementation. We receive income from our fee for service contracts with Austin ISD, Del Valle ISD as well as charter school locations. Travis County also dedicates funds in support of grant management and staff. The total amount of funding needed from non-Corporation sources to support the project in 2013-2014 is \$500,191. The status of non-CNCS resource commitments to date is: 1) \$181,058 Travis County General Fund (Cash) (Requested in the FY'14 budget); 2) \$246,509 Federal money coming from fee for service contracts (Cash) (Pending negotiation of fee-for-service contracts); and 3) \$72,624 Administrative Costs from Travis County (In-kind) (Requested in the FY'14 budget). This school year, we have five sites that have lost funding for after school. These five sites are a part of our Urban Animal Science Program. The Travis County CAPITAL AmeriCorps Project might have to cover these five sites without funding again in 2013-2014.

Address Grantee Share

Travis County has demonstrated its commitment to the AmeriCorps program by consistently exceeding the minimum grantee share of total program costs. The proposed total grantee share for 2013-2014 is 62%. Travis County government contributes General Fund matching dollars and in-kind support. Texas AgriLife Extension Service provides office space for members. For the upcoming grant year the 4-H CAPITAL AmeriCorps Project is requesting 24 MSY. The Project will serve about 33 sites during the 2013-2014 school year. The 4-H CAPITAL Project is committed to financially supporting and growing our AmeriCorps program.

Budget Adequacy

Program supply amounts were determined by purchases from the current and previous program years. Our program design includes an adequate amount of staff time to support the Members in their service responsibilities and in management of grant reporting. All of the personnel currently in

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25

Narratives

2014 budget adequately supports our program design, is cost effective, and adequate to support an effective science-based after-school program.

Performance Measures

Characteristics

- AmeriCorps Member Population - Communities of Color
- AmeriCorps Member Population - Low -income Individuals
- AmeriCorps Member Population - Native Americans
- AmeriCorps Member Population - New Americans
- AmeriCorps Member Population - Older Americans
- AmeriCorps Member Population - People with Disabilities
- AmeriCorps Member Population - Rural Residents
- AmeriCorps Member Population - Veterans, Active Military, or their Families
- AmeriCorps Member Population - economically disadvantaged young adults/opportunity youth
- AmeriCorps Member Population - None of the above
- Geographic Focus - Rural
- Geographic Focus - Urban
- Encore Program
- Community Based Organizations
- Faith Based Organizations
- Governor/Mayor Initiative
- SIG/Priority School

Focus Areas

- Capacity Building
Selected for National Measure

Focus Areas

- Education
Selected for National Measure

Focus Areas

- Healthy Futures
Selected for National Measure

Focus Areas

- Environmental Stewardship
Selected for National Measure

Focus Areas

- Veterans and Military Families
Selected for National Measure

Focus Areas

- Economic Opportunity
Selected for National Measure

Focus Areas

- Other
Selected for National Measure

Focus Areas

- Disaster Services
Selected for National Measure

Grand Total of all MSYs entered for all Focus Areas 24

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27

Performance Measures

Service Categories

Out of School Time/and or Summer Learning

Student Engagement

National Performance Measures

Focus Area: Education

Strategy to Achieve Results

Briefly describe how you will achieve this result (Max 4,000 chars.)

Each year 1400 students will enroll in after school 4-H Clubs led by 4-H CAPITAL AmeriCorps Members. All students are participants in school district funded after school programs with which we have contractual agreements. Students are recruited to our programs primarily by the after school site coordinator at the school. We ensure the continued renewal of these contracts through developing formal partnerships with the school districts. For example, 4-H CAPITAL is written in as a community partner to both Austin ISD's 21st Century Community Learning Center Grants. Each full-time and half-time AmeriCorps Member will keep attendance rosters for all the classes that they teach. AmeriCorps Members will plan and conduct afterschool science enrichment classes for grades K-12 that meet a minimum of one time per week for 1-2 hours per session. Each full-time and half-time member will teach a class with a minimum of 15 students per class. AmeriCorps members will deliver science based 4-H curricula that is aligned with the Texas Assessment of Knowledge and Skills (TAKS). Attendance of students will be collected by AmeriCorps members on the 4-H CAPITAL Group

Enrollment/Attendance Form and reported to the program. Each student will only be counted once during the program year.

Result: Output

Result.

1400 Students will enroll in 4-H CAPITAL after school 4-H Clubs led by AmeriCorps Members.

Indicator: ED1: Students who start in an AC ED program.

Target :The target population for enrollment is youth ages 5 to 15 that attend one of 33 proposed sites.

The population of youth is 84.5 % Hispanic, 12.7% Black, 3.3% White, and 1.7% Other. 97% of the youth are considered economically disadvantaged. 1400 s

Target Value: 1400

Instruments: 4-H Group Enrollment Form/Attendance Roster

PM Statement: Each year 1400 youth ages 5 to 15, the majority of whom are economically disadvantaged and classified as a minority, that attend one of 33 proposed sites will enroll in an after school 4-H Club led by an AmeriCorps Member.

Focus Area: Education

Strategy to Achieve Results

Briefly describe how you will achieve this result (Max 4,000 chars.)

AmeriCorps Members will plan and lead after school science-based 4-H Clubs that meet a minimum of onetime per week for 1-2 hours per session. Each member will teach a class with an average of 15 students per class.

National Performance Measures

Briefly describe how you will achieve this result (Max 4,000 chars.)

Attendance of students will be collected by AmeriCorps members on the 4-H CAPITAL Group

Enrollment/Attendance Form. AmeriCorps Members will work closely with site coordinators to manage student retention. No students will be counted more than once. Our primary means for ensuring continued student attendance is to create a sense of belonging in our after school Clubs and a sense of responsibility from the students to the group. We create Club environments after school to which the youth want to return.

Result: Intermediate Outcome

Result.

70% of 4-H CAPITAL youth who attend 60% of program days will show improved academic engagement by demonstrating increase student attitude towards academic engagement.

Indicator: (PRIORITY) ED27: Number of students that participated in the mentoring or tutoring

Target: The targeted audience is youth ages 5 to 15 enrolled in one of 33 proposed sites. The population

of youth is 84.5 % Hispanic, 12.7% Black, 3.3% White, and 1.7% Other. 100% of students

attend Title I schools

Target Value: 637

Instruments: We will be using an attitude questionnaire as a pre and post test to measure a change in academic engagement.

PM Statement: 70% of 4-H CAPITAL youth who attend 60% of program days (637 youth) will show improved academic engagement by demonstrating increase student attitude towards academic engagement in a pre and post test attitude questionnaire. The targeted audience is youth ages 5 to 15 enrolled in one of 33 proposed sites. The population of youth is 84.5 % Hispanic, 12.7% Black, 3.3% White, and 1.7% Other. 100% of students attend Title I schools.

National Performance Measures

Result.

program.

Result: Output

Result.

Each year 910 youth will attend 60% or more of the 4-H CAPITAL classes offered indicating program completion.

Indicator: (PRIORITY) ED2: Number of students who complete an ACED program.

Target: The targeted audience is youth ages 5 to 15 enrolled in one of 33 proposed sites. The population

of youth is 84.5% Hispanic, 12.7% Black, 3.3% White, and 1.7% Other. 100% of students

attend Title I schools

Target Value: 910

Instruments: Data from 4-H CAPITAL Enrollment database.

PM Statement: Each year 910 youth ages 5 to 15, the majority of which are economically disadvantaged and minority populations, will attend 60% of offered classes after school indicating program completion.

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Travis County CAPITAL AmeriCorps Project

Travis County Health and Human Services and Veterans Services

Application ID: 13AC149794	Budget Dates:		
	Total Amt	CNCS Share	Grantee Share
Section I. Program Operating Costs			
A. Personnel Expenses	227,195	136,699	90,496
B. Personnel Fringe Benefits	103,383	0	103,383
C. Travel			
Staff Travel	2,943	0	2,943
Travel to CNCS-Sponsored Meetings	3,716	0	3,716
Member Travel	20,096	0	20,096
Total	\$26,755	\$0	\$26,755
D. Equipment			
E. Supplies	20,085	0	20,085
F. Contractual and Consultant Services			
G. Training			
Staff Training			
Member Training	1,056	0	1,056
Total	\$1,056	\$0	\$1,056
H. Evaluation			
I. Other Program Operating Costs	3,795	0	3,795
Section I. Subtotal	\$382,269	\$136,699	\$245,570
Section I Percentage		36%	64%
Section II. Member Costs			
A. Living Allowance			
Full Time (1700 hrs)	193,600	161,972	31,628
1-Year Half Time (900 hours)	102,496	0	102,496
Reduced Half Time (675 hrs)	0	0	0
Quarter Time (450 hrs)	0	0	0
Minimum Time (300 hrs)	0	0	0
2-Year Half Time (2nd Year)	0	0	0
2-Year Half Time (1st Year)	0	0	0
Total	\$296,096	\$161,972	\$134,124
B. Member Support Costs			
FICA for Members	22,651	0	22,651
Worker's Compensation	577	0	577
Health Care	24,645	0	24,645
Total	\$47,873	\$0	\$47,873
Section II. Subtotal	\$343,969	\$161,972	\$181,997
Section II. Percentages		47%	53%
Section III. Administrative/Indirect Costs			
A. Corporation Fixed Percentage			
Corporation Fixed Amount	72,624	0	72,624
Commission Fixed Amount	3,025	3,025	0
Total	\$75,649	\$3,025	\$72,624
B. Federally Approved Indirect Cost Rate			
Section III. Subtotal	\$75,649	\$3,025	\$72,624
Section III Percentage		4%	96%
Section I + III. Funding Percentages		31%	70%
Budget Totals	\$801,887	\$301,696	\$500,191
Budget Total Percentage		38%	62%
Required Match		50%	
# of Members Receiving CNCS Funds		11	

