



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 09/10/2013, 9:00 AM, Voting Session

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

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

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

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

- A. Annual application to the Corporation for National and Community Service for the Coming of Age grant program in Health and Human Services and Veterans Service Department;
- B. Annual contract with the National Highway Traffic Safety Administration for an Underage Drinking Prevention Program in the County Attorney's Office; and
- C. Permission to continue the Adult Probation Driving While Intoxicated Court grant program in Community Supervision and Corrections Department until a contract can be fully executed.

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

Item A & B are annual renewal applications/contracts. Item C is a request to continue a grant in CSCD until a contract can be executed.

### **STAFF RECOMMENDATIONS:**

PBO recommends approval.

### **ISSUES AND OPPORTUNITIES:**

Additional information is provided on the grant summary sheets.

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

Item A and B require a match, which is met through internal departmental resources. Item C requires the County to advance the funding, but reimbursement is expected from the grant.

### **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Leslie Browder  
David Salazar

TRAVIS COUNTY

9/10/2013

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 #
<b>A</b>	158 Coming of Age (CNCS)	04/01/14 - 03/31/15	\$50,495	\$218,212	\$0	\$0	\$268,707	4.00	R	MC	11
<b>B</b>	119 Underage Drinking Prevention Program	10/01/13 - 09/30/14	\$161,204	\$0	\$35,951	\$55,000	\$252,155	3.00	R	MC	51
<b>Contracts</b>											
<b>Permission to Continue</b>											
Dept.	Grant Title	Grant Term on Application	Personnel Cost	Operating Cost	Total Request	Filled FTE	Expiration Date	PTC	Notes	Auditor's Assessment	Page #
<b>C</b>	137 Adult Probation DWI Court	09/01/13 - 08/31/14	\$52,519	\$0	\$52,519	4.00	11/30/2013		R	MC	84

\* Amended from original.

**PBO Notes:**

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed

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

- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

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

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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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 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
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
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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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
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
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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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
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
135	Accessible Parking Awareness Campaign	10/01/13 - 03/31/14	\$37,125	\$12,375	\$0	\$0	\$49,500	0.50	7/9/2013
124	Veterans Commission Grant	01/01/14 - 12/31/14	\$21,432	\$0	\$0	\$0	\$21,432	-	7/16/2013
158	Emergency Food and Shelter Program, Phase 31	04/01/13 - 03/31/14	\$25,000	\$0	\$0	\$0	\$25,000	-	7/23/2013
137	SCATTF - Sheriff's Combined Auto Theft Task Force	09/01/13 - 08/31/14	\$641,481	\$131,022	\$254,949	\$0	\$1,027,452	11.00	7/30/2013
158	Coming of Age (DADS)	09/01/13 - 03/31/14	\$14,282	\$14,282	\$0	\$0	\$28,564	-	8/13/2013
			\$52,185,488	\$1,029,802	\$880,098	\$72,088	\$49,963,951	50.90	

\*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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
147	Fire Mitigation Assistance Grant- Hodde Lane Fire #2957	09/04/11	\$20,951	\$0	\$0	\$0	\$20,951	-	6/11/2013
149	Pace Bend Park Low Water Boat Ramp	09/04/11	\$80,460	\$0	\$26,820	\$0	\$107,280	-	6/18/2013
158	Low Income Home Energy Assistance Program (LIHEAP)	04/01/13 - 03/31/14	\$823,394	\$0	\$0	\$0	\$823,394	-	7/23/2013
149	Low-Income Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP)	8/31/13 - 8/31/15	\$2,356,310	\$0	\$0	\$0	\$2,356,310	2.80	7/30/2013
149	LIRAP Local Initiative Projects (LIP) Counterfeit Motor Vehicle Inspection Program (CMVIP)	8/31/13 - 8/31/15	\$1,716,162	\$7,000	\$0	\$0	\$1,723,162	0.50	7/30/2013
117	Southeast Travis County Historical Survey	10/01/12 - 09/30/14	\$7,500	\$0	\$6,000	\$1,500	\$15,000	0.00	8/6/2013
137	Vision Summit	01/01/13 - 09/30/13	\$78,147	\$0	\$0	\$0	\$78,147	0.00	8/13/2013
158	Basic Transportation Needs Fund (Capital Metro Pass Program)	09/01/13 - 08/31/14	\$5,790	\$0	\$0	\$0	\$5,790	0.00	8/13/2013
158	Comprehensive Energy Assistance Program #58120001710*	04/01/13 - 07/31/13	\$1,263,589	\$0	\$0	\$0	\$1,263,589	4.00	8/20/2013
158	Comprehensive Energy Assistance Program #58130001651*	01/01/13 - 12/31/13	\$2,898,329	\$0	\$0	\$0	\$2,898,329	4.00	8/20/2013
158	AmeriCorps	08/01/13 - 07/31/14	\$298,671	\$500,191	\$0	\$0	\$798,862	31.00	8/20/2013
119	Other Victim Assistance Grant	09/01/13 - 08/31/13	\$42,000	\$0	\$13,236	\$0	\$55,236	1.00	9/3/2013
122	Texas Bar Historical Foundation	07/24/13 - comp.	\$2,829	\$0	\$0	\$0	\$2,829	0.00	9/3/2013
123	Title IV-E Legal Administration*	10/01/13 - 09/30/13	\$1,938,612	\$0	\$0	\$0	\$1,938,612	14.00	9/3/2013
158	Coming of Age	04/01/13 - 03/31/14	\$35,163	\$324,753	\$0	\$0	\$359,916	4.00	9/3/2013

\*Amended from original agreement.

\$34,353,242 \$2,680,493 \$275,491 \$147,366 \$37,456,592 127.03

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	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request	Total Request				
137	Child Abuse Victim Services Personnel**	09/01/12 - 08/31/13	\$8,920	\$0	\$8,920	1.00	10/31/2012	8/14/2012	Yes	
119	Family Violence Accelerated Prosecution Program	09/01/12 - 08/31/13	\$12,620	\$0	\$12,620	1.00	10/31/2012	8/21/2012	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	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	Yes	
142	Drug Diversion Court	09/01/12 - 08/31/13	\$10,144	\$0	\$10,144	1.00	10/31/2012	8/28/2012	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	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	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	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	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	Yes	
158	Low Income Home Energy Program	04/01/13 - 03/31/14	\$0	\$100,000	\$100,000	-	6/30/2013	4/2/2013	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	Yes	
158	AmeriCorps Grant Program	08/01/13 - 07/31/14	\$100,540	\$7,300	\$107,840	31.00	9/30/2013	7/30/2013	No	

FY 2013 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			FTEs	PTC Expiration Date	Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request				
119	Family Violence Accelerated Prosecution Program	09/01/2013 - 08/31/2014	\$13,150	\$0	\$13,150	1.00	10/31/2013	8/27/2013	No
119	Other Victim Assistance Grant Program	09/01/2013 - 08/31/2014	\$9,286	\$0	\$9,286	1.00	10/31/2013	8/27/2013	No
122	Family Drug Treatment Court	09/01/2013 - 08/31/2014	\$5,422	\$0	\$5,422	1.00	9/30/2013	8/27/2013	No
124	Veterans' Court Program	09/01/2013 - 08/31/2014	\$13,801	\$0	\$13,801	2.00	10/31/2013	8/27/2013	No
137	Child Abuse Victim Services Personnel Program	09/01/2013 - 08/31/2014	\$8,852	\$0	\$8,852	1.00	10/31/2013	8/27/2013	No
142	Drug Diversion Court Program	09/01/2013 - 08/31/2014	\$10,376	\$0	\$10,376	1.00	10/31/2013	8/27/2013	No
145	Juvenile Accountability Block Grant Local Assessment Center Program	09/01/2013 - 08/31/2014	\$9,800	\$0	\$9,800	1.00	10/31/2013	8/27/2013	No
145	Trauma Informed Assessment and Response Program	09/01/2013 - 08/31/2014	\$5,966	\$0	\$5,966	0.50	10/31/2013	8/27/2013	No
145	Austin/Travis County Integral Care Community Partners for Children Coordinator	09/01/2013 - 08/31/2014	\$10,250	\$0	\$10,250	1.00	10/31/2013	8/27/2013	No
145	Texas Juvenile Justice Department Grants	09/01/2013 - 08/31/2014	\$405,477	\$0	\$405,477	72.00	10/31/2013	8/27/2013	No
Totals			\$927,727	\$607,300	\$1,535,027	128.50			



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

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

<b>Grant Title:</b>	Coming of Age (CNCS)		
<b>Grant Period:</b>	From: <input type="text" value="Apr 1, 2014"/>	To: <input type="text" value="Mar 31, 2015"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	Corporation for National and Community Service (CNCS)		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Originating Grantor:</b>			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 38,991	\$ 180,047	\$ 0	\$ 0	\$ 219,038
Operating:	\$ 11,504	\$ 38,165	\$ 0	\$ 0	\$ 49,669
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 50,495</b>	<b>\$ 218,212</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 268,707</b>
FTEs:	0.45	3.55	0.00	0.00	4.00

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

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	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.	Number of volunteers referred to nonprofit organizations	3,732	800	800	800
2.	Number of elderly able to continue living in their own homes because of volunteer help	628	1000	1000	1000
3.	Number of agencies using volunteers as part of the effort to maintain services and programs	23	25	25	25
4.	Number of nonprofit organizations provided with training and technical assistance through the nonprofit support component of the Coming of Age program	9	30	30	30
+ - Measures for the Grant					
1.	Dept. measures and grant measures are the same	100%	70%	70%	70%
	Outcome Impact Description	70% of organizations provided with Coming of Age volunteers rep			
2.		100%	75%	75%	75%
	Outcome Impact Description	75% of clients served will remain in their homes			
3.		NA	80%	80%	80%
	Outcome Impact Description	80% of organizations report that their capacity increased as a result			

**PBO Recommendation:**

HHSVS is requesting approval of a grant application that seeks to continue funding from the Corporation for National and Community Service (CNCS) for another year of the Coming of Age Austin Metro program. This is one of two grants this program receives. This grant requires a 30% match of \$21,641. In addition, CNCS requests that "excess amount" over and above the 30% match that is being used to support the program be reported. The County Cost Share column of the Grant Summary Sheet includes the required 30% match, as well as the excess amount.

This grant application does not include indirect costs. While the grant guidelines waive the requirement that indirect costs be included in the grant budget if the budget is less than \$50,000, this particular grant budget is only a little over that threshold.

PBO concurs with the department not including indirect costs in this grant application. PBO recommends approval of this 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?

Coming of Age Austin Metro focuses on the skills available in both the Baby Boomer population as well as older retirees. Coming of Age volunteers focus on the following service areas: education, independent living, health and human services, volunteer mobilization and capacity building. Volunteers are able to explore their future, become community leaders, pursue lifelong learning, and engage in meaningful service. Activities these volunteers pursue include tutoring, mentoring, food distribution, caregiver services, health education, recruiting volunteers for nonprofit organizations, and coordinating fund-raising events for nonprofits.

Coming of Age receives two grants from the Corporation for National and Community Service (CNCS). The Coming of Age (CNCS) grant is for \$50,495 and the Coming of Age (DADS) grant is for \$24,484. These grant funds enhance an existing program.

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

The grant requires a 30% match of \$21,641. The General Fund budget allocated to the grant covers the match requirement. The General Fund would have to cover the grant-funded program if this grant is not renewed.

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 a 30% match of \$21,641. This is more than covered by the current Coming of Age General Fund budget. No additional funds are required.

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

As mentioned in the answer to question #1, Coming of Age receives two grants from CNCS. The larger grant was reduced from \$63,119 in FY'11 to the current \$50,495. This 20% decrease has put an even greater strain on an already tight budget. Coming of Age is requesting not to include any indirect costs due to the funding decrease.

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.

The Coming of Age program would have to seek funding from other sources, including the General Fund, if the Corporation for National and Community Service reduced or discontinued this grant.

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.

This grant provides funding to help Coming of Age achieve the performance measures described on page 1. The grant measures are the same as the department measures.



**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:** August 28, 2013

**TO:** Members of the Commissioners Court

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

**SUBJECT:** RSVP Grant Application to the Corporation for National and  
Community Service

**Proposed Motion:**

Consider and take appropriate action to approve a \$50,495 grant application from Coming of Age to the Corporation for National and Community Service to provide funds for the RSVP program in FY'14.

**Summary and Staff Recommendation:**

Coming of Age administers the Retired and Senior Volunteer (RSVP) grant as a component of its overall program to offer civic engagement opportunities to older adults. Grant funds from the Corporation for National and Community Service (CNCS) and the Texas Department of Aging and Disability Services (DADS) make up approximately 16% of the Coming of Age departmental budget. The Travis County General Fund provides the other 84%.

TCHHSVS staff recommends approving this grant application.

**Budgetary and Fiscal Impact:**

The FY'14 application is for \$50,495. Travis County is required to provide a 30% (\$21,641) match. This is covered by the current departmental budget. No additional funds or staff are required.

Coming of Age receives two RSVP grants from the Corporation for National and Community Service (CNCS). A grant of \$50,495 comes directly from CNCS. Another CNCS grant of \$24,484 is passed through the Texas Dept. on Aging and Disability Services (DADS).

**Issues and Opportunities:**

The RSVP program within Coming of Age provides valuable services to the residents of Travis County in such areas as education, health and human services, volunteer mobilization and capacity building to improve the effectiveness of nonprofits.

**Background:**

RSVP is authorized by the Edward M. Kennedy Serve America Act to provide volunteer opportunities for adults 55 years old and older. CNCS has funded RSVP since 1975.

Coming of Age is committed to bringing together people of diverse backgrounds by maintaining a broad and inclusive set of organizational members and volunteer opportunities. Coming of Age is also committed to providing volunteer opportunities for those who may have physical challenges such as sight or hearing limitations or restricted mobility.

Cc: Deborah Britton, Division Director, Community Services, TCHHSVS  
Fred Lugo, Manager, Coming of Age  
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



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### Executive Summary

Travis County Health and Human Services & Veterans Services (TCHHS/VS) anticipates that 285 RSVP volunteers will serve in Travis County through its existing RSVP. This exceeds the minimum required number of volunteers of 168 by 70%. Proposed volunteer activities include: food delivery and transportation for older adults, managing volunteers and engaging in fundraising efforts to build capacity at nonprofit organizations, distributing information about the importance of childhood immunizations, and disaster response. The primary focus area of this project is Healthy Futures. At the end of the 3-year grant, 200 homebound or older adults and individuals with disabilities will report having increased social ties or perceived social support. The CNCS federal investment of \$50,495 will be supplemented by \$218,212 in non-federal resources.

### Strengthening Communities

#### COMMUNITY DESCRIPTION AND DEMONSTRATED COMMUNITY NEED OF PRIMARY FOCUS AREA IN TRAVIS COUNTY

##### (AGING IN PLACE)

Travis County Health and Human Services & Veterans Services proposes Healthy Futures as its Primary Focus Area. RSVP volunteers will address two community need areas within this focus area: aging in place (independent living) and access to care.

Three primary factors support the need for independent living services in Travis County: older adult population growth and the related increase in demand for services, lack of transportation among older adults, and the risk of malnourishment among older adults.

According to the 2011 Census, 78,357 adults age 65 years and older live in Travis County. By 2016, the Texas State Data Center projects that the county's 65 and older population will grow by 30.8% to 102,513, twice the national rate. According to a series of articles on aging (April/May 2012) that appeared in the Austin American-Statesman, the demand for aging services in Travis County is outpacing supply among nonprofit agencies. Further, the Mayor's Task Force on Aging (Austin, Texas) is currently developing a plan of action to address the acute need facing the area's fast-growing population. While the plan has not been released yet, the Task Force acknowledges that a key issue of

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the plan will focus on the need for supportive services that permit seniors to remain living independently in their own homes.

In the spring of 2013, the Aging Services Council of Central Texas published "A Growing Senior Population in Central Texas: Opportunities and Needs" to provide statistics on and address issues related to Central Texas's aging population. The Council reported that 20% of central Texas residents 75 years and older do not own or drive a car and 18% report lacking transportation. Additionally, of older adults living in Travis County, an estimated 38% are malnourished or risk malnourishment, 13% report difficulty shopping for groceries because of health or physical problems, 6% report difficulty preparing their own meals, and 3% report not getting enough to eat on a typical day. The Council further stated that lack of transportation options and inadequate nutrition impacts independence for most older adults.

According to the Aging Services Council, seniors share a common goal to live independently and safely in their own homes for as long as possible. Major determinants of independent living include access to food/nutrition and access to transportation. Travis County RSVP will partner with nonprofit senior service providers, including Meals on Wheels & More and Faith in Action Caregivers, to engage volunteers in transportation and home-delivered meal programs to support independent living among Travis County's fast-growing, older adult population.

### (ACCESS TO CARE)

Travis County RSVP will address health care access through its Volunteers for Childhood Immunization program.

In 2011, the Travis County Retrospective Immunization School Survey, conducted by the Texas Department of State Health Services (TDSHS), indicated that 68.8% of kindergarten students had completed the immunization series required for school.

The US Census Bureau reports that 78,882 children under the age of 5 currently live in Travis County. Using the Travis County immunization rate reported in the TDSHS survey, 24,611 children under the age of 5 are potentially at risk for serious disease.

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Another issue affecting the immunization rate in Travis County is conscientious exemption, a parental choice to not participate and/or delay the Center for Disease Control recommended immunization schedule. According to the Texas Annual Report of Immunization Status (issued by TDSHS), the number of conscientious exemptions has increased every year since they were allowed in 2003. TDSHS states that as the number of unvaccinated individuals increases, the risk of outbreak also increases should a vaccine-preventable disease be introduced into the population. Furthermore, Travis County is identified as one of only four counties in the state with the highest level of conscientious exemption rates.

TDSHS promotes following the recommended immunization schedule as the best way to keep children safe from certain diseases. They acknowledge that the complex task of increasing vaccine coverage levels cannot be accomplished without the nationally proven strategy of public education, particularly parent education, and other strategies including immunizations tracking and reminder systems.

Travis County RSVP will train volunteers to educate mothers of newborns at St. David's Hospital (Austin, Texas) about the importance of timely immunizations, will provide mothers with resource information including low-cost vaccination clinics, will track immunization due dates, will maintain contact with parents who enroll in a reminder system, and will provide follow-up with mothers enrolled to determine if the 2-year immunization series was completed. No other immunization service providers in Travis County administer this type of approach to healthcare access in the area of immunizations, or to increase the immunization rate.

### SERVICE ACTIVITIES OF PRIMARY FOCUS AREA AND HOW THEY LEAD TO NATIONAL PERFORMANCE MEASURE OUTPUTS/OUTCOMES

#### (AGING IN PLACE)

Service activities to support independent living include transportation services to shopping and medical appointments, as well as home-delivered meals. These activities support achievement of Output H8 (number of homebound or older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independent) and Outcome H9 (number of homebound or

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older adults and individuals with disabilities who report having increased social ties/perceived social support). These services will be provided through participating organizations (volunteer stations) in Travis County that focus on supportive services for independent living.

Clients needing transportation services will be assigned to volunteers by case managers from Meals on Wheels & More and Faith in Action Caregivers. Volunteers will serve on request based upon their availability, and will transport clients in their own vehicles, or will run errands for the client and provide delivery to the client's home.

Clients may also request service via online databases (client tracking databases) maintained by each of the participating organizations. For those requesting service online, volunteers will view the client schedule and choose a route and client to assist. RSVP has obtained assurance from the participating organizations that online database information will be updated automatically to avoid duplication of volunteer assignments for transportation requests.

Volunteers providing home meal delivery will be assigned to clients by case managers from Meals on Wheels & More. During the Monday-Friday work week, volunteers will drive a weekly meal delivery route to an average of 8 clients during the noon hour. Volunteers driving on Fridays will deliver an extra meal for the weekend.

For both types of services, the volunteer and the participating organization will maintain an activity log documenting the number of individuals receiving services. Additional data will also be entered into the client tracking database.

(ACCESS TO CARE)

Childhood immunization service activities to support access to health care include materials development and information distribution. These activities, per definition by the Corporation for National and Community Service, are within the scope of preventive healthcare services and support the achievement of Output H2 (number of clients to whom information on health insurance, healthcare access and health benefits programs is delivered).

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Twice per month, RSVP volunteers will assist with the development of immunization materials about vaccination clinics, parental care during the immunization process, immunization record tracking cards, the importance of immunization, Texas' free immunization registry, and the recommended immunization schedule. At least once per week, trained RSVP volunteers serving 2-4 hour shifts will visit mothers of newborns at St. David's Hospital to provide them with materials about immunizations, educate them about the importance of childhood immunization, and enroll them in a postcard reminder program. Volunteers will also answer questions about immunizations and will provide families with information about immunization resources including lost-cost vaccination clinics. Volunteers will mail postcard reminders to enrolled mothers when their child is due for shots at 2, 4, 6, 12, and 18 months of age.

### DATA COLLECTION PLAN AND INFRASTRUCTURE TO SUPPORT AND ENSURE NATIONAL PERFORMANCE MEASURE OUTCOMES AND OUTPUTS ARE MEASURED, COLLECTED AND MANAGED

#### (AGING IN PLACE)

The client tracking databases administered by the participating organizations will track the activity assignment of volunteers to clients. Additionally, RSVP volunteers will maintain a record of their service activity (time and clients served) and submit it monthly to the RSVP Independent Living Coordinator. The Independent Living Coordinator will meet with participating organizations four times per year to review and compare volunteer activity records maintained by the participating organization and by RSVP. Upon validation of the information, the data will be entered into an internal database system that generates the number of clients receiving services that allow them to live independently.

At the end of each grant contract year, RSVP will collaborate with the participating organizations to administer a client survey to determine the number of clients reporting increased social ties/perceived social support. A survey number will be assigned to each client to simplify the client survey experience and to address participating organizations' concerns of client confidentiality. The survey will be on hard copy (paper) and will be administered to all clients served by either delivery to the client by the volunteer or by delivery to the client by staff from the participating agency. Survey responses will be

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coded by type of service received (transportation or home meal delivery) and entered into Microsoft Excel. Data analyses will indicate the level of outcome achievement.

### (ACCESS TO CARE)

Nurses at St. David's Hospital will provide RSVP volunteers with a bed roster of mothers of newborns when volunteers check in for their shift. Volunteers will indicate on the bed roster those mothers visited; if information packets were given to them; if they enrolled in the postcard reminder program; and, if they refused the information. Volunteers will complete an enrollment card that includes the parent's name, address, phone #, email, alternate contact information, child's name, child's birth date, and child's race/ethnicity. The Immunizations Coordinator, an RSVP staff person, will collect bed roster and enrollment cards weekly. The information will be entered weekly into a database that is used for tracking immunization information and mailing postcard reminders. This data will provide the number of mothers receiving healthcare access information specifically about immunizations. Additionally, after 18 months, volunteers will conduct follow-up via phone or email to ascertain if enrolled children have received all required immunizations. The determination of each child's immunization status will be ascertained from the immunization record maintained on the database.

### VETERANS SERVICES ACTIVITIES WITHIN PRIMARY FOCUS AREA, OTHER FOCUS AREA, OR CAPACITY BUILDING

The Austin Veterans Affairs (VA) Outpatient Clinic has collaborated with RSVP to implement a volunteer program for the purpose of ensuring that veterans and their families receive adequate support leading up to and during their clinic visit. Volunteer service activities will occur in the Veterans and Military Family Focus Area, and be classified as Other Focus Area. The service activities will be recorded under the category of "assisting a Department of Veterans Affairs Program" as part of Output V8 (number of veterans' family members that received CNCS-supported assistance.) RSVP volunteers will provide staff support through oversight and management of volunteers, including recruitment, orientation and training, scheduling and placement of volunteers. Additionally, RSVP volunteers will provide veterans with transportation shuttle services and in-clinic assistance to veterans. Transportation shuttle services will be provided weekly to the Temple VA Clinic Annex located 70 miles away for medical services not available at the Austin VA Clinic. Transportation

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shuttle services will also be provided daily within the Austin VA Clinic complex. Daily in-clinic patient assistance will include patient welcoming and registration assistance.

While services to veterans and military families are only proposed via Output V8 as described above, RSVP will research its scope of service to veterans, family members of active duty military service members, and to veteran's family members within the proposed immunizations and independent living programs (both in the Primary Focus Area). If results from the evaluation show that volunteers are also serving these groups, then tracking of these services will be added as outputs through the CNCS grant amendment process.

### Recruitment and Development

#### PLAN AND INFRASTRUCTURE TO CREATE HIGH QUALITY VOLUNTEER ASSIGNMENTS THAT ENABLE VOLUNTEERS TO SHARE EXPERIENCE, ABILITIES, AND SKILLS TO IMPROVE COMMUNITIES

All participating organizations (volunteer stations) will be provided with a comprehensive 2-day training that will help them fully leverage the skills and experience of older adults, understand the generational characteristics of boomers and seniors, and understand the key characteristics of creating compelling, high-quality volunteer opportunities for older adults. The training is based on research conducted by the Temple University Intergenerational Center on issues affecting the engagement of older adults in meaningful service. Session leaders will be local subject matter experts and highly skilled at helping nonprofit organizations mine the talent and expertise of this expanding and evolving resource. RSVP will recommend that volunteer stations register two representatives (e.g., the executive director, volunteer manager or coordinator, and any other staff member who is involved in managing opportunities) to maximize the opportunity that the training offers.

Other processes that RSVP will implement to create high-quality assignments and experiences for the volunteer include a comprehensive station selection process and evaluation. An organization interested in becoming a volunteer station must be able to identify how a volunteer would help its organization accomplish its goals and understand the role a volunteer assumes in its service delivery system(s). Additionally, stations should be able to effectively communicate the importance of volunteer service to funders, service recipients, program advocates, and the volunteer. In doing so, stations will be expected to understand their responsibilities and the value a volunteer brings to their

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respective organizations. Volunteers, in return, will be able to reflect on the importance their service has made not only to their assigned station, but to themselves. Check-ins within one month after placement and then semi-annually, with volunteers and volunteer stations will help RSVP staff ensure successful matches. RSVP staff will conduct an annual evaluation process to formally measure both volunteer and station experiences. The evaluation process will be carried out for volunteers via mail and online for volunteer stations. Issues identified will be incorporated into programming planning via an annual strategic planning process that includes input from the Advisory Council.

### PLAN AND INFRASTRUCTURE TO ENSURE RSVP VOLUNTEERS RECEIVE TRAINING TO ADDRESS IDENTIFIED COMMUNITY NEED(S) IN PRIMARY FOCUS AREA, OTHER FOCUS AREAS, OR CAPACITY BUILDING

Skills development and training will play an important part in RSVP's plan for ensuring high-quality volunteer experiences that address identified community needs. RSVP will build volunteer leaders through a workshop series called the Leadership Academy: Older Adults Leading the Way to Civic Engagement. Volunteers will explore opportunities where volunteer service can address specific, critical community needs through nonprofit organizations that fall within the selected focus areas. Volunteers will use their personal experiences and passion, through self-directed teams, to put into practice what they've learned and achieve identified performance measures or to enhance the capacity of the organizations where they serve.

Familiarization with RSVP's history; program, volunteer, and station requirements; volunteer benefits; and its purpose in addressing specific community needs within identified focus areas are included in training to all volunteers by RSVP staff. Ongoing training will also be provided on specific topics that enable volunteers to gain a better understanding of issues affecting their service, stories of service and inspiration, and strategies for a more productive volunteer experience.

Volunteer station staff will provide volunteers with a program orientation that includes program purpose, history, agency accomplishments, safety, organizational structure, and how volunteers impact the mission of the agency; on-the-job training; and episodic trainings on current issues affecting the work of the agency.

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### DEMOGRAPHICS OF COMMUNITY TO BE SERVED AND RECRUITMENT PLANS FOR A DIVERSE VOLUNTEER POOL TO BE REFLECTIVE OF COMMUNITY

Fifty percent of the Travis County population are Non-Hispanic White followed by Hispanic or Latino (34%), Non-Hispanic Black (8%), Non-Hispanic Asian (6%) and other race/two or more races (2%) (2011 American Community Survey/U.S. Census Bureau). Among Travis County's 55 and older population, 69% are Non-Hispanic White, 18% are Hispanic or Latino, 8% are Black, and 4% are Asian (Note: Black and Asian categories may include individuals of Hispanic origin).

Almost 7 percent of the County's age 18 and over civilian population are veterans (2011 American Community Survey). Three percent are 55 years of age and older.

Among RSVP volunteers serving in 2013, 22% are from minority backgrounds. The County's minority population 55 years of age and older is 30%. The RSVP volunteer pool reflects a diverse representation in education levels, professional backgrounds, religion, age, income levels, veteran status and disability and representation from both rural and urban areas of Travis County.

RSVP will focus minority recruitment efforts through faith-based outreach. Outreach will occur primarily through participation in the county's Health Wellness Coalition, a taskforce of 24 churches from communities of color whose focus includes aging/independent living and childhood immunization (RSVP's proposed services within the Healthy Futures Primary Focus Area), and meetings with neighborhood associations.

While the percentage of veterans who are volunteers reflects the