

Item 6



Travis County Commissioners Court Agenda Request

Meeting Date: 07/09/2013, 9:00 AM, Voting Session

Prepared By/Phone Number: Victoria Ramirez, Planning and Budget, 854-6039

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

Review and approve new grant application to the Texas Council for Developmental Disabilities to develop a public awareness campaign for accessible parking in the Office of the Constable, Precinct 5.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

This new grant application aims to fund a six-month planning process to develop a public awareness campaign for accessible parking. The Constable, Precinct 5 Office expects that the grantor will award a second grant to fund the implementation of the winning campaign.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

The grant requires a county cost share which, if awarded, will be met through existing personnel resources. No new funding is required to support the grant.

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.

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	135 Accessible Parking Awareness Campaign	10/01/13 - 03/31/14	\$37,125	\$12,375	\$0	\$0	\$49,500	0.50	R	MC	10

PBO Notes:

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed
- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

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

**FY 2013 Grant Summary Report
Grant Applications approved by Commissioners Court**

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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
117	Southeast Travis County Historical Survey	10/01/12 - 09/30/14	\$7,500	\$0	\$6,000	\$1,500	\$15,000	-	10/30/2012
119	Underage Drinking Prevention Program	10/01/13 - 09/30/14	\$161,204	\$0	\$35,951	\$55,000	\$252,155	3.00	11/6/2012
124	Formula Grant- Indigent Defense Grants Program	10/01/12 - 09/30/13	\$441,998	\$0	\$0	\$0	\$441,998	-	11/27/2012
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	7/1/13- 6/30/14	\$34,306	\$0	\$0	\$0	\$34,306	-	12/4/2012
145	Juvenile Treatment Drug Court	9/30/2013- 9/29/2014	\$199,970	\$0	\$0	\$0	\$199,970	-	1/8/2013
145	Juvenile Accountability Block Grant (JABG) Local Assessment Center	09/01/13 - 08/31/14	\$61,334	\$6,814	\$0	\$0	\$68,148	-	1/22/2013
158	Coming of Age (CNCS)	04/01/13 - 03/31/14	\$50,495	\$324,753	\$0	\$0	\$375,248	6.80	1/22/2013
147	Emergency Management Performance Grant	10/01/12 - 09/30/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	2/5/2013
137	TCSO Child Abuse Victim Services Personnel	09/01/13 - 08/31/14	\$23,092	\$0	\$34,639	\$0	\$57,731	1.00	2/5/2013
137	TxDOT Impaired Driving Mobilization	03/1/13 - 09/30/13	\$16,906	\$5,684	\$0	\$0	\$22,590	-	2/5/2013
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$233,124	\$0	\$0	\$0	\$233,124	2.00	2/19/2013
124	Veterans Commission Grant	07/01/13 - 06/30/14	\$49,470	\$0	\$0	\$0	\$49,470	-	2/19/2013
139	Travis County Adult Probation DWI Court	09/01/13 - 08/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	2/19/2013
145	The Eagle Soars: An Educational and Career Development Program	09/01/13 - 08/31/14	\$115,955	\$0	\$0	\$0	\$115,955	-	2/19/2013
145	Enhancing Services for Victims of Crime	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.00	2/19/2013
145	Drug Court & In-Home Family Services	09/01/13 - 08/31/14	\$181,000	\$20,111	\$0	\$0	\$201,111	0.23	2/19/2013
142	Drug Diversion Court	09/01/13 - 08/31/14	\$155,838	\$0	\$0	\$0	\$155,838	2.00	2/19/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$143,438	\$0	\$0	\$0	\$143,438	1.00	2/26/2013
119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,954	\$34,053	\$0	\$17,088	\$136,095	1.77	2/26/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	\$193,808	\$0	\$0	\$0	\$193,808	0.50	2/26/2013
158	Parenting in Recovery II*	09/30/12 - 09/29/13	\$625,747	\$0	\$268,195	\$0	\$893,942	1.00	2/26/2013
145	IMPACT: Investing in Minds to Prepare for A Career in Technology	10/1/13 - 09/30/14	\$416,327	\$0	\$0	\$0	\$416,327	1.00	3/5/2013
137	K9s4COPs	04/01/13 - 09/30/13	\$12,000	\$0	\$0	\$0	\$12,000	-	3/26/2013
145	Leadership Academy	10/01/13 - 09/30/14	\$143,665	\$47,888	\$0	\$0	\$191,553	1.75	3/26/2013
158	Basic Transportation Needs Fund (Bus Pass Program)	09/01/13 - 08/31/14	\$5,790	\$0	\$0	\$0	\$5,790	-	4/9/2013
145	FRESH Youth (Finding Regionally Sourced Food for High-Risk Youth)	11/01/13 - 10/31/14	\$45,000	\$15,000	\$0	\$0	\$60,000	-	4/16/2013
157	NEH Preservation Assistance for Smaller Institutions	05/01/14 - 08/01/14	\$6,000	\$0	\$0	\$0	\$6,000	-	4/16/2013
137	State Criminal Alien Assistance Program - SCAAP 13	07/01/11 - 06/30/12	\$40,568,231	\$0	\$0	\$0	\$40,568,231	-	4/16/2013
137	SCATTIF Sheriff's Combined Auto Theft Task Force	09/01/13 - 08/31/14	\$1,001,869	\$134,184	\$258,235	\$0	\$1,394,288	12.00	4/30/2013
145	Taking the Smart Path: Enhancing Assessment and Training to Address Youths' Needs	10/01/13 - 09/30/16	\$644,987	\$0	\$0	\$0	\$644,987	-	4/30/2013
119	Other Victim Assistance Grant	09/01/13 - 08/31/15	\$84,000	\$0	\$28,129	\$0	\$112,129	1.00	5/7/2013
123	Victim Coordinator and Liaison Grant	09/01/13 - 08/31/15	\$84,000	\$0	\$0	\$0	\$84,000	-	5/14/2013
147	FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)-HAZmat ID	10/01/13 - 11/30/14	\$22,500	\$0	\$0	\$0	\$22,500	-	5/21/2013
147	FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)-GASID	10/01/13 - 11/30/14	\$9,500	\$0	\$0	\$0	\$9,500	-	5/21/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
158	AmeriCorps	08/01/13 - 07/31/14	\$298,671	\$500,191	\$0	\$0	\$798,862	31.00	5/21/2013
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	5/28/2013
145	National School Lunch/Breakfast Program & USDA School Commodity Program	09/30/13 - 09/29/14	\$307,204	\$0	\$0	\$0	\$307,204	-	6/4/2013
145	The Eagle Soars: An Educational and Career Development Program*	09/01/13 - 08/31/14	\$115,955	\$0	\$0	\$0	\$115,955	-	6/11/2013
120	Verifying UOCAVA Ballot Inclusion in Election Results	09/01/13 - 11/30/14	\$4,183,575	\$0	\$0	\$0	\$0	1.00	6/18/2013
120	Electronic Transmission of Ballot Portal	09/01/13 - 11/30/14	\$19,950	\$0	\$0	\$0	\$0	-	6/18/2013
137	Vision Summit	01/01/13 - 09/30/13	\$78,147	\$0	\$0	\$0	\$78,147	-	7/2/2013
145	Enhancing Supervision, Security, and Policies to Ensure Youth Safety	10/01/13 - 09/30/15	\$250,000	\$262,446	\$0	\$0	\$512,446	3.15	7/2/2013
			\$51,921,077	\$1,697,067	\$631,149	\$73,588	\$50,119,356	77.20	

*Amended from original agreement.

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

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

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

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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
155	Justice Reinvestment Initiative	03/01/13 - 02/28/15	\$300,000	\$0	\$0	\$0	\$300,000	-	2/19/2013
147	2010 UASI Chemical Biological Radiological Nuclear Explosive (CBRNE) Strike Team Coordinator*	08/01/10 - 12/31/12	\$250,000	\$0	\$0	\$0	\$250,000	1.00	2/26/2013
155	Justice Reinvestment Initiative (Arnold Foundation)	03/01/13 - 02/28/15	\$69,012	\$0	\$0	\$0	\$69,012	-	2/26/2013
159	Capital Area Trauma Regional Advisory Council	05/01/12 - 08/31/13	\$10,101	\$0	\$0	\$0	\$10,101	-	2/26/2013
158	Targeted Low Income Weatherization Program	03/01/13 - 11/30/13	\$54,850	\$0	\$0	\$0	\$54,850	-	4/9/2013
158	DOE Weatherization Assistance Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	4/9/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/13 - 06/30/14	\$35,000	\$0	\$0	\$0	\$35,000	0.65	4/16/2013
158	Basic Transportation Needs Fund Bus Pass Program	09/01/12 - 08/31/13	\$5,790	\$0	\$0	\$0	\$5,790	-	4/16/2013
158	Coming of Age (CNCS)	04/01/13 - 03/31/14	\$16,832	\$309,604	\$15,149	\$0	\$341,585	6.00	4/23/2013
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards	04/01/13 - 03/31/14	\$100,000	\$0	\$0	\$0	\$100,000	-	4/30/2013
158	Comprehensive Energy Assistance Program	01/01/13 - 12/31/13	\$2,637,219	\$0	\$0	\$0	\$2,637,219	4.00	4/30/2013
158	AmeriCorps*	08/01/12 - 07/31/13	\$291,671	\$487,203	\$0	\$0	\$778,874	31.00	5/21/2013
149	CAMPO Surface Transportation Program- Metropolitan Mobility; Blake-Manor Shared Use Path	05/21/13 - until complete	\$2,208,400	\$651,715	\$0	\$145,866	\$3,005,981	-	5/21/2013
147	Fire Mitigation Assistance Grant- Perdemales Fire #2959	09/04/11	\$306,990	\$0	\$0	\$0	\$306,990	-	5/28/2013
147	Fire Mitigation Assistance Grant- Steiner Ranch Fire #2960	09/04/11	\$204,379	\$0	\$0	\$0	\$204,379	-	5/28/2013
158	Comprehensive Energy Assistance Program #58120001710	04/01/13 - 07/31/13	\$1,263,589	\$0	\$0	\$0	\$1,263,589	-	5/28/2013
147	Fire Mitigation Assistance Grant- Hodde Lane Fire #2957	09/04/11	\$20,951	\$0	\$0	\$0	\$20,951	-	6/11/2013

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Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
149	Pace Bend Park Low Water Boat Ramp	09/04/11	\$80,460	\$0	\$26,820	\$0	\$107,280	-	6/18/2013
			\$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 Emergency 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:	Constable, Precinct 5	
Contact Person/Title:	Leslie Pool, Executive Assistant	
Phone Number:	512.854.3712	

Grant Title:	Accessible Parking Awareness Campaign		
Grant Period:	From: <input type="text" value="Oct 1, 2013"/>	To: <input type="text" value="Mar 31, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Council for Developmental Disabilities		
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 Health and Human Services, Administration on Intellectual and Developmental Disabilities		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 12,375	\$ 0	\$ 0	\$ 12,375
Operating:	\$ 37,125	\$ 0	\$ 0	\$ 0	\$ 37,125
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 37,125	\$ 12,375	\$ 0	\$ 0	\$ 49,500
FTEs:	0.00	0.50	0.00	0.00	0.50

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				
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

PBO Recommendation:

The Constable, Precinct Five Office is requesting approval for a grant application to the U.S. Department of Health and Human Services, Administration on Intellectual and Developmental Disabilities through the Texas Council for Developmental Disabilities.

The proposed grant will fund a 6-month planning process at the Constable Precinct Five Office to develop a public awareness campaign around accessible parking. The grant requires a 25% County match, which will be fulfilled using the work-time of two county FTEs.

The department believes that the professional consulting and tools obtained through the grant would expand visibility of the Disabled Parking Enforcement (DPE) program in the department, and would build community partnerships and programmatic awareness.

PBO recommends approval of this grant application.

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

This grant will fund a 6-month planning process to develop a public awareness campaign around accessible parking. The grantor anticipates awarding a second grant to fund implementation of the winning campaign.

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

NA

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 grant requires matching funds of equal to 25% of the funds requested. The match will be achieved using existing county employees (17.5% of one staffer's time, and 30% of a second's, over 6 months).

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

none

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.

No additional County funds would be required. The grant is scoped specifically to planning a campaign. With the grant, our professional creative partner would engage Travis County team at Constable 5 to name the project; create a logo; design to proof phase three brochures, plus printed materials and signage needed for a community symposium; build a splash page for a website that can be expanded; design a billboard; and film and produce two short PSA videos to be distributed for airing. The granting agency (TCDD) contemplates a second grant award to implement the campaign plan; if Travis County receives the phase 2 grant, then those funds would support the realization of the plan, to include print production of the various materials, and all activities needed to convene the symposium. All of these activities would be funded by the grant, and any County involvement is within existing resources.

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

Travis County has not engaged in a major public education campaign on Accessible Parking; the focus has been primarily on enforcement. This grant gives the County an opportunity to be proactive by preventing violations before they occur.

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 funds professional expertise that would expand visibility of our current enforcement DPE program, help TCDD and Travis County by building partnerships with community organizations through the addition of a public awareness campaign, increase public knowledge of the reasons for accessible parking, and decrease the number of accessible parking violations county-wide.

**TEXAS COUNCIL FOR DEVELOPMENTAL
DISABILITIES**

ACCESSIBLE
PARKING
AWARENESS
CAMPAIGN

GRANT PROPOSAL PACKET

2013

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A. GRANT PROPOSAL

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GRANT PROPOSAL

Part I: Project Profile

A. Request for Proposal Title: Accessible Parking Awareness Campaign RFP #2013-1

B. Name of Organization: Travis County

C. Address: 700 Lavaca Street, Austin, TX 78701

D. Telephone: 512.854.3712

E. Fax:

F. E-mail Address:

leslie.pool@co.travis.tx.us

G. Check Type of Organization:

(01) State Agency

(02) Local Government Agency

(03) Private, Non-Profit

(04) Public, Non-Profit

(05) Private, For-Profit

(06) Institution of Higher Education

Organization's 14-digit State Comptroller Vendor ID: 17460001922000

H. Identify Texas counties in which the work will be performed: proposal focuses on Travis, but could be expanded

Are any of these counties poverty counties? Yes No If "Yes," what percentage:

Identify cities the project will serve:

I. Funds Requested (Totals are for 6 month grant period only)

	Totals
TCDD Funds	\$37,125
Match	\$12,375
Total Federal and Match Funds	\$49,500
Other funds (not used as match)	0

J. Will you accept a partial award? yes

K. Name of Authorizing Official: Travis County Judge Samuel T. Biscoe

Email Address: sam.biscoe@co.travis.tx.us

I certify that I have reviewed the proposal and all required documents are attached, and are true, complete and accurate.

Signature: _____

Date: _____

L. Name of Financial Administrative Authority: Nicki Riley, Travis County Auditor

Email Address: nicki.riley@co.travis.tx.us

Signature: _____

Date: _____

M. Date Submitted: July 10, 2013

Part II: Program Information

General Requirements:

- All proposals must be typed, single-spaced, and use a minimum font size of 12 points, not compressed, and follow the format of the proposal exactly.
- The completed proposal may not exceed the number of words or pages indicated. The page count does not include letters of support or letters from other organizations indicating their intent to partner on the project. You may also submit up to 5 sample products with your proposal. Products may not be returned.
- Detailed instructions are outlined in the PROPOSAL INSTRUCTIONS, Section B of this packet.
- Grantees are required to use People First Language, per the guidelines under the RESOURCES AND TOOLS.
- Please do not return the Proposal Instructions or the Resources and Tools with your proposal.

Other resources may be found in the TCDD Grants Manual.

TCDD highly recommends reading the Proposal Instructions before completing each Section. You may also wish to refer back to the instructions frequently.

A. Project Abstract: *(no more than 100 words)*.

Partnering with CreativePickle, Travis County proposes Operation ACCESS, a multi-faceted accessible parking awareness campaign to expand public perceptions of the ethical “right thing” to embrace the economic: accessibility means people with disabilities can actively participate in their community. Accessible parking is key to economic participation for people with disabilities. Our planning includes designing educational outreach materials and a community-wide symposium. Materials produced would educate the public about the principles of universal design, how planning for aging-in-place benefits us, and how accessible parking is the first step. Travis County’s work on this grant uses existing resources.

B. Project Narrative: (no more than 3 pages)

Drawing numbers from a 2010 U.S. Census report, we know that people with disabilities make up about 20% of the population. Of that number, roughly 30.6 million have difficulty walking, climbing stairs, or need assistance walking. Nearly 20 million people have difficulty lifting and grasping, like hoisting a bag of groceries, or grasping a glass or a pencil. People who are 80 years and older are eight times more likely to have a disability as those in the under-15 age group measured (71% v. 8%). Our population is generally aging faster and we are living longer than previous generations. We also have more expectations for accommodations, and desire access to many more services than our parents. The Census found we prefer to age in place; we want to remain in our homes as our physical circumstances change. We want to continue to trade at our local shops, receive care from practitioners with whom we have a relationship, and stay near our neighbors in our communities where we feel safe and can be active for as long as possible.

Accessibility and universal design have been topics of discussion and development among architects and planners for some time. We see accessibility and universal design edging into the development plans for shopping centers and neighborhoods. Universal design is the creation of environments, products and services that can be used by all people to the greatest extent possible without adaptation. How do we begin to embrace such a wide open concept? The American's with Disabilities Act (ADA) guaranteed equal opportunity for people with disabilities in public accommodations, commercial facilities, employment, transportation, state and local government services, and telecommunications. People with disabilities wouldn't have access to these businesses or services without accessible parking. These designated spaces allow people or their caregivers the space they need to safely enter and exit their cars, use wheel chair lifts, or load and unload other mobility aids. People who park illegally in accessible parking spaces make it very difficult — sometimes impossible—for a person with a valid accessible parking placard or plate the access they need.

The timing of the Texas Council for Developmental Disabilities grant fits well with the status of the Travis County Accessible Parking Enforcement initiative. County officials understand that improving access for citizens with disabilities is an important community value, and it is a mission that the County has embraced. To date, our work has been primarily enforcement – issuing citations to violators. What we'd prefer to do is stop people from parking in accessible parking spaces illegally before they do it. Planning an education awareness campaign fits right in to the County's desire in this area. By combining professional targeting with active community partner collaborations and Travis County's familiarity with the issue, Operation ACCESS would raise the visibility of the initiative, educate the community about accessible parking, result in fewer violations of Accessible Parking laws and an increase in accessible parking for people with disabilities.

Travis County recognizes that providing ample parking for drivers with disabilities is an issue of civil rights and equality of access. Travis County is committed to ensuring that all its citizens are safe, treated fairly, have the opportunity to voice their opinions and feel empowered to make choices that affect their lives and share the communities where they live. The County has been dedicated to addressing issues related to disabled parking for many years. Since passage of the ADA and various pieces of state legislation that authorized penalties for illegally parking in an accessible parking space, constable deputies have been ticketing violations of accessible parking since 1993. By 1995 the Accessible Parking Enforcement program had begun recruiting a corps of community volunteers to train and be deputized in the program. Despite ongoing efforts of law enforcement and volunteers, and recognizing the steady stream of people moving to Travis County every day (including wounded veterans returning from Iraq and Afghanistan to civilian life), accessible parking

spaces in Travis County continue to be misused. With this grant, Travis County can ramp up its community outreach to demonstrate that accessible parking is about more than a person's disability, it is about a person's ability to participate in their community. Travis County would be the geographic focus of this campaign. We believe we can effect measurable change here, we are a known entity, and we are familiar with the needs citizens with disabilities have with parking.

Operation ACCESS a multi-faceted campaign focused on increasing public awareness of accessible parking and decreasing the number of violations for illegal use throughout Travis County. The issue is larger than simply Travis County – concerns extend statewide – so we address this by working with statewide councils like the Governor's Committee for People with Disabilities and the Community Action Network. Through networking, the reach of this campaign is potentially much larger than simply Travis County.

Barriers that we could encounter may include appropriately scoping the campaign message – capturing and communicating how accessible parking can benefit people with all kinds of disabilities – and ensure as many people as possible hear our message. Travis County is located in a large media market, reaching well beyond county boundaries; CreativePickle, a professional marketing agency with project management experience has agreed to partner with us to best advantage in this media market to plan and produce various elements of the campaign (detailed below). We have commitment letters from an array of community & statewide partners well-acquainted with disability rights issues who are on board to collaborate with us in our public awareness campaign planning. Specifically:

Our professional partner, CreativePickle, commits to delivering these concrete outcomes for Operation ACCESS:

- Project naming based on client discussions
- Custom logo design based on market research and client discussions
- Splash page website design and development: design a landing page for the project initiative using new logo and based on client discussions; design to include “Español” button to click for text translation.
- PSA videos produced to help educate the public on project initiative and serve as marketing tool; English & Spanish versions, closed-captioned.
- Brochure designs based on new project logo, brand standards, and brochures previously developed by client that will serve as outreach and educational materials; client's content amped up with editing, marketing copywriting, and design to communicate initiative message; English, Spanish, Braille and Large Text versions
- Billboard design to match branding and help communicate initiative messaging to the public; English & Spanish versions
- Symposium planning discussions including event goals. Symposium materials to include powerpoint design/infographics to communicate messaging; signage, program.

Our community partners were chosen from among the groups familiar to Travis County who we believe will bring issue expertise and credibility, be a significant force in spreading our message broadly within Travis County and, should the grantor indicate interest, be able to expand this effort to other counties. As additional partners are identified we will add to the group listed here:

- *Texas Parent to Parent (TxP2P)*. A non-profit committed to improving the lives of Texas children who have disabilities, chronic illness, and/or special health care needs. TxP2P empowers families to be strong advocates through parent-to-parent support, resource referral, and education.

- *Texas Governor's Committee on People with Disabilities.* This state entity envisions a Texas where people with disabilities have the opportunity to enjoy full and equal access to lives of independence, productivity and self-determination.
- *Intellectual and Developmental Disabilities Coalition (Easter Seals of Central Texas).* A consortium of organizations dedicated to promoting a seamless continuum of services and supports necessary for improving the lives of all people with Intellectual and Developmental Disabilities.
- *UT Center for Disability Studies* a nonprofit, interdisciplinary team of professionals at the university level, persons with disabilities from state, regional and local communities, statewide service providers, and advocacy organization specialists.
- *Community Action Network (CAN).* This community-based organization is a partnership of governmental, non-profit, private and faith-based organizations which leverage mutual resources to collectively improve social, health, educational and economic opportunities in our community.
- *Travis County Tax Assessor-Collector.* A Travis County office that issues parking placards, both permanent and temporary, for people with disabilities.
- *Austin Mayor's Committee for People with Disabilities* advises the city council and city manager on issues affecting people with disabilities to enable them to participate fully in all aspects of city life.
- *Travis County Veterans Services* supports and assists veterans as they re-enter civilian society and helps them connect with services in the community.
- *Beyond Today.* A non-profit that promotes peer support and recovery services while informing policy to provide individuals the tools they need to improve their health and wellness in order to live self-directed, self-fulfilled lives and reach their full potential.

Our community partners agree to collaborate with us on some or all of these activities:

- Community symposium: Designing, participating in, or advertising a community symposium event including roundtable discussions that will educate the community about the importance of accessible parking, the benefits of accessibility, and the principles of universal design.
- Provide feedback that will support the development or dissemination of accessible parking brochures.
- Concept development or delivery of accessible parking videos.
- Developing evaluation tools that will help evaluate the success of Operation ACCESS.

The timing of the Texas Council for Developmental Disabilities grant fits well with the status of the Travis County Accessible Parking Enforcement initiative. The County recognizes improving access for citizens with disabilities as an important community value. County officials embrace this mission, viewing work in this arena as a needed community benefit. Travis County would enhance its current enforcement-heavy program with a multi-pronged educational awareness campaign. By combining professional targeting with active community partner collaborations and Travis County's familiarity with the issue, Operation ACCESS would raise the visibility of the initiative, result in fewer violations of Accessible Parking laws, and see an overall increase in accessible parking for people with disabilities.

Part II: Program Information (Workplan)

C. Project Goal, Objectives, and Activities: Describe the steps you will take to complete the project. Do not list more than two project goals nor more than five objectives for each goal. Copy the Objectives and Activities section of the form for each new objective and related activities you may have for each project goal. If you have a second goal, copy the entire form for the second goal.

Project Goal One: Develop plan for Accessible Parking Awareness Campaign

Objective: Name and brand the campaign, develop marketing materials to communicate the message of the campaign, and plan an education/outreach event (or events) in Travis County to aid in raising public awareness of accessible parking.

Activities	Number of participants and frequency of activity	Time Frame	Person/Position Responsible
Project naming	CreativePickle with Travis County team (2 staff)	~11 days	CreativePickle with Travis County team direction/approval
Custom logo design	CreativePickle with Travis County team (2 staff)	~40 days	CreativePickle with Travis County team direction/approval
Splash page website design & development	CreativePickle with Travis County team (2 staff)	~120 days	CreativePickle with Travis County team direction/approval
Develop two PSA videos	CreativePickle with Travis County team (2 staff)	~80 days	CreativePickle with Travis County team direction/approval
Design up to three brochures	CreativePickle with Travis County team (2 staff)	~80 days	CreativePickle with Travis County team direction/approval
Billboard design	CreativePickle with Travis County team (2 staff)	~20 days	CreativePickle with Travis County team direction/approval
Symposium site procurement, materials design	CreativePickle with Travis County team (2 staff)	~165 days	CreativePickle with Travis County team direction/approval

Part III: Organizational Structure, Experience and Qualifications of Personnel

A. Mission Statement (if relevant) and Organizational Structure: NA

B. Organizational Experience: NA

C. Partnerships:

Marketing Partner – CreativePickle

Community Partners – Parent to Parent; Austin Mayor’s Committee for People with Disabilities; UT Center for Disability Studies; Intellectual and Developmental Disabilities Coalition; Beyond Today; Office of the Travis County Tax Assessor-Collector; Governor’s Committee for People with Disabilities; Community Action Network (CAN); Travis County Veteran Services; other organizations to be identified

D. Project Personnel and Qualifications:

- a. **Project Director: Leslie Pool, Executive Assistant, Travis County Constable Pct. 5**
- b. **Project Coordinator: Tanya Winters, Education & Outreach Coordinator, Travis County Constable Pct. 5**
- c. **Financial Administrative Authority: Nicki Riley, Travis County Auditor**
- d. **Other Key Staff: Matthew Naper, Financial Analyst, Travis County Auditor’s Office**

E. Attach Position Descriptions for Key Project Staff NA

Part IV: Financial Information

A. Project Costs Summary

(Select cell and press F9 for totals from pages 9-10.)

Description	TCDD Funds	Match Funds	Total
Salary and Wages (Salaried Employees)	0	8,589	8,589
Salary and Wages (Hourly Employees)	0	0	0
Fringe Benefits	0	3,786	3,786
<i>Total Salaries and Benefits</i>	\$ 0	\$12,375	\$12,375
Purchased Services	37,125	0	37,125
Travel	0	0	0
Equipment and Supplies	0	0	0
Rental/Leasing	0	0	0
Utilities	0	0	0
Indirect Cost Rate		0	0
<i>Total Annual Operating Costs</i>	\$37,125	\$ 0	\$37,125
TOTAL PROJECT COSTS	\$37,125	\$12,375.00	\$49,500

Part IV: Financial Information

B. Budget Detail Personnel Services

Staff Salaries, Wages and Benefits (broken down by individual)						
Salaried Employees	Annual Salary	Time on Project		TCDD Funds	Match Funds	Total
		# of Months	% of Time			
Position Title						0
1.Executive Assistant	\$44,596	6	17.5		4,687	4,687
2.Education & Outreach Coordinator	\$31,146	6	30		3,902	3,902
3.						0
Subtotal Salary and Wages: (Select cell and press F9 for totals.)				\$ 0	\$8,589	\$8,589

Hourly Employees (Does not include Consultant Services)					
Position Title	Hourly Rate	# of Hours on Project	TCDD Funds	Match Funds	Total
1.					0
2.					0
3.					0
Subtotal Salary and Wages: (Select cell and press F9 for totals.)			\$ 0	\$ 0	\$ 0

Fringe Benefits (may include but not limited to)	Rate (percentage)	TCDD Funds	Match Funds	Total
FICA	6.2 (SS) + 1.45 (MC)		655	655
Workers Comp	.195		16	16
Health	(Flat County contribution)		1,985	1,985
Dental	NA		0	0
Retirement	NA		1,107	1,107
(Other)	NA		23	23
Subtotal Fringe Benefits: (Select cell and press F9 for totals.)		\$ 0	\$3,786	\$3,786
Total Annual Staff Salaries and Wages and Benefits		\$ 0	\$12,375.00	\$12,375.00

Part IV: Financial Information

C. Budget Detail Operating Costs

A2. Operating Costs (Select Cell and Press F9 for Totals)			
Purchased Services	TCDD Funds	Match Funds	Total
Printing/Copying			0
Postage			0
Consultant Services	37,125		49,500
Project Advisory Committee Expenses (including travel reimbursement and meeting time)			0
			0
			0
Subtotal Purchased Services	\$37,125	\$ 0	\$49,500
Travel	TCDD Funds	Match Funds	Total
In-State Staff Travel (Rate per Mile x Number of Miles)			0
Out-of-State Travel			0
Subtotal Travel	\$ 0	\$ 0	\$ 0
Equipment and Supplies	TCDD Funds	Match Funds	Total
Equipment			0
Office Supplies			0
Subtotal Equipment and Supplies	\$ 0	\$ 0	\$ 0
Rental/Leasing	TCDD Funds	Match Funds	Total
Office Space (Rate per Sq. Ft. X Number of Sq. Ft).			0
Equipment			0
Subtotal Rental/Leasing	\$ 0	\$ 0	\$ 0
Utilities	TCDD Funds	Match Funds	Total
Gas, Water, Electricity			0
Telephone			0
Subtotal Utilities	\$ 0	\$ 0	\$ 0
INDIRECT COST RATE			\$ 0
Total Annual Operating Costs	\$37,125	\$12,375	\$49,500
TOTAL PROJECT COSTS (Sum of Personnel Services plus Operating Costs)	\$37,125	\$12,375	\$49,500

Part IV: Financial Information

D. Budget Justification Information: (no more than 1 page total)

1. Personnel: Two staff from Travis County Constable Pct. 5

a. Fringe Benefits charged to the Project: NA

2. Justification of Operating Costs:

a. Purchased Services: Professional Services of CreativePickle

Project Naming: \$850; Custom Logo Design: \$1850; Planning and Consulting \$2550; Web Design and Development \$2575

PSA Videos (2) \$8250; Brochure Designs for 3 brochures \$2725; Billboard Design \$1575; Symposium Materials Design \$16,750

OPERATION ACCESS GENERAL PROJECT TIMELINE

Initial outline of project timeline for collaboration between OperationACCESS (Travis County Constable Precinct 5) and CreativePickle to brand and market the specified project goals.

Day 1: Project kick-off meeting to discuss roles and responsibilities; Project overview; Questions by CreativePickle (CP) to inform acronym naming

Day 2-10: Operation ACCESS (OA) working on brochure content revision and Acronym Naming

Day 11: Acronym naming options delivered to OA by CP; CP begins logo design

Day 13: Acronym naming chosen by client; finalized

Day 14: CP plans with videographer for PSA video; OA begins site procurement and symposium planning

Day 15-80: Video being produced and edited

Day 32: CP reviews logo designs with OA; OA reviews symposium plans with CP

Day 40: Client chooses logo design, Finalized; OA continues planning symposium and developing materials

Day 41: Brochure revisions due to CP from OA; CP begins editing, development on brochure designs; Video in production; Symposium planning

Day 60-80: Brochure designs to OA for approval; Symposium plans solidified, content in development by OA; Video delivered to client for review

Day 81-100: Billboard design developed by CP; Landing page designed by CP, delivered to OA for review.

Day 101-110: Landing page design finalized; Billboard design finalized

Day 111-120: Approved landing page design programmed and uploaded by CP

Day 121: Symposium materials delivered by OA to CP for development

Day 121-145: Symposium materials designed by CP

Day 145-160: Symposium materials reviewed by OA, edits to CP

Day 165: Symposium materials sent to print

b. Travel: NA

c. Office Space: NA

d. Equipment: NA

e. Supplies: NA

f. Utilities: NA

3. Match Requirements: 25% of total grant (\$12,375) achieved through salaries of County staff assigned to grant.

Part IV: Financial Information

F. Financial Management System Questionnaire:

1. Fiscal Systems:

- a. What is your organization's present operating budget? \$814,237,929
- b. Is a general ledger maintained that clearly summarizes the grant-related transactions?
 Yes No
- c. How are your books maintained?
 cash accrual basis modified accrual/statutory basis
- d. Who will keep these books?
- Name: Matthew Naper Title: Financial Analyst
- e. How often do you prepare financial statements? Annual CAFR
- f. What is your organization's fiscal year end date? September 30
- g. Are you audited annually by an independent CPA? Yes No

Check type:

- Single audit
 Project specific audit
(more than \$500,000 and from only one funding source)
 Audit to satisfy Agency Requirements
(less than \$500,000 from all sources)
- h. Has the organization been audited in the past 12 months? Yes No
*If the organization has been audited please provide a copy of the audit management letter.
See attached FY12 Single Audit*
- i. Does your organization receive other federal funds? Yes No
- If so, what is the anticipated revenue and source? In FY12, Travis County received \$11,886,603 in from multiple federal funds. See attached FY12 Single Audit.
- j. What is your 14-digit State Comptroller vendor ID? 174-60001922000 / DUNS #030908842

Signature of Financial Administrative Authority: _____ Date: _____

B. Assurances

Read the following Assurances carefully. If selected as a grantee, you will be expected to comply with all of the following. You must sign and return the Certification Statement on page 22 with this proposal. Failure to return this form with the appropriate signatures will result in the proposal not being considered.

Grantee certifies that:

1. It is a state agency or is chartered by the State of Texas.
 - If chartered by the state, it is a nonprofit or a for profit organization.
 - A resolution, motion, or similar action has been duly adopted or passed as an official act of the Grantee's governing body, authorizing the filing of the proposal.
2. It will comply with provisions of the Americans with Disabilities Act of 1990 (P.L. 101-336).
3. The Grantee will inform TCDD of any litigation or proceeding presently pending or threatened against the Grantee.
4. None of the provisions herein contravenes or is in conflict with the authority under which the Grantee is doing business or with the provisions of any existing indenture or agreement of the Grantee.
5. The Grantee shall not assign or subcontract any of its rights or responsibilities under this grant, except as may be otherwise provided for in this grant, without prior formal written amendment of this grant, properly executed by both Council staff and the Grantee.
6. The Grantee shall maintain its program, financial records, accounts, and general administration as specified in 45 CFR, Part 74 or Part 92 (as applicable) and the Council's guidelines.

The Grantee shall adhere to these regulations and guidelines in a manner, which shall assure a full accounting of all services performed and for all funds received and expended by the Grantee in connection with the grant project.

These records and accounts shall be retained by the Grantee and made available for review or audit by TCDD staff and by others authorized by law or regulations to conduct such review or audit for a period of not less than three years after TCDD has made final payments and all other pending matters are closed. The Designated State Agency may request records necessary to comply with state requirements.

7. The Grantee will submit, when appropriate, an audit performed by an independent certified public accountant licensed by their State Board of Public Accountancy for those fiscal years that include any portion of a grant period.

The audit will be conducted in accordance with OMB Circular A-133 with reference to the TCDD Audit Service Procurement System (ASPS) to determine proper audit-related procedures.

8. The Grantee shall adhere to applicable cost principles dependent on its organizational type.

Grantee certifies that: (cont.)		
Indicate your organizational type by check-off below, noting the cost principles that apply to you.		
<input checked="" type="checkbox"/>	Organization Type	Applicable Cost Principles
<input type="checkbox"/>	Institutions of Higher Education	<i>OMB Circular No. A-21, Cost Principles for Educational Institutions</i>
<input type="checkbox"/>	Hospitals	<i>Title 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals</i>
<input checked="" type="checkbox"/>	State and Local Governments	<i>OMB Circular No. A-87, Cost Principles for State and Local Governments</i>
<input type="checkbox"/>	Nonprofit Organizations	<i>OMB Circular No. A-122, Cost Principles for Nonprofit Organizations</i>
<input type="checkbox"/>	For-profit Organizations	<i>Title 48 CFR Part 31, Special Provisions for Grants and Subgrants to Commercial Organizations</i>

Texas Uniform Grant Management Standards apply to all grantees.

9. Procurement standards for acquiring goods (e.g., supplies, equipment) and services (e.g., consultants, telephone, printing) must be implemented to comply with the pertinent OMB circular noted above. All project costs will be reasonable, necessary, allowable, and allocable. No employee or officer of the agency will participate in the award of administration of a contract if a real or apparent conflict of interest exists.
10. The Grantee travel reimbursement (per diem, lodging, etc.) will not exceed the current maximum allowed by the State of Texas Travel Management Program.
11. Funds paid to the Grantee under the provisions of the grant will be used to supplement and increase the level of funds that would be available for the purposes for which the federal funds are provided, and not to supplant such non-federal funds.
12. The Grantee understands that any reduction of federal funds available to the State of Texas for TCDD may require reduction of the amount of the award to the Grantee.
13. The Grantee will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
14. The Grantee will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that Act:
 - Ensure that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this federally assisted program, and will immediately take any measures necessary to effectuate this agreement. (45 CFR, Part 80).

- prohibit employment discrimination where
 - the primary purpose of the grant is to provide employment, or
 - discriminatory employment practices will result in unequal treatment of individuals who are or should be benefiting from the grant-aided activity, and
- prohibit discrimination on the basis of age in providing treatment, services, or habilitation except as provided in the requirement that the developmental disability is manifested before the individual attains the age of twenty-two. (*45 CFR, Part 90*).

15. The Grantee will take affirmative action to employ, and advance in employment, qualified individuals with disabilities on the same terms and conditions required with respect to the employment of such individuals by the provisions of *the Rehabilitation Act of 1973*.
16. The Grantee will establish safeguards to prohibit employees, officers and board members of the Grantee agency from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties. Grantee must inform TCDD immediately if any member or staff of TCDD is on the grantee organization's board of directors, or equivalent entity. The following TCDD members or staff are on the board of directors or equivalent entity of this organization:

The Grantee further assures that there is no conflict of interest of any member or employee of the Texas Council for Developmental Disabilities. A conflict of interest would be present if a Council member, employee or his/her spouse, parent, minor child or partner

- is negotiating or has an arrangement concerning prospective employment or consultation with the Grantee, its parent or subsidiary organization;
 - has a financial interest in the grant project or the Grantee, its parent or subsidiary organization greater than allowed by 42 U.S.C. 6024, and Section 1124 (a)(3) of the Social Security Act.
17. Buildings used in connection with the grant will meet standards pursuant to the Architectural Barriers Act of 1968.
 18. That provision will be made for the maximum utilization of available community resources, including volunteers.
 19. The Grantee will report all suspected cases of abuse to local law enforcement authorities and to the Texas Department of Protective and Regulatory Services as outlined in the TCDD's Grants Manual.
 20. All information as to personal facts and circumstances of individuals will be held confidential, including lists of names and addresses and records obtained by the Grantee. The use of such information and records
 - shall be limited to purposes directly connected with the administration of the project, and
 - may not be disclosed directly or indirectly, other than in the administration thereof, or for the purposes of audit by state, federal, or the designated state agency, unless the consent of the individual to whom the information applies, or his representative, has been obtained.

21. If the Grantee is providing services, it will provide a reasonable volume of services to persons unable to pay.
22. The Grantee shall comply with state and local licensure requirements where applicable.
23. The Grantee shall comply with *Section 507 of Public Law 103-333*, which states that it is the intent of Congress that, to the extent practicable, all equipment and products purchased with funds made available in this Act should be American made.
24. The Grantees must comply with *Public Law 103-227, Part C - Environmental Tobacco Smoke*, also known as the *Pro-Children Act of 1994 (Act)*.

This Act requires that smoking not be permitted in any portion of any indoor facility

- Owned or leased or contracted by an entity and
- used routinely or regularly for the provision of
 - health,
 - day care,
 - education, or
 - library services

to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments.

25. The Grantee understands:
 - all grant products must include people first terminology (i.e., people with developmental disabilities rather than "the developmentally disabled").
 - To make available in a timely manner if requested by TCDD in accessible formats including
 - Braille,
 - large print, and
 - Spanish.
 - Video products and or DVD products, teleconferencing, and distance learning activities are to be fully accessible to all participants.
26. This award is subject to additional amendments/revisions in the project Workplan and/or approved Budget as deemed necessary by TCDD.
27. The Grantee will comply with *Section 231.006, Texas Family Code*, which prohibits payments to a person who is in arrears on child support payments.
28. The Grantee will comply with the Texas Council for Developmental Disabilities Grants Manual.

Certification Statement

The grantee hereby assures and certifies that it will comply with all guidelines and requirements with respect to this grant project as specified by

- *The Developmental Disabilities Assistance and Bill of Rights Act, (DD Act) of 2000 (P.L- 106-402),*
- *The Texas Council for Developmental Disabilities, as outlined in the TCDD Grants Manual, and Federal Regulations Title 45 CFR Parts 74 or Part 92 (as applicable) and relevant cost principles.*

If granted funds under the Developmental Disabilities Assistance and Bill of Rights Act, (*DD Act*) of 2000 (P.L- 106-402), I certify that have read all assurances and certifications and do hereby certify, warrant, and confirm that compliance with the assurances will be maintained.

Title: Travis County Judge

Date: July 9, 2013

Signature of Authorizing Official: _____

Samuel T. Biscoe

Please sign and return this form with your Proposal. Do not return the Assurances. Failure to return this form with the appropriate signatures will result in the proposal not being considered

C. Proposal Instructions

This proposal is designed with as little formatting as possible. Only the Project Profile, the Goal, Objectives, and Activities, and the Financial Information sections are formatted and you should be able to easily maneuver through those sections using the tab key. Please do not return these instructions with your proposal.

Part I. Project Profile

A-F. Organization Identification

Enter identifying information as indicated.

G. Organization Type

Place a check by the code that matches your organization.

H. Identify Texas counties in which the work will be performed:

Indicate the county(ies) and cities in which the work will be performed. Note if the county(ies) are poverty counties. If you are serving more than one county, state what percentage of the counties you are serving are poverty counties. "Poverty counties" are counties in which 20% or more of the people who live in the county are living below the federal poverty level (FPL). The U.S. Census information should be used to determine this.

I. Funds Requested for the Project

Complete this section after you have estimated the budget for the project. The match requirement for poverty areas is 10% of total project expenses for all years. The match requirement for non-poverty areas is 25% of total project expenses. "Other funds (not used as match)" would include other federal funds or resources that are used to match other federal funds, if they are related to this project.

J. Will you accept a partial award?

It would be very unusual, but possible that TCDD may wish to fund only selected activities included in submitted proposals. Indicate if you would be willing to negotiate a partial award.

K. Authorizing Official (AO)

This is the organization's Executive Director, Board Chairperson, or other official (other than project staff) who has the authority to obligate grantee's resources to carry out this project. The Authorizing Official cannot be the same person as the Project Director.

L. Financial Administrative Authority (FAA)

This is the organization's Chief Financial Officer, accountant or other officer, who has the authority to sign and certify accuracy and validity of all grant related financial documents. If the project is funded, an alternate FAA must be named in case the authorized FAA becomes unavailable to perform his/her outlined duties. The Financial Administrative Authority cannot be the same person as, nor related to, the Project Director.

M. Date Submitted

Date proposal is sent to TCDD.

Part II. Program Information

A. Project Abstract

Provide a concise summary of the proposed Project that is less than 100 words.

B. Project Narrative

- C. Describe the proposed project and address all requirements and activities described in the RFP, using the outline below as your guide. The total narrative should be no longer than 3 pages, single spaced, using a minimum point size of 12, not compressed. The narrative should provide information that is consistent with, and gives further explanatory detail about, the Project Goal, Objective(s), and Activities section. If you plan to provide TCDD with products as a result of this grant, please provide information about the product(s) here.

Be sure to include information about the expected milestones for this 6 month project. Milestones are specific events or times during which additional attention will be paid to assure that your project is "on target" to produce the expected deliverable at the expected time. The timing of milestones should allow for corrective action to be made if necessary. If your proposal is funded, TCDD will monitor progress by these milestones, and failure to complete milestones within an acceptable time period may result in delay or termination of funding.

Tips for writing a complete narrative:

- Define any terms that might be confusing to readers who are not familiar with your organization, past activities, or the subject matter. If necessary, explain the relevance of data provided in the proposal.
- Describe the product you plan to present to the Council on the completion of this project.
- Explain the steps through which you will develop the campaign that you will propose to TCDD for implementation in Phase 2. These steps should be directly related to the "activities" in the Project Goal, Objective(s), and Activities section. Use the narrative to explain why these activities are important and/or necessary.
- Describe the roles that your partners and/or advisors will have in this project and why their assistance is necessary. Include partners and/or advisors who will be paid for those efforts as well as those who may serve as volunteers or who may donate their time or services. Provide relevant information about the qualifications of your partners or advisers in Section IV. Organizational Structure and Qualifications of Personnel. Attach letters from partners or advisors, indicating their commitment to partner with you, to your proposal.
- Describe any possible barriers you might encounter and how you might overcome those barriers.
- If you have experience that relates to this project, use examples from that experience to demonstrate your ability to manage this project and to produce a suitable strategic plan to present to the Council within six months.

D. Project Goal, Objective(s), and Activities

This section is the heart of your project, and must be carefully thought out. Goals, Objectives, and Activities are interrelated with one step logically following the next.

Goal: the long-term results of the project – the meaningful result of all your efforts. It should be directly connected to the Project Description in the RFP. Usually, a project has only one goal (maybe two in special cases). The goal should usually remain the same throughout the project.

Objectives: The steps taken to meet a project goal. Project Objective(s) should be measurable. For example, “Develop housing profiles for 20 individuals by 5/31/2006.” would be a measurable objective. TCDD recommends a maximum of five (5) objectives for a goal.

Activities: the steps necessary to complete the Objectives. Activities are the methods or steps taken to complete the objectives. Activities should be logically sequenced in order of start date, not completion date.

Timeframe: the estimated completion time for each activity. This can be filled out several different ways: as a regular interval (ie., “quarterly,” “monthly,” etc.), at a certain relative point in the timeline (ie., “first month of the grant,” “month 3,” etc.), or by giving a specific date.

Responsible Person: the position, title, or name of the individual accountable for completion and documentation of the activity.

Part III. Organizational Structure and Qualifications of Personnel

A. Mission Statement and Organizational Structure

Attach or include a copy of your organizational chart. Briefly explain how your organization’s goals are related to this project and indicate who will have oversight.

B. Organizational Experience:

Describe the experience and achievements of your organization as it relates to this project.

C. Partnerships

Describe formal or informal collaborating partners, including federal, state, or local organizations, as well as individuals. Describe how partnerships will be developed to help the organization reach the goal(s) of the project. Letters of Intent indicating a commitment to work with the grantee organization on the project should be included with each proposal.

D. Project Personnel

If known, enter the names and qualifications of each person who will occupy the key positions responsible for completion. The Project Director may not be the same, nor related to, the Financial Administrative Authority or the Authorizing Official.

E. Attach Position Descriptions for each position.

Part IV. Financial Information

Identify costs for which federal funds are requested and those that will be provided by match (non-federal funds or in-kind). In each category in the Budget Detail Section costs must be

listed by general type or purpose. All project costs must be in line with competitive market rates. Round all budget figures to the nearest dollar.

A. Project Costs Summary

After completing the Budget Detail, enter totals in the Project Costs Summary chart by selecting cells and pressing F9.

B. Budget Detail Personnel Services

Identify costs for which federal funds are requested and those that will be provided by match (non-federal funds or in-kind). In each category in the Budget Detail Section costs must be listed by general type or purpose. All project costs must be in line with competitive market rates. Round all budget figures to the nearest dollar.

If you need assistance in establishing allowable costs for your organization please go to Section V. Assurances, Number 8, Applicable Costs Principles in this proposal where you will find the appropriate cost principles for your organization.

Staff Salaries, Wages, and Benefits: Base total *annual salary* or the amount to be paid for a full time position during a 12-month period (i.e., monthly salary times twelve). The number of months on the project is the time during the budget period that the employee will be working on the project. The percent of time on the project is the percent of total compensable effort attributable to the project. A half-time position would be 50% of total annual salary if the individual were employed for 12 months.

Personnel with general administrative responsibilities (accountants, business managers, personnel managers, executive directors, division directors, etc.) will generally be shown as match when their role(s) is/are only indirect administrative support. Positions from which the project will derive its primary benefit will generally be allowable on federal funds.

Fringe Benefits: Provide calculation of fringe benefits for all personnel who receive benefits.

Matching Funds: "Matching" funds are the required percent of total project costs that you are required to provide. Matching funds can be funds that are not other federal funds (see NICR below). They may also be in-kind donations (including volunteer hours) that your organization, another organization, or an individual provides to the project. The total project cost is equal to the amount of TCDD funds requested plus the dollar value of the match your organization provides.

If your project is conducted in a county (or counties) designated by the federal government as a non-poverty area, you are required to provide 25 percent of the total project cost during the first year as match.

If the project is located in, or intends to provide services in, a county (ies) where at least twenty (20) percent of the population is below the federal poverty level (FPL) (see attached Poverty Counties list), the match requirement is 10 percent of the total project cost during the first year.

To increase the likelihood that your project will be sustainable, *TCDD expects match to increase each year of the project.* You may provide more match than is required.

FORMULAS TO CALCULATE MATCH.

1. For projects entirely in non poverty counties:

Dollar value of match you must provide = TCDD (federal) funds / 3

Example: For a project for which you are requesting \$75,000 from TCDD:

$$\begin{aligned} \$75,000/3 &= \$25,000 \text{ that must be provided as match} \\ \text{Total project} &= \$100,000 (\$75,000 \text{ from TCDD plus } \$25,000 \text{ match}) \end{aligned}$$

2. For projects entirely in poverty counties:

Dollar value of match you must provide = TCDD (federal) funds / 9

Example: For a project for which you are requesting \$75,000 from TCDD:

$$\begin{aligned} \$75,000/9 &= \$8,333 \text{ that must be provided as match} \\ \text{Total project} &= \$83,333 (\$75,000 \text{ from TCDD plus } \$8,333 \text{ match}) \end{aligned}$$

3. For projects that serve both poverty and non-poverty counties, the formula is a combination of the two. Calculate a combination match using the following two step formula:

Step 1: Add (TCDD funds/3) x (# of non-poverty counties)
+ (TCDD funds/9) x (# of poverty counties)

Step 2: Divide the total by the total number of different counties

Example: Based on a request for \$75,000 in TCDD funds in a 7 county area with 2 non-poverty counties and 5 poverty counties:

$$\begin{aligned} \text{Step 1: } & [(\$75,000 / 3) \times 2] + [(\$75,000 / 9) \times 5] \\ & = (\$25,000 \times 2) + (\$8,333 \times 5) \\ & = (\$50,000) + (\$41,665) \\ & = \$91,665 \end{aligned}$$

Step 2: $\$91,665 / 7 = \$13,095$

\$13,095 must be provided as match.

Total project cost = \$75,000+\$13,095 = \$88,095

C. Budget Detail Operating Costs

Pro-rated cost categories (e.g., supplies, equipment rental, facility rental, utilities, etc.) must be adequately supported with allocation rationale in the Budget Justification section, (i.e., facility rent charge based on the percentage of square feet of building used by project to the total building square footage).

Indicate how much match will be provided and note the source of the match.

Purchased Services: Include allowable printing/copying, postage, consultant services, and Project Advisory Committee Expenses (including travel reimbursement and meeting time) in the Purchased Services category. Please refer back to information on Allowable Cost Information for additional help.

Travel: Travel related expenses should include anticipated costs for transportation, per diem, lodging, meals, etc., and should be budgeted according to purposes and destinations described in the budget justification. This may include travel to Austin at the end of the grant period to pitch the proposed campaign. Only reasonable and necessary travel expenses relating to the project's objectives are allowable. Grantee must limit travel expenses to current State of Texas maximum per diem and mileage rates for state employees. For detailed information on state travel regulations, see <https://fm.xcpa.state.tx.us/fm/travel/index.php>.

Office Space, Equipment, and Supplies: Explain what equipment will be used and what supplies will be needed during the project period. Office Space, Equipment, and Supplies are items that usually fall into prorated costs category and must be adequately supported with allocation rationale in the Budget Justification section, (i.e., Office Space charges based on square feet of building used by the project to the total building square footage).

Utilities: Include Gas, Water, Electricity, and Telephone services in this section of Operating Costs.

Negotiated Indirect Cost Rates: If a grantee has a negotiated indirect cost rate (NICR) approved by a federal or state agency, TCDD will reimburse indirect costs up to 10% of the total project costs. Any indirect costs in excess of that amount may be used as match. When using an NICR the proposer/grantee must provide a current negotiation agreement signed by the appropriate federal cognizant agency or a state single audit coordinating agency. The agreement must include the type of rate (e.g., predetermined, final, fixed or provisional), the effective period of the rate, the actual cost rate, (and the locations and fields applicable to the rate as appropriate) to be used as match. Other pertinent information from the NICR proposal and/or agreement may be required by TCDD prior to awarding of grant funding. TCDD retains the right to audit indirect costs and recover unallowable costs.

D. Budget Justification:

This section supports the figures entered in the Budget Detail section. Provide clear explanations why each item is necessary. Identify costs for which federal funds are requested and those that will be provided as match (non-federal funds or in-kind).

When calculating amounts based on a Full Time Employee (FTE), provide the name of the employee or the position.

Justify each cost with a statement relating that cost to a project goal, objective or activity. Provide the rationale and formulas for calculating all costs that are to be split over several cost centers, *especially any disproportionate allocations based on personal judgment.*

Give notice, including dates, of anticipated salary raises, increased costs, or other expected deviations from current conditions. Provide rationale and formulas used to calculate figures for fringe benefits. If only a portion of the salary is being used, indicate which portion; if benefits are being provided for select positions, show which positions.

For costs that are only partially allocable to the project, provide a description of the allocation method that will be used that identifies the base, rationale, result and documentation that would be available from the accounting system supporting the equitability of the allocation.

As a rule of thumb, enter only enough detail to assure reviewers that your allocations are necessary, reasonable, project-specific and consistent with uniformly applied organizational accounting practices. State how, when, and where individuals will travel and which objective(s) the travel will serve.

D. Financial Management System Questionnaire:

Complete all sections and obtain the signature of the Financial Administrative Authority before submitting.

RESOURCES AND TOOLS

Texas Council for Developmental Disabilities Appeal of Funding Decisions

When an proposer or grantee requests a review under the grants appeal process no grant closeout action will be taken during the review until a final determination is made, but filing the appeal does not affect TCDD's authority to suspend the grant during the proceedings.

TCDD must resolve, with fairness and promptness, appeals from:

- proposers who did not receive funding,
- grantees whose grants have not been awarded continuation funding, or
- grantees whose grant funding has been suspended or terminated prior to the end of the funding period.

The appellant shall file an appeal in writing addressed to the Executive Director of TCDD. The written appeal must be postmarked:

- within 10 workdays of the date of the written notice of suspension, or
- within 15 workdays of the date of written notice of denial or termination.

The written appeal must include all relevant facts and information that the appellant wishes to have considered as well as the proposed remedy being sought.

The Executive Director will

- acknowledge receipt of the letter,
- investigate, compile, and study all relevant information, and
- within 30 workdays of the receipt of the proposer's letter submit a written report to the TCDD Executive Committee including recommended action.

The TCDD Executive Committee may approve the recommendations, make such modifications as deemed appropriate, order further investigation, or take other appropriate action. The decision of the Executive Committee is final.

TCDD will notify the appellant in writing of the final decision

Source: Texas Council for Developmental Disabilities Policies Section X, Subsection M.

People First Language

What do you call a person with a disability? *A person*. What words define who you are? The color of your skin or hair? Your age? Your weight? Of course not. When words alone define a person, the result is a label—a label that often reinforces barriers created by negative and stereotypical attitudes. Every individual deserves to be treated with dignity and respect—regardless of gender, ethnicity, religion, sexual orientation, hair color, or anything else.

People First Language People First Language is an objective and respectful way to speak about people with disabilities by emphasizing the person first, rather than the disability. It acknowledges what a person *has*, and recognizes that a person *is not* the disability. In putting the person before the disability, People First Language highlights a person's value, individuality and capabilities.

What should you say? When referring to individuals with disabilities, be considerate when choosing your words. Focus on the person—and never use terms that label, generalize, stereotype, devalue or discriminate. Unless it is relevant to the conversation, you don't even need to refer to or mention the disability. The following chart has some examples of People First Language.

Say This	Not This
people with disabilities	the handicapped, the disabled
people without disabilities	normal, healthy, whole or typical people
person who has a congenital disability	person with a birth defect
person who has (or has been diagnosed with)...	person afflicted with, suffers from, a victim of...
person who has Down syndrome	Downs person, mongoloid, mongol
person who has (or has been diagnosed with) autism	the autistic
person with quadriplegia, person with paraplegia, person diagnosed with a physical disability	a quadriplegic, a paraplegic
person with a physical disability	a cripple
person of short stature, little person	a dwarf, a midget
person who is unable to speak, person who uses a communication device	dumb, mute
people who are blind, person who is visually impaired	the blind
person with a learning disability	learning disabled
person diagnosed with a mental health condition	crazy, insane, psycho, mentally ill, emotionally disturbed, demented
person diagnosed with a cognitive disability or with an intellectual and developmental disability	mentally retarded, retarded, slow, idiot, moron
student who receives special education services	special ed student, special education student
person who uses a wheelchair or a mobility chair	confined to a wheelchair; wheelchair bound
accessible parking, bathrooms, etc.	handicapped parking, bathrooms, etc