Budget Narrative: Travis County CAPITAL AmeriCorps Project for Travis County Health and Human Services and Veterans Services

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Project Manager - Provides guidance to other Project Coordinators; responsible for data collection; coordinates program elements with other AgriLife Extension staff.: - 1 person(s) at 40459 each x 100 % usage	40,459	0	40,459
Project Coordinator - Provides direct supervision of members; serves as community and school liaison; responsible for service learning planning and curriculum oversight.: - 1 person(s) at 32209 each x 100 % usage	32,209	0	32,209
Project Coordinator - Provides direct supervision of members; responsible for member recruitment, development, training and evaluation.: - 1 person(s) at 30239 each x 100 % usage	30,239	0	30,239
Administrative Support - Office manager for AmeriCorps project; collects data for grant and program reports; provides program support for Project Coordinators and members.: - 1 person(s) at 33792 each x 100 % usage	33,792	0	33,792
4-H Program Assistant - teach after-school program and provide scheduling and event planning.: - 1 person(s) at 30239 each x 100 % usage	0	30,239	30,239
Extension Program Assistant - teach after-school program and manage program database.: - 1 person(s) at 31158 each x 100 % usage	0	31,158	31,158
Warehouse Specialist - purchase and manage supplies for after-school program.: - 1 person(s) at 29099 each x 100 % usage	0	29,099	29,099
CATEGORY Totals	136,699	90,496	227,195

B. Personnel Fringe Benefits

Purpose -Calculation -Total Amount	CNCS Share	Grantee Share	Total Amount
Project Manager: (FICA 40,459 x .0765 = 3,095; Hospitalization 563 x 12 mos. = 6,756; Life Insurance 8.25 x 12 mos. = 99; Retirement 40,459 x .1289 = 5,215; WCI 40,459 x .00195 = 79)	0	15,244	15,244
Project Coordinator: (FICA 32,209 x .0765 = 2,464; Hospitalization 563 x 12 mos. = 6,756; Life Insurance 8.25 x 12 mos. = 99; Retirement 32,209 x .1289 = 4,152; WCI 32,209 x .00195 = 63)	0	13,534	13,534
Project Coordinator: (FICA 30,239 x .0765 = 2,313; Hospitalization 735.63 x 12 mos. = 8,828; Life Insurance 8.25 x 12 mos. = 99; Retirement 30,239 x .1289 = 3,898; WCI 30,239 x .00195 = 59)	0	15,197	15,197
Administrative Support: (FICA 33,792 x .0765 = 2,585; Hospitalization 563 x 12 mos. = 6,756; Life Insurance 8.25 x 12 mos. = 99; Retirement 33,792 x .1289 = 4,356; WCI 33,792 x .00195 = 66)	0	13,862	13,862
4-H Program Assistant: (FICA 30,239 x .0765 = 2,313; Hospitalization 735.63 x 12 mos. = 8,828; Life Insurance 8.25 x 12 mos. = 99; Retirement 30,239 x .1289 = 3,898; WCI 30,239 x .00195 = 59)	0	15,197	15,197
Extension Program Assistant: (FICA 31,158 x .0765 = 2,384; Hospitalization			

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Travis County CAPITAL AmeriCorps Project Travis County Health and Human Services and Veterans Services

Total MSYs		24.00		
Cost/MSY		\$12,571		
	Total Amt	CNCS Share	Grantee Share	
Budget Totals	\$0	\$0	\$0	
Budget Total Percentage		0%	0%	
Required Match		50%		
# of years Receiving CNCS Funds		11		
Total MSYs		24.00		

735.63 x 12 mos. = 8,828; Life Insurance 8.25 x 12 mos. = 99; Retirement 31,158 x .1289 = 4,016; WCI 31,158 x .00195 = 61)	0	15,388	15,388
Warehouse Specialist: (FICA 29,099 x .0765 = 2,226; Hospitalization 735.63 x 12 mos. = 8,828; Life Insurance 8.25 x 12 mos. = 99; Retirement 29,099 x .1289 = 3,751; WCI 29,099 x .00195 = 57)	0	14,961	14,961
CATEGORY Totals	0	103,383	103,383

C. Travel

Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-Sponsored Meetings: (1 staff x 2 meetings x \$500 airfare) + (1 staff x 2 meetings x \$400 registration fee) (1 staff x 2 meetings x 3 nights x \$215 lodging) + (1 staff x 2 meetings x 3 days x \$71 per diem) + (1 staff x 2 meetings x \$100 for taxis, business calls, etc.)	0	3,716	3,716
Travel to OneStar sponsored meetings: (1 staff x 2 meetings x \$200 registration fee) (These meetings are usually held in Austin. Travis County travel policy does not allow for any expenses other than registration to be paid for meetings in Austin.)	0	400	400
Site travel for Project Manager, Project Coordinators and Administrative Support staff: (55 miles per month x 4 staff x 12 months x .565 cents per mile) (Travis County pays the current IRS mileage rate)	0	1,492	1,492
Site travel for 4-H Program Assistant, Extension Program Assistant, and Warehouse Specialist: (65 miles per month x 2 staff x 12 months x .565 cents per mile + 25 miles per month x 1 staff x 12 months x .565 cents per mile) (Travis County pays the current IRS mileage rate)	0	1,051	1,051
CATEGORY Totals	0	6,659	6,659

Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
AmeriCorps Texas Leadership Council: Travis County travel policy does not allow the paying of any expenses other than conference registration related to meetings held in Austin. The meetings must be held outside of Austin in order for expenses such as hotel, meals, travel to be paid.	0	0	0
Site Travel for AmeriCorps members: (117 miles per member x 16 members x 10 months x .565 cents per mile) + (117 miles per member x 16 members x 9 months x .565 cents per mile) (Travis County pays the current IRS mileage rate)	0	20,096	20,096
CATEGORY Totals	0	20,096	20,096

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
AmeriCorps Service Gear: 32 members x \$50 each	0	1,600	1,600
Office Supply Kits (supply trolley, markers, paper, pencils, etc.): 32 kits x \$99 per kit	0	3,168	3,168
Craft supplies, office supplies, fishing supplies, rocketry supplies, gardening supplies, science equipment, tools, film, snacks, etc. for after-school programs: \$9.01 per student x 1,700 students	0	15,317	15,317
CATEGORY Totals	0	20,085	20,085

F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

G. Training

Staff Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Registration fees for specific 4-H CAPITAL, Texas AgriLife Extension Service, and Austin Independent School District trainings: 32 members x \$33 each- Daily Rate of 0	0	1,056	1,056
CATEGORY Totals	0	1,056	1,056

H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Background checks for AmeriCorps staff and members: 32 members and 4 staff x \$44.20 (FBI Background check) + 16 members x \$40 (State of	0	2,231	2,231

residence check for out of state members)			
Culminating Events (field trips or guest speakers): 23 classes x 17 students per class x \$4 per student	0	1,564	1,564
CATEGORY Totals	0	3,795	3,795
SECTION Totals	136,699	245,570	382,269
PERCENTAGE	36%	64%	

Section II. Member Costs

A. Living Allowance

Item - # Mbrs w/ Allow - Allowance Rate - # Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): 16 Member(s) at a rate of 12100 each Members W/O allowance 0	161,972	31,628	193,600
1-Year Half Time (900 hours): 16 Member(s) at a rate of 6406 each Members W/O allowance 0	0	102,496	102,496
2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
CATEGORY Totals	161,972	134,124	296,096

B. Member Support Costs

Purpose - Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members: \$296,096 x .0765	0	22,651	22,651
Worker's Compensation: \$296,096 x .00195	0	577	577
Health Care: Health Insurance (133.88 per month x 16 FT members x 10 months); Dental Insurance (20.15 per month x 16 FT members x 10 months)	0	24,645	24,645
CATEGORY Totals	0	47,873	47,873
SECTION Totals	161,972	181,997	343,969
PERCENTAGE	47%	53%	

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount: \$726,238 x .1	0	72,624	72,624
Commission Fixed Amount: \$3,025/\$301,696 = 1.00%	3,025	0	3,025
CATEGORY Totals	3,025	72,624	75,649

B. Federally Approved Indirect Cost Rate

Calculation -Cost Type -Rate - Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0
SECTION Totals	3,025	72,624	75,649
PERCENTAGE	4%	96%	

BUDGET Totals	301,696	500,191	801,887
PERCENTAGE	38%	62%	
Total MSYs	24.00		
Cost/MSY	12,571		

Source of Funds

Section	Match Description	Amount	Type	Source
Source of Funds	Section I - Personnel	90,496	Cash	Federal
	Section I - Fringe Benefits	57,837	Cash	State/Local
	Section I - Staff Travel	6,659	Cash	State/Local
	Section I - Member Travel	20,096	Cash	Federal
	Section I - Member Training	1,056	Cash	Federal
	Section I - Other Program Operating Costs	3,795	Cash	Federal
	Section II - Member Living Allowance	93,334	Cash	State/Local
	Section II - Member Living Allowance	40,790	Cash	Federal
	Section II - Member Support Costs - FICA	22,651	Cash	State/Local
	Section II - Member Support Costs - Worker's Compensation	577	Cash	State/Local

	Section II - Member Support Costs - Healthcare	24,645	Cash	Federal
	Section I - Fringe Benefits	45,546	Cash	Federal
	Section I - Supplies	20,085	Cash	Federal
	Section III - Corporation Fixed Amount	72,624	In Kind	State/Local
Total Source of Funds		500,191		



Assurances and Certifications eGrants Review, Authorize and Submit

This document is being provided as a resource only. Do not enter information into or submit this document.

INSTRUCTIONS

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

- a) **Inability to Certify.** Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. CNCS will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.
- b) **Erroneous certification or assurance.** The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.
- c) **Notice of error in certification or assurance.** You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.
- d) **Definitions.** The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "principle", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a "prospective primary participant in a covered transaction" as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.
- e) **Assurance requirement for subgrant agreements.** You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.
- f) **Assurance inclusion in subgrant agreements.** You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.
- g) **Assurance of subgrant principals.** You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from the Federal Procurement and Nonprocurement Programs.
- h) **Non-assurance in subgrant agreements.** If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.
- i) **Prudent person standard.** Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:



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- 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 costs) to ensure proper planning, management, and completion of the project described in this application.
- 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.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 USC 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900 , Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: 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 USC 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 USC 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 USC 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) sections 523 and 527 of the Public Health Service Act of 1912 (42 USC 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- 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.
- Will comply with the provisions of the Hatch Act (5 USC 1501-1508 and 7324-7328) which limit the political activities of employees whose principle employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 USC 276a and 276a-77), the Copeland Act (40 USC 276c and 18 USC 874), and the Contract Work Hours and Safety Standards Act (40 USC 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- 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 the 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.
- 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 USC 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.);



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- (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).
- 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.
 - 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 (16U.S.C. 469a-1 et seq.).
 - 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.
 - 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.
 - 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.
 - Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
 - Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
 - Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
 - Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document "Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants" on the Corporation's website at: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.
 - Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. 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) sections 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,



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relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
- Will, in the case of an AmeriCorps program that includes or serves children, consult with the parents or legal guardians of children in developing and operating the program;
- Will, before transporting minor children, provide the children's parents or legal guardians with the reason for the transportation and obtain the parent's or legal guardian's permission for such transportation, consistent with state law;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the Corporation's regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation's regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform, including training on prohibited activities;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;
- Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;



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- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
 - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
 - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
 - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;



Assurances and Certifications eGrants Review, Authorize and Submit

- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
 - a. Taking appropriate personnel action against the employee, up to and including termination; or
 - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

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 applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

Definitions

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

Assurance Inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is



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erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Non-assurance In subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- 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 costs) to ensure proper planning, management, and completion of the project described in this application.
- 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.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 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 nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: 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 disability (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) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-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 National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- 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.
- Will comply with the 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.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), 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 sub-agreements.
- 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 the 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.
- 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).
- 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.
- 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 (16U.S.C. 469a-1 et seq.).
- 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.

- 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.
- 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.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

For AmeriCorps State and National Applicants ONLY

*If you are not applying for a grant through AmeriCorps*State and National, you may ignore this section.*

- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document "Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants" on the Corporation's website at: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.
- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. 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) sections 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; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community

Service Act of 1990, and in the Corporation's regulations at § 2540.100;

- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation's regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;
- Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.

For Learn and Serve America Applicants ONLY

If you are not applying for a grant through Learn and Serve America, you may disregard this section.

- Will keep such records and provide such information to the Corporation with respect to the programs as may be required for fiscal audits and program evaluation.
- Will comply with the nonduplication, nondisplacement, and grievance procedure requirements of 45 CFR Part 2540.
- Will, prior to the placement of a participant, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the 45 CFR 2540.200-207 criminal history check requirements for all individuals receiving a living allowance, stipend, national service educational award, or salary through a program receiving assistance under the national service laws—regardless of the type of service the individual is performing or the individual's access to vulnerable populations.
- Will comply with the parental involvement requirements 45 CFR 2540.330.
- Will, for school-based grants, make efforts to:
 1. ensure that students of different ages, races, sexes, ethnic groups, disabilities, and economic backgrounds have opportunities to serve together;
 2. include any opportunities for students, enrolled in schools or programs of education providing elementary or secondary education, to participate in service-learning programs and ensure that such service-learning programs include opportunities for such students to serve together;
 3. involve participants in the design and operation of the programs;
 4. promote service-learning in areas of greatest need, including low-income or rural areas; and
 5. otherwise integrate service opportunities into the academic program of the participants.

For Social Innovation Fund Applicants ONLY

If you are not applying for a Social Innovation Fund grant, you may disregard this section.

- Will use the funds received through the award in order to make subgrants to community organizations that will use the funds to replicate or expand proven initiatives, or support new initiatives, in low-income communities.
- Will consult with a diverse cross section of community representatives in making decisions about subgrants for communities (including individuals from the public, nonprofit private, and for-profit private sectors).
- Will make subgrants of a sufficient size and scope to enable the community organizations to build their capacity to manage initiatives, and sustain replication or expansion of the initiatives;
- Will not make any subgrants to--
 - the parent organizations of the applicant,
 - a subsidiary organization of the parent organization of the applicant, or,
 - if the applicant applied for a SIF award as a partnership, any member of the partnership.
- Commits to meeting the matching fund requirements of section 198k(i) of the National and Community Service Act of 1990 (42 U.S.C. §12653k(i)).
- Commits to use data and evaluations to improve the applicant's own model and to improve the initiatives funded by the applicant.
- Commits cooperate with any evaluation activities undertaken by the Corporation.
- Has adopted and implemented standard of conduct policies and procedures in regard to procurements which meet the requirements of either 45 C.F.R. §2541.360(b)(3), or 2 C.F.R. §215.42 and 45 C.F.R. §2543.42.
- Has adopted and implemented policies and procedures in regard to the applicant's subgrant competitions which will provide reasonable assurance that conflicts of interest (or appearances of conflicts of interest) on the part of reviewers or decision-makers are identified and appropriately mitigated.

CERTIFICATIONS**Certification – Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
 - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
 - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
 - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
 - a. Taking appropriate personnel action against the employee, up to and including termination; or
 - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- 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 applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Certification - Grant Review Process (State Commissions Only)

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

For AmeriCorps State and National Applicants ONLY

*If you are not applying for a grant through AmeriCorps*State and National, you may ignore this section.*

Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

Definitions

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input type="checkbox"/>	Amendment: <input checked="" type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Health and Human Services and Veterans Service	
Contact Person/Title:	John C. Bradshaw/ Contract Specialist	
Phone Number:	854-4277	

Grant Title:	AmeriCorps		
Grant Period:	From: <input type="text" value="Aug 1, 2012"/>	To: <input type="text" value="Jul 31, 2013"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	OneStar Foundation		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	Corporation for National and Community Service (CNCS)		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 289,566	\$ 363,558	\$ 0	\$ 0	\$ 653,124
Operating:	\$ 2,105	\$ 52,202	\$ 0	\$ 0	\$ 54,307
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 71,443	\$ 0	\$ 0	\$ 71,443
Totals:	\$ 291,671	\$ 487,203	\$ 0	\$ 0	\$ 778,874
FTEs:	14.00	17.00	0.00	0.00	31.00

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"/>	PL	
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.	Educational Contacts	266,939	110,000	180,000	280,000
2.					
3.					
+ - Measures for the Grant					
1.	AmeriCorps members successfully completing national service training	29	32	32	32
Outcome Impact Description		The training gives AmeriCorps members knowledge about national			
2.	AmeriCorps member service hours	32,941	34,800	34,800	34,800
Outcome Impact Description		This measure shows the number of service hours the AmeriCorps m			
3.	Students enrolled in after-school programs	1830	1400	1400	1400
Outcome Impact Description		This measure shows the number of students served by the AmeriC			
4.	Number of students who complete an after-school program and show increased academic engagement (The figure for FY'11 was obtained using TAKS scores. The way the measurement is obtained was changed in FY'12 to using an attitude questionnaire at the beginning and end of the after-school program.)	169	446	773	773
Outcome Impact Description		AmeriCorps members are used to augment staff in after-school pro			

PBO Recommendation:

This grant contract amendment de-obligates \$7,070.71 in funding from the AmeriCorps grant program.

This program funds AmeriCorps members to provide after-school enrichment programs during the school year at a number of sites in Travis County. Travis County will not be able to spend all of the FY 13 grant funds due to attrition of AmeriCorps program members. The grant award is being reduced accordingly.

PBO recommends approval of this amendment.

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

Travis County 4-H CAPITAL uses the AmeriCorps members to expand its after-school programs.

The initial grant award was \$301,696. Of this total, \$298,671 was for Travis County and \$3,025 for the OneStar Foundation to cover administration. Only the grant funds going to Travis County are included in the total shown above. The deobligation amendment reduces the county portion by \$7,000 to \$291,671 and the OneStar portion by \$70.71 to \$2,954.29. The total grant amount after the deobligation is \$294,625.29.

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

There are no county funding requirements once the grant ends. There is a match required while the grant is in progress.

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.

The FY'13 grant requires a match totaling \$487,203. This will come from 4-H CAPITAL and TCHHSVS. The grant is revenue neutral. It will not increase the General Fund budget.

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

The grant allows for a 4% indirect cost allocation for the county and 1% for the OneStar Foundation. TCHHSVS has not claimed its 4% allocation because this would increase the cost per member service year. TCHHSVS will explore the possibility of including some indirect costs in the future.

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.

Travis County 4-H CAPITAL will continue to offer after-school programs once the grant ends but not at as many locations.

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 grant allows 4-H CAPITAL to increase the number of sites where it offers after-school programs without increasing General Fund expenditures. This increases the departmental performance measure for educational contacts.



**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 2, 2013

TO: Members of the Commissioners Court

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

SUBJECT: AmeriCorps grant deobligation amendment

Proposed Motion:

Consider and take appropriate action to approve an amendment deobligating \$7,070.71 in funding from the FY'13 grant for the Travis County CAPITAL AmeriCorps Project.

Summary and Staff Recommendations:

The grant funds 16 full-time and 16 half-time AmeriCorps members who provide after-school enrichment programs each week during the school year. These programs focus on science and technology, environmental education, outdoor education, and life skills. Travis County staff provides program coordination and support for the day-to-day activities of the AmeriCorps members.

Travis County will not be able to spend all of the FY'13 grant funds due to certain AmeriCorps members leaving before completing their terms of service. Therefore, the grant award for the current year is being reduced.

TCHHSVS staff recommends approving this amendment.

Budgetary and Fiscal Impact:

The initial grant award of \$301,696 is being reduced by \$7,070.71 to \$294,625.29.

Issues and Opportunities:

Studies show that students who participate in after-school programs have fewer behavior problems, handle conflict better, show improved social skills and enhanced academic performance. AmeriCorps members provide much needed staff to increase the number of after-school programs in Travis County. Travis County 4-H CAPITAL programs differ from more traditional programs by offering hands-on activities that reinforce key concepts in the curriculum.

The Travis County CAPITAL AmeriCorps Project has been in existence since 2003. It has served more than 16,000 youth to date.

Background:

Travis County 4-H CAPITAL is a non-profit organization affiliated with the Texas AgriLife Extension Service. The Extension Service provides a variety of educational programs for county youth and adults.

Cc: Dolores Sandmann, Director, Texas AgriLife Extension Service
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



Deobligation Amendment
May 2, 2013

Sub-Grantee Information

Legal Applicant

Travis County through the Travis County Health and Human Services and Veteran's Services
P.O. Box 1748
Austin, TX 78767-1748

EIN: 746000192

Program Name

Travis County CAPITAL AmeriCorps Project

Primary Contact

Charlotte Benbenek-Price
512-854-3192
cebenbenek-price@ag.tamu.edu

Award Information

CFDA Number	94.006	Pre-Award Cost Start Date	August 1, 2012
eGrants Application ID	06AFHTX0010051	Project Period	8/3/2012 – 7/31/2015
eGrants Grant Number	12AC141263	Budget Period	8/3/2012 – 7/31/2013

Amendment Information

This amendment is to document a reduction in the total CNCS Share amount reimbursable to the sub-grantee by the total amount listed below. This amendment does not change previously required and approved matching percentages.

The amount listed below represent the total funds that the sub-grantee has indicated it will not utilize for the 2012-2013 budget period.

2012–2013 CNCS Share Deobligated Amount	
Reimbursable to Sub-Grantee	\$7,000.00
Commission Fixed Amount	\$70.71
Total Reduction	\$7,070.71
2012–2013 CNCS Share Originally Awarded	2012–2013 CNCS Share Amended
\$301,696	\$294,625.29

Terms of Acceptance

All terms and conditions stated in the original "Notice of Grant Award", including all attachments are still valid and effective. Only items specifically stated under the Amendment Information section have changed.

Signature Authority

The person signing this Amendment on behalf of the Sub-Grantee or representing himself/herself as signing this amendment on behalf of the Sub-Grantee, hereby agrees that he/she has been duly authorized by the Sub-Grantee to certify this amendment on behalf of the Sub-Grantee and to validly and legally bind Sub-Grantee to all the terms of this amendment.

Grantee

Sub-Grantee

Elizabeth Darling
President/CEO
OneStar Foundation

Date

By:

Samuel Biscoe
County Judge
Travis County through the Travis County Health and Human Services and Veteran's Services

Date



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Transportation and Natural Resources	
Contact Person/Title:	Steven M. Manilla, P.E. County Executive	
Phone Number:	512-854-9383	

Grant Title:	CAMPO Surface Transportation Program-Metropolitan Mibility Blake-Manor Shared Use Path		
Grant Period:	From: <input type="text" value="Agreement Execution"/>	To: <input type="text" value="Project Completion"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Department of Transportation		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	US Department of Transportation		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 2,208,400	\$ 651,715	\$ 0	\$ 0	\$ 2,860,115
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 145,866	\$ 145,866
Totals:	\$ 2,208,400	\$ 651,715	\$ 0	\$ 145,866	\$ 3,005,981
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.					
2.					
3.					
+ - Measures for the Grant					
1.					
	Outcome Impact Description	Project will provide safe off-road link to school and park			
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

PBO Recommendation:

The grant application was approved on June 28, 2011, with an indication that the matching funds would be needed in FY 2013. The total project is \$3,005,981. Under the terms of the grant, the County will receive \$2,208,400 in federal pass-through funds, \$145,866 for indirect costs from the State funds with the County responsible for an additional \$651,715 for the grant match.

Transportation and Natural Resources, in consultation with the County Attorney's Office, County Auditor's Office and PBO has confirmed that unspent 1984 and 1997 Bond funds can be used for the grant match requirement. The attached transfers request to move \$230,540 from 1984 bond funds 4013, 4015, 4017 & 4028, to partially meet the match requirements. The proposed transfers will reduce the reserve in funds 4013, 4015, 4017 to \$0 and leave 4028 with a balance of \$2,635. PBO will be working with the department and the Auditor's Office to close out any bond funds that are no longer needed to remain open.

The remaining match requirement of \$421,175 is requested to come from 1997 Bond Funds that are not in reserve line items and no transfers are required at this time. However, the department is requesting that the Commissioners Court approve the use of the 1997 funds for the match.

PBO recommends approval of use of these funds and related transfers for the match in order for the project to receive grant resources, thereby reducing the cost of the project to the County.

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 goal of this grant is to provide a safe, continuous, non-motorized link between Blake Manor Elementary, the Briarcreek Neighborhood, YMCA pool, and East Metro Park in Precinct 1.

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

TNR will maintain the trail for a ten-year minimum

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.

\$552,100 for 20% match for contractor engineering and construction services plus \$99,615 for 100% of State engineering and construction direct costs fees. TNR is recommending that the total of \$651,715 be paid with 1984 and 1997 Precinct 1 bond savings. PBO has provided concurrence that these funds can be used with Commissioners Court approval.

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

Administration fees are included in the Federal amount and the State Indirect costs are covered by the Texas Department of Transportation.

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.

Trail maintenance will use department resources from road and Bridge, added to road maintenance.

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

The STP MM program is a way for the County to leverage sparse transportation funds to improve the unincorporated areas of its transportation system. This area of Precinct 1 is developing rapidly.

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.

Minimal impact on Road and Bridge program, as the trail will be maintained as part of the regular road maintenance program. The trail will provide bicycle/pedestrian facilities that are in short supply for the area.



TRANSPORTATION AND NATURAL RESOURCES
STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE

700 Lavaca Street, 5th Floor, Suite 540
Travis County Administration Building
P.O. Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

May 7, 2013

MEMORANDUM

TO: Leslie Browder, County Executive, Planning and Budget Office
FROM: *Steve M. Manilla*
Steven M. Manilla, P.E., County Executive
SUBJECT: Blake Manor Shared Use Path AFA

The following information is provided for you to prepare a Commissioners Court agenda request for entering into an Advanced Funding Agreement with TX DoT for Blake-Manor Shared Use Path.

Agenda Language:

- A. Consider and take appropriate action on approving TNR to use up to \$651,715 of 1984 and 1997 bond program savings as match for the Texas Department of Transportation (TX DoT) Blake Manor Road Shared Use Path grant award.
- B. Consider and take appropriate action on approving a Resolution to support entering into an Advance Funding Agreement with Texas Department of Transportation for Bake-Manor Shared Use Path project.
- C. Consider and take appropriate action on entering into an Advance Funding Agreement with Texas Department of Transportation for Blake-Manor Shared Use Path a Surface Transportation Program Metropolitan Mobility (STP-MM) Project.

Back Ground/Summary of Request:

CAMPO issued a call for projects funded by STP-MM on May 13, 2011. Approximately \$59.2 million federal funding from the program is available for counties within the CAMPO area. Travis County submitted applications for five projects. Texas Transportation Commission passed Minute Order Number 113074 authorizing TX DoT to undertake and complete two projects submitted by Travis County which are Blake-Manor Shared Use Path and Braker Lane Design.

The Blake-Manor Shared Use Path project is to construct a 10' wide bicycle/pedestrian facility, approximately 3 miles in length, extending from East Metro Park, connecting Blake Manor Elementary School and Briarcreek subdivision, to the planned Wildhorse Connector between Blake-Manor Road and FM 973. An Advance Funding Agreement has been received from TX DoT. Estimated project cost is \$3,005, 981. Travis County will be responsible for ROW acquisition, utility relocation, and completion of National Environmental Policy Act (NEPA) process. Eligible project costs which include engineering and construction costs will be allocated based on 80% federal funds and 20% local

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Blake-Manor Shared Use Path AFA

Government matching funds. In addition, Travis County will be responsible for direct project costs incurred by TX DoT on overseeing the engineering and construction of the project.

Staff Recommendations:

Staff recommends approval to use the 1984 and 1997 bond savings to cover our share of costs for the project as well as approval of the Resolution and Advance Funding Agreement.

Issues and Opportunities:

Travis County 2011 bond program includes widening of existing Blake-Manor Road from two lanes to four lanes in the same limits of the Shared Use Path project, i.e. between East Metro Park and Wildhorse Connector. Blake-Manor Road widening project is a public-private partnership project and the County is currently developing the participation agreements with the area developers. TNR plans to begin the engineering design of Blake-Manor Road widening project when the project bond funds are available in June of this year. The Blake-Manor Shared Use Path project, since it involves federal funds, will be a separate project from the road widening project. TNR plans to implement the design of the Blake-Manor Road widening project ahead of the Shared Use Path project in order to simplify the development of the Shared Use Path project.

Fiscal Impacts and Sources of Funding:

Local government's share of 20% engineering and construction costs plus TX DoT's direct project cost totals \$651,715. TNR is requesting approval to use savings from 1984 and 1997 Precinct One Bond funds for the required local government matching funds. A total of \$421,175 of 1997 Bond savings has been set aside on funds reservation 300000572 pending approval of this agenda item. A total of \$230,540 of 1984 bond savings is currently available in allocated reserve funds 4013, 4015, 4017 and 4028. Budget transfers have been entered in the SAP to move the \$230,540 from reserves to the appropriate line item. The Planning and Budget Office will approve these budget transfers once the Commissioners Court authorize the use of these savings and the reserve transfers. The \$230,540 will then be added to funds reservation 300000572.

Required Review:

County Attorney's Office
Planning and Budget Office
Auditor's Office

If you have any questions or require additional information please contact Donna Williams-Jones at extension 47677 for financial issues and Steve Sun at extension 44660 for program issues.

Attachments:

Copies of Budget Adjustments-1984 Bond Program and Funds Reservation-1997 Bond Program
Resolution
Blake-Manor Shared Use Path Advance Funding Agreement
Blake-Manor Share Use Path Grant Application

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May 7, 2013

Blake-Manor Shared Use Path AFA

cc:

mlb
Marvin Brice, Purchasing

Jason Walker, Purchasing

Tom Nuckols, County Attorney's Office

Chris Gilmore, County Attorney's Office

Steve Sun, TNR

Donna Williams-Jones, TNR

Tawana Gardner, TNR

Header Information for Entry Doc Number

400002467

Doc. Number	400002467	Doc. Status	Preposted	FM Area	1000
Budget Cate.	Payment	Doc. Year	2013	Doc. Date	May 2, 2013
Value Type	Budget	Version	0	Doc. Type	TRAN
Budget Type	3	Fiscal Year	2013	Year. Cash. Eff	
Process UI	TRAN	Process	SEND	Original Applic.	BWB
		Creator	WILLIAD	Creation Date	May 2, 2013
		Resp. Person	DONNA WILLIAMS JONES	Year Cohort	
				Legislation	
				Creation Time	15:18:34
				Doc. Family	

Additional Data

Header Text BA to GL Account for Gmt Mich Return-Supplmnt Bas

TextName

Total Document 0 USD

Line	Fund	Budget Period	Funds Center	Contrn. Item	Func Area	Grant	Funded Program	Local Amount	Text Line
000001	4015		1980000000	580010	1710	NOT-RELEVANT	NON-FUNDED-PROGRAM	-7,121	To 522040 Gmt Mich Blake Manor Shared Use Path
000002	4015		1480200000	522040	1710	NOT-RELEVANT	600021	7,121	From 580010 Gmt Mich Blake Manor Shared Use Path

Header Information for Entry Doc Number

400002468

601

Doc. Number 400002468

Doc. Status Preposted

FM Area 1000

Budget. Calc. Payment

Doc. Year 2013

Doc. Date May 2, 2013

Value Type Budget

Version 0

Doc. Type TRAN

Budget Type 3

Fiscal Year 2013

Year. Cash Eff

Process UI TRAN

Process SEND

Original Applic. BWB

Doc. Family

Additional Data

Creator WILLIAD

Creation Date May 2, 2013

Creation Time 15:22:49

Resp. Person DONNA WILLIAMS JONES

Year Cohort

Public Law

Header Text BA to GL Account for Gmt Mich Return-Supplmnt BAS

Legislation

TextName

Lines

Total 0 **USD**

Document

Line	Fund	Budget Period	Funds Center	Corrn. Item	Func/Area/Grant	Funded Program	Local Amount	Text Line
000001	4017		1980000000	580010	1710	NOT-RELEVANT	-123,729	To 522040 Gmt Mich Blake Manor Shared Use Path
000002	4017		1490200000	522040	1710	NOT-RELEVANT	123,729	From 580010 Gmt Mich Blake Manor Shared Use Path

Header Information for Entry Doc Number

400002480

801

Doc. Number 400002480 Doc. Status Preposted FM Area 1000

Budget Code: Payment Doc. Year 2013 Doc. Date May 2, 2013

Value Type Budget Version 0 Doc. Type TRAN

Budget Type 3 Fiscal Year 2013 Year. Cash Eff

Process UI TRAN Process SEND Original Applic. BWB Doc. Family

Additional Data

Creator WILLIAD Creation Date May 2, 2013 Creation Time 15:25:25

Resp. Person DONNA WILLIAMS JONES Year Cohort Public Law

Header Text BA to GL Account for Gmt Mich Return-Supplmnt BAS Legislation

TextName

Lines
Total 0 USD
Document

Line	Fund	Budget Period	Funds Center	Comm. Item	Func Area	Grant	Funded Program	Local Amount	Text Line
000001	4028		1990000000	590010	1710	NOT-RELEVANT	NON-FUNDED-PROGRAM	-68,750	To 522040 Gmt Mich Blake Manor Shared Use Path
000002	4028		1490200000	522040	1710	NOT-RELEVANT	600021	68,750	From 590010 Gmt Mich Blake Manor Shared Use Path

Funds Reservation 300000572

General Data			
Document type	FC	Document type	030
Company code	1000	Document date	05/03/2013
FM area	1000	Posting date	05/03/2013
Controlling area	1000	Currency	USD/ 1.00000
Statistics			
Entered by	WILLIAD	Created on	05/03/2013
Last changed by		Last changed	
More Data			
Text	Blake Manor Road Shared Use Path TXDoT Grant Match		
Reference			
Overall Amount	421,540.00 USD		

Document item 001			
Text	1997 Bond Portion Gmt Match Blake Manor Rd SUP		
Commitment item	521040	Funds center	1490200000
Fund	4019	G/L account	521040
Cost center	1490200000	Due on	
Vendor		Customer	
Amount	421,540.00 USD		

Donna Williams-Jones

From: Travis R Gatlin
Sent: Thursday, April 11, 2013 3:18 PM
To: Donna Williams-jones
Cc: Steven Manilla; Carolyn Draper; Steve Sun; Tawana Gardner; Alan Miller; Matthew Naper; Cynthia McDonald; Jessica Rio; Hannah York; John Hille
Subject: RE: Blake-Manor Shared Use Path AFA

Donna,

PBO has worked with the County Attorney's Office and Auditor's Office regarding your request. We concur with TNR moving forward to seek Court approval with the understanding that priority will be given to use the funds in the following order (1st 1984, 2nd \$1997, and 3rd 2001) for the Blake-Manor Shared Use Path.

Please let me know if you have any questions.

Travis
4-9065

From: Donna Williams-Jones
Sent: Wednesday, March 13, 2013 4:42 PM
To: Travis R Gatlin
Cc: Steven Manilla; Carolyn Draper; Steve Sun; Tawana Gardner; Diana Ramirez; Matthew Naper; Cynthia McDonald
Subject: RE: Blake-Manor Shared Use Path AFA

Hi Travis,

Attached is information on the Blake-Manor Shared Bike Path project. This is one of the projects approved on the 6/28/11 agenda item #19 CAMPO grant application submission. The project consist of constructing a 10' wide bicycle/pedestrian facility, approximately 3 miles in length, extending from East Metro Park connecting Blake Manor Elementary School and Briarcreek subdivision to the planned Wildhorse Connector between Blake-Manor Road and FM 973. Travis County will have a 20% match costs of \$651,715 for this project. Please let me know if the 20% match is eligible for funding with Pct 1 1984, 1997 and/or 2001 Bond Savings.

The related accounts are:
1984 1490200000 Fund 4028
1984 1980000000 Funds 4028, 4013, 4015 and 4017

1997 1490200000 4019

2001 1490190000 4036, 4048

If these funding options are OK then TNR will proceed with an agenda item requesting approval to use those funds.

Thanks
Donna

From: Steve Sun
Sent: Wednesday, March 13, 2013 10:54 AM
To: Donna Williams-Jones; Tawana Gardner
Cc: Steven Manilla; Carolyn Draper
Subject: Blake-Manor Shared Use Path AFA

Please provide funds reservation information for the attached agenda requests.

**RESOLUTION TO ENTER INTO ADVANCE FUNDING AGREEMENT
WITH TEXAS DEPARTMENT OF TRANSPORTATION
TO CONSTRUCT BLAKE-MANOR SHARED USE PATH**

WHEREAS, pursuant to Texas Transportation Code Section 222.052, Travis County is authorized to contribute funds to be spent by the Texas Transportation Commission (the "Commission") in the development and construction of the public roads and state highway system within the County, and the Commission may accept such a contribution;

WHEREAS, on April 26, 2012, the Commission passed Minute Order 113074 authorizing the State of Texas, acting by and through the Texas Department of Transportation ("TxDOT"), to undertake and complete a highway improvement project for the construction of a shared use path (the "Project");

WHEREAS, the Project is a bicycle/pedestrian facility that is approximately three miles in length and will extend from East Metro Park and connect Blake Manor Elementary and Briarwood Subdivision to the planned Wildhorse Connector between Blake-Manor Road and FM 973;

WHEREAS, the Travis County Commissioners Court finds that the construction of the Project would facilitate the movement of people, goods, and services in Travis County and would benefit the residents of Travis County;

NOW, THEREFORE, the Travis County Commissioners Court hereby authorizes the Travis County Judge to execute an Advance Funding Agreement with TxDOT under which, among other things:

1. Travis County will be responsible for ROW acquisition, utility relocation, and completion of the National Environmental Policy Act ("NEPA") process for obtaining environmental clearance for the Project.
2. Travis County will be responsible for performing architectural and engineering services for the Project.
3. Travis County will be responsible for construction of the Project.
4. Travis County will be required to contribute 20% of preliminary engineering costs, 20% of construction costs, 100% of the direct state costs for preliminary engineering, and 100% of the direct state costs for construction, which amounts are estimated to total \$651,715.00.

The Travis County Commissioners Court further directs that this resolution be included as **Attachment A** to the Advance Funding Agreement with TxDOT.

BE IT SO ORDERED ON THIS _____ DAY OF _____, 2013.

By: _____
Samuel T. Biscoe, County Judge

Ron Davis, Commissioner
Precinct 1

Sarah Eckhardt, Commissioner
Precinct 2

Gerald Daugherty, Commissioner
Precinct 3

Margaret Gómez, Commissioner
Precinct 4



Texas Department of Transportation

P.O. DRAWER 15426 • AUSTIN, TEXAS 78761-5426 • (512) 832-7000

February 7, 2013

Travis County
CSJ: 0914-04-273
Blake-Manor Shared Bike Path

RECEIVED

FEB 08 2013

TNR

Mr. Steven Manilla, P.E.
Executive Manager
Transportation and Natural Resources
County of Travis
P. O. Box 1748
Austin, TX 78767-1748

Attn: Steve Sun, P.E.

Dear Mr. Manilla:

Enclosed for partial execution are two copies of an Advance Funding Agreement for the above project. The project consists of the construction of a shared use bike path along Blake-Manor Road.

Please return the two signed and dated documents to this office for full execution. An executed copy will be returned for your records.

If you have any questions, please contact me at (512) 832-7050.

Sincerely,

Patricia L. Crews-Weight, P.E.
Director of Design
Austin District

Attachments

cc: Michael McKissick, P.E., N. Travis Area Engineer
Bobby Ramthun, P.E., N. Travis Area Office
Mike Walker, District Environmental Coordinator

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District #14 - AUS
Code Chart 64 #50227
Blake-Manor Shared Use Path
Federal Highway Administration
CFDA # 20.205
Not Research and Development

STATE OF TEXAS §
COUNTY OF TRAVIS §

**ADVANCE FUNDING AGREEMENT
For A
Surface Transportation Program
Metropolitan Mobility Project
Off-System**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation called the "State", and Travis County, acting by and through its duly authorized officials, called the "Local Government."

WITNESSETH

WHEREAS, federal law establishes federally funded programs for transportation improvements to implement its public purposes; and

WHEREAS, the Texas Transportation Code, Sections 201.103 and 222.052 establish that the State shall design, construct and operate a system of highways in cooperation with local governments; and

WHEREAS, federal and state laws require local governments to meet certain contract standards relating to the management and administration of State and federal funds; and

WHEREAS, the Texas Transportation Commission passed Minute Order Number 113074, authorizing the State to undertake and complete a highway improvement generally described as construction of a shared use path called the "Project"; and,

WHEREAS, the Governing Body of the Local Government has approved entering into this agreement by resolution or ordinance dated _____, 20__, which is attached to and made a part of this agreement as Attachment A for the improvement covered by this agreement. A map showing the Project location appears in Attachment B, which is attached to and made a part of this agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties, to be by them respectively kept and performed as set forth in this agreement, it is agreed as follows:

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AGREEMENT

1. Period of the Agreement

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed. This agreement shall remain in effect until the Project is completed or unless terminated as provided below.

2. Scope of Work

The scope of work is the construction of a concrete shared use path from the Wildhorse Connector to Travis County East Metro Park, the location as shown on Attachment B.

3. Local Project Sources and Uses of Funds

A. The total estimated cost of the Project is shown in the Project Budget – Attachment C, which is attached to and made a part of this agreement. The expected cash contributions from the Federal or State government, the Local Governments, or other parties is shown in Attachment C. The State will pay for only those project costs that have been approved by the Texas Transportation Commission. The State and the Federal Government will not reimburse the Local Government for any work performed before the federal spending authority is formally obligated to the Project by the Federal Highway Administration. After federal funds have been obligated, the State will send to the Local Government a copy of the formal documentation showing the obligation of funds including federal award information. The Local Government is responsible for 100% of the cost of any work performed under its direction or control before the federal spending authority is formally obligated.

B. If the Local Government will perform any work under this contract for which reimbursement will be provided by or through the State, the Local Government must complete training before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled *Local Government Project Procedures Qualification for the Texas Department of Transportation*. The Local Government shall provide the certificate of qualification to the State. The individual who receives the training certificate may be an employee of the Local Government or an employee of a firm that has been contracted by the Local Government to perform oversight of the Project. The State in its discretion may deny reimbursement if the Local Government has not designated a qualified individual to oversee the Project.

C. This Project cost estimate shows how necessary resources for completing the Project will be provided by major cost categories. These categories may include but are not limited to: (1) costs of real property; (2) costs of utility work; (3) costs of environmental assessment and remediation; (4) cost of preliminary engineering and design; (5) cost of construction and construction management; and (6) any other local project costs.

D. The State will be responsible for securing the Federal and State share of the funding required for the development and construction of the local Project. If the Local Government is due funds for expenses incurred, these funds will be reimbursed to the Local Government on a cost basis.

E. The Local Government will be responsible for all non-federal or non-state participation costs associated with the Project, including any overruns in excess of the approved local

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project budget unless otherwise provided for in this agreement or approved otherwise in an amendment to this agreement.

- F. Prior to the performance of any engineering review work by the State, the Local Government will pay to the State the amount specified in Attachment C. At a minimum, this amount shall equal the Local Government's funding share for the estimated cost of preliminary engineering for the Project. At least sixty (60) days prior to the date set for receipt of the construction bids, the Local Government shall remit its remaining financial share for the State's estimated construction oversight and construction cost.
- G. In the event that the State determines that additional funding by the Local Government is required at any time during the Project, the State will notify the Local Government in writing. The Local Government shall make payment to the State within thirty (30) days from receipt of the State's written notification.
- H. Whenever funds are paid by the Local Government to the State under this agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation Trust Fund." The check or warrant shall be deposited by the State in an escrow account to be managed by the State. Funds in the escrow account may only be applied to the State Project.
- I. Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due by the Local Government, the State, or the Federal government will be promptly paid by the owing party. If, after final Project accounting, excess funds remain in the escrow account, those funds may be applied by the State to the Local Government's contractual obligations to the State under another advance funding agreement with approval by appropriate personnel of the Local Government.
- J. The State will not pay interest on any funds provided by the Local Government.
- K. If a waiver has been granted, the State will not charge the Local Government for the indirect costs the State incurs on the local Project, unless this agreement is terminated at the request of the Local Government prior to completion of the Project.
- L. If the Project has been approved for a "fixed price" or an "incremental payment" non-standard funding or payment arrangement under 43 TAC §15.52, the budget in Attachment C will clearly state the amount of the fixed price or the incremental payment schedule.
- M. If the Local government is an Economically Disadvantaged County and if the State has approved adjustments to the standard financing arrangement, this agreement reflects those adjustments.
- N. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
- O. Payment under this contract beyond the end of the current fiscal biennium is subject to availability of appropriated funds. If funds are not appropriated, this contract shall be terminated immediately with no liability to either party.

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P. The Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by the State no more frequently than monthly, and no later than ninety (90) days after costs are incurred. If the Local Government submits invoices more than ninety (90) days after the costs are incurred, and if federal funding is reduced as a result, the State shall have no responsibility to reimburse the Local Government for those costs.

Q. The State will not execute the contract for the construction of the Project until the required funding has been made available by the Local Government in accordance with this agreement.

4. Termination of this Agreement

This agreement shall remain in effect until the project is completed and accepted by all parties, unless:

- A. The agreement is terminated in writing with the mutual consent of the parties;
- B. The agreement is terminated by one party because of a breach, in which case any cost incurred because of the breach shall be paid by the breaching party;
- C. The Local Government elects not to provide funding after the completion of preliminary engineering, specifications, and estimates (PS&E) and the Project does not proceed because of insufficient funds, in which case the Local Government agrees to reimburse the State for its reasonable actual costs incurred during the Project; or
- D. The Project is inactive for thirty-six (36) months or longer and no expenditures have been charged against federal funds, in which case the State may in its discretion terminate this agreement.

5. Amendments

Amendments to this agreement due to changes in the character of the work, terms of the agreement, or responsibilities of the parties relating to the Project may be enacted through a mutually agreed upon, written amendment.

6. Remedies

This agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by either party to this agreement and shall be cumulative.

7. Utilities

The Local Government shall be responsible for the adjustment, removal, or relocation of utility facilities in accordance with applicable State laws, regulations, rules, policies, and procedures, including any cost to the State of a delay resulting from the Local Government's failure to ensure that utility facilities are adjusted, removed, or relocated before the scheduled beginning of construction. The Local Government will not be reimbursed with federal or state funds for the cost of required utility work. The Local Government must obtain advance approval for any variance from established procedures. Before a construction contract is let, the Local Government shall provide, at the State's request, a certification stating that the Local Government has completed the adjustment of all utilities that must be adjusted before construction is completed.

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8. Environmental Assessment and Mitigation

Development of a transportation project must comply with the National Environmental Policy Act and the National Historic Preservation Act of 1966, which require environmental clearance of federal-aid projects.

- A. The Local Government is responsible for the identification and assessment of any environmental problems associated with the development of a local project governed by this agreement.
- B. The Local Government is responsible for the cost of any environmental problem's mitigation and remediation.
- C. The Local Government is responsible for providing any public meetings or public hearings required for development of the environmental assessment. Public hearings will not be held prior to the approval of project schematic.
- D. The Local Government is responsible for the preparation of the NEPA documents required for the environmental clearance of this Project.
- E. Before the advertisement for bids, the Local Government shall provide to the State written documentation from the appropriate regulatory agency or agencies that all environmental clearances have been obtained.

9. Compliance with Texas Accessibility Standards and ADA

All parties to this agreement shall ensure that the plans for and the construction of all projects subject to this agreement are in compliance with the Texas Accessibility Standards (TAS) issued by the Texas Department of Licensing and Regulation, under the Architectural Barriers Act, Article 9102, Texas Civil Statutes. The TAS establishes minimum accessibility requirements to be consistent with minimum accessibility requirements of the Americans with Disabilities Act (P.L. 101-336) (ADA).

10. Architectural and Engineering Services

The Local Government has responsibility for the performance of architectural and engineering services. The engineering plans shall be developed in accordance with the applicable *State's Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges* and the special specifications and special provisions related to it. For projects on the state highway system, the design shall, at a minimum conform to applicable State manuals. For projects not on the state highway system, the design shall, at a minimum, conform to applicable *American Association of State Highway and Transportation Officials* design standards. In procuring professional services, the parties to this agreement must comply with federal requirements cited in 23 CFR Part 172 if the project is federally funded and with Texas Government Code 2254, Subchapter A, in all cases. Professional contracts for federally funded projects must conform to federal requirements, specifically including the provision for participation by Disadvantaged Business Enterprises (DBEs), ADA, and environmental matters.

11. Construction Responsibilities

- A. The Local Government shall advertise for construction bids, issue bid proposals, receive and tabulate the bids, and award and administer the contract for construction of the Project. Administration of the contract includes the responsibility for construction engineering and for issuance of any change orders, supplemental agreements,

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amendments, or additional work orders that may become necessary subsequent to the award of the construction contract. In order to ensure federal funding eligibility, projects must be authorized by the State prior to advertising for construction.

- B. The Local Government will use its approved contract letting and award procedures to let and award the construction contract.
- C. Prior to their execution, the State will review and approve contract change orders.
- D. Upon completion of the Project, the party constructing the Project will issue and sign a "Notification of Completion" acknowledging the Project's construction completion.
- E. For federally funded contracts, the parties to this agreement will comply with federal construction requirements cited in 23 CFR Part 635 and with requirements cited in 23 CFR Part 633, and shall include the latest version of Form "FHWA-1273" in the contract bidding documents. If force account work will be performed, a finding of cost effectiveness shall be made in compliance with 23 CFR 635, Subpart B.

12. Project Maintenance

The Local Government shall be responsible for maintenance of locally owned roads after completion of the work and the State shall be responsible for maintenance of state highway system after completion of the work if the work was on the state highway system, unless otherwise provided for in existing maintenance agreements with the Local Government.

13. Right of Way and Real Property

- A. Right of way and real property acquisition shall be the responsibility of the Local Government. Title to right of way and other related real property must be acceptable to the State before funds may be expended for the improvement of the right of way or real property.
- B. If the Local Government is the owner of any part of the Project site under this agreement, the Local Government shall permit the State or its authorized representative access to occupy the site to perform all activities required to execute the work.
- C. All parties to this agreement will comply with and assume the costs for compliance with all the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Title 42 U.S.C.A. Section 4601 et seq., including those provisions relating to incidental expenses incurred by the property owners in conveying the real property to the Local Government, and benefits applicable to the relocation of any displaced person as defined in 49 CFR Section 24.2(g). Documentation to support such compliance must be maintained and made available to the State and its representatives for review and inspection.
- D. The Local Government shall assume all costs and perform necessary requirements to provide any necessary evidence of title or right of use in the name of the Local Government to the real property required for development of the Project. The evidence of title or rights shall be acceptable to the State, and be free and clear of all encroachments. The Local Government shall secure and provide easements and any needed rights of entry over any other land needed to develop the Project according to the approved Project plans. The Local Government shall be responsible for securing any additional real property required for completion of the Project.

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- E. In the event real property is donated to the Local Government after the date of the State's authorization, the Local Government will provide all documentation to the State regarding fair market value of the acquired property. The State will review the Local Government's appraisal, determine the fair market value and credit that amount towards the Local Government's financial share. If donated property is to be used as a funding match, it may not be provided by the Local Government. The State will not reimburse the Local Government for any real property acquired before execution of this agreement and the obligation of federal spending authority.**
- F. The Local Government shall prepare real property maps, property descriptions, and other data as needed to properly describe the real property and submit them to the State for approval prior to the Local Government acquiring the real property. Tracings of the maps shall be retained by the Local Government for a permanent record.**
- G. The Local Government agrees to make a determination of property values for each real property parcel by methods acceptable to the State and to submit to the State a tabulation of the values so determined, signed by the appropriate Local Government representative. The tabulations shall list the parcel numbers, ownership, acreage and recommended compensation. Compensation shall be shown in the component parts of land acquired, itemization of improvements acquired, damages (if any) and the amounts by which the total compensation will be reduced if the owner retains improvements. This tabulation shall be accompanied by an explanation to support the determined values, together with a copy of information or reports used in calculating all determined values. Expenses incurred by the Local Government in performing this work may be eligible for reimbursement after the Local Government has received written authorization by the State to proceed with determination of real property values. The State will review the data submitted and may base its reimbursement for parcel acquisitions on these values.**
- H. Reimbursement for real property costs will be made to the Local Government for real property purchased in an amount not to exceed eighty percent (80%) of the cost of the real property purchased in accordance with the terms and provisions of this agreement. Reimbursement will be in an amount not to exceed eighty percent (80%) of The State's predetermined value of each parcel, or the net cost of the parcel, whichever is less. In addition, reimbursement will be made to the Local Government for necessary payments to appraisers, expenses incurred in order to assure good title, and costs associated with the relocation of displaced persons and personal property as well as incidental expenses.**
- I. If the Project requires the use of real property to which the Local Government will not hold title, a separate agreement between the owners of the real property and the Local Government must be executed prior to execution of this agreement. The separate agreement must establish that the Project will be dedicated for public use for a period of not less than 10 (ten) years after completion. The separate agreement must define the responsibilities of the parties as to the use of the real property and operation and maintenance of the Project after completion. The separate agreement must be approved by The State prior to its execution. A copy of the executed agreement shall be provided to The State.**

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14. Notices

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

Local Government:	State:
County Judge County of Travis P.O. Box 1748 Austin, Texas 78767-1748	Director of Contract Services Office Texas Department of Transportation 125 E. 11 th Street Austin, Texas 78701

All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

15. Legal Construction

If one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and this agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

16. Responsibilities of the Parties

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

17. Ownership of Documents

Upon completion or termination of this agreement, all documents prepared by the State shall remain the property of the State. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. All documents produced or approved or otherwise created by the Local Government shall be transmitted to the State in the form of photocopy reproduction on a monthly basis as required by the State. The originals shall remain the property of the Local Government. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

18. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When required, the Local Government shall furnish the State with satisfactory proof of this compliance.

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19. Sole Agreement

This agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the agreement's subject matter.

20. Cost Principles

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in OMB Circular A-87 that specify that all reimbursed costs are allowable, reasonable, and allocable to the Project.

21. Procurement and Property Management Standards

The parties shall adhere to the procurement standards established in Title 49 CFR §18.36 and with the property management standard established in Title 49 CFR §18.32.

22. Inspection of Books and Records

The parties to this agreement shall maintain all books, documents, papers, accounting records, and other documentation relating to costs incurred under this agreement and shall make such materials available to the State, the Local Government, and, if federally funded, the Federal Highway Administration (FHWA), and the U.S. Office of the Inspector General, or their duly authorized representatives for review and inspection at its office during the contract period and for four (4) years from the date of completion of work defined under this contract or until any impending litigation, or claims are resolved. Additionally, the State, the Local Government, and the FHWA and their duly authorized representatives shall have access to all the governmental records that are directly applicable to this agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

23. Civil Rights Compliance

The Local Government shall comply with the regulations of the United States Department of Transportation as they relate to non-discrimination (49 CFR Part 21 and 23 CFR Part 200), and Executive Order 11246 titled "Equal Employment Opportunity," as amended by Executive Order 11375 and supplemented in the Department of Labor Regulations (41 CFR Part 60).

24. Disadvantaged Business Enterprise (DBE) Program Requirements

- A. The parties shall comply with the Disadvantaged Business Enterprise Program requirements established in 49 CFR Part 26.
- B. The Local Government shall adopt, in its totality, the State's federally approved DBE program.
- C. The Local Government shall set an appropriate DBE goal consistent with the State's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. The Local Government shall follow all other parts of the State's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation's Federally-Approved Disadvantaged Business Enterprise by Entity, and attachments found at web address http://txdot.gov/business/business_outreach/mou.htm.

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- E. The Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. The State's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Local Government of its failure to carry out its approved program, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- F. Each contract the Local Government signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.*

25. Debarment Certifications

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this agreement, the Local Government certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Programs under Executive Order 12549 and further certifies that it will not do business with any party that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive federal funds and, when requested by the State, to furnish a copy of the certification.

26. Lobbying Certification

In executing this agreement, each signatory certifies to the best of that signatory's knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal 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.

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- B. 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 federal contracts, grants, loans, or cooperative agreements, the signatory for the Local Government shall complete and submit the Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The parties shall require that the language of this certification shall be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. 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.

27. Insurance

If this agreement authorizes the Local Government or its contractor to perform any work on State right of way, before beginning work the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

28. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms:
<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and
<http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.
- B. The Local Government agrees that it shall:
 - 1. Obtain and provide to the State , a Central Contracting Registry (CCR) number (Federal Acquisition Regulation, Part 4, Sub-part 4.1100) id this award provides more than \$25,000 in Federal funding. The CCR number may be obtained by visiting the CCR website whose address is: <https://www.bpn.gov/ccr/default.aspx>;
 - 2. Obtain and provide to the State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows Federal government to track the distribution of federal money. The DUNS may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet (D&B) on-line registration website <http://fedgov.dnb.com/webform>; and
 - 3. Report the total compensation and names of its top five (5) executives to the State if:
 - i. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
 - ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

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29. Single Audit Report

- A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in OMB Circular A-133.
- B. If threshold expenditures of \$500,000 or more are met during the Local Government's fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 E. 11th Street, Austin, TX 78701 or contact TxDOT's Audit Office at http://www.txdot.gov/contact_us/audit.htm.
- C. If expenditures are less than \$500,000 during the Local Government's fiscal year, the Local Government must submit a statement to TxDOT's Audit Office as follows: "We did not meet the \$500,000 expenditure threshold and therefore, are not required to have a single audit performed for FY _____."
- D. For each year the project remains open for federal funding expenditures, the Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

30. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

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THIS AGREEMENT IS EXECUTED by the State and the Local Government in duplicate.

THE LOCAL GOVERNMENT

Signature

Typed or Printed Name

Title

Date

THE STATE OF TEXAS

Janice Mullenix
Director of Contract Services
Texas Department of Transportation

Date

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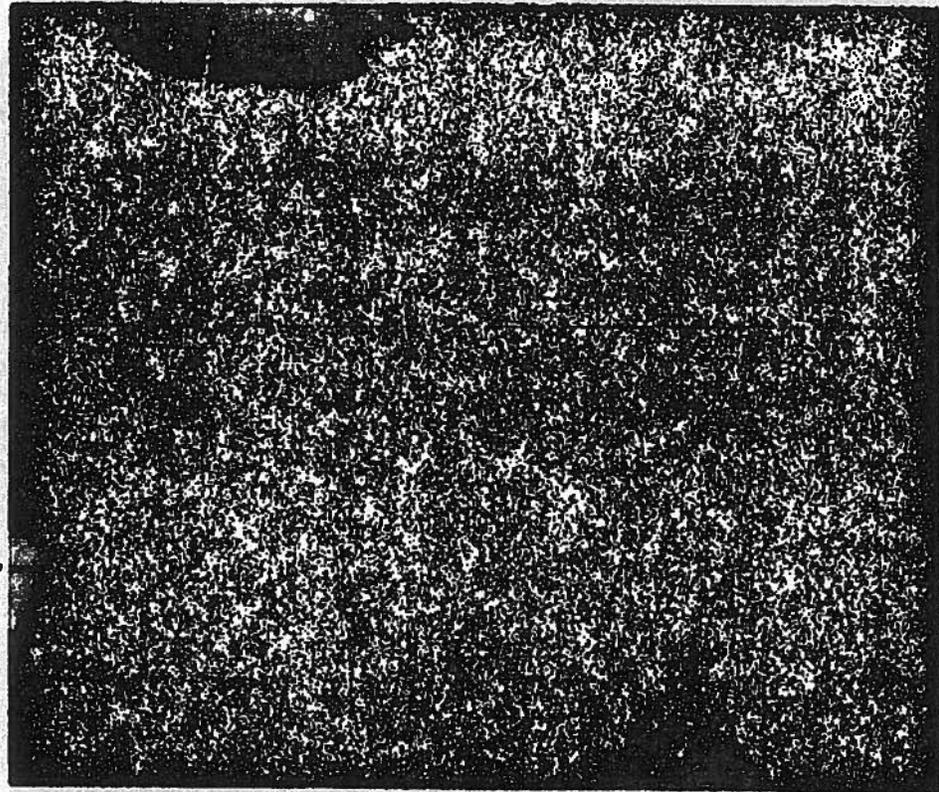
**ATTACHMENT A
RESOLUTION OR ORDINANCE**

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ATTACHMENT B

LOCATION MAP SHOWING PROJECT

**CAMPO
STP-MM**



----- 073-Blake Manor Connector
----- State-Manor Trail
City Jurisdictions
Parks



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ATTACHMENT C

PROJECT BUDGET

Costs will be allocated based on 80% Federal funding and 20% Local Government funding until the federal funding reaches the maximum obligated amount. The Local Government will then be responsible for 100% of the costs.

Description		Total Estimated Cost	Federal Participation		State Participation		Local Participation	
			%	Cost	%	Cost	%	Cost
Preliminary Engineering (by Local Government)		\$240,000	80%	\$192,000	0%	\$0	20%	\$48,000
Construction (by Local Government)		\$2,520,500	80%	\$2,016,400	0%	\$0	20%	\$504,100
Subtotal		\$2,760,500		\$2,208,400		\$0		\$552,100
Direct State Cost for Preliminary Engineering (10%) = \$24,000	Environmental Direct State Costs (40%)	\$9,600	0%	\$0	0%	\$0	100%	\$9,600
	Engineering Direct State Costs (60%)	\$14,400	0%	\$0	0%	\$0	100%	\$14,400
Construction Direct State Costs (3%)		\$75,615	0%	\$0	0%	\$0	100%	\$75,615
Indirect State Costs (5.10%)		\$145,866	0%	\$0	100%	\$145,866	0%	\$0
Subtotal		\$245,481		\$0		\$145,866		\$99,615
TOTAL		\$3,005,981		\$2,208,400		\$145,866		\$851,715

Initial payment by the Local Government to the State: \$24,000

Payment by the Local Government to the State before construction: \$75,615

Estimated total payment by the Local Government to the State: \$99,615

This is an estimate. The final amount of Local Government participation will be based on actual costs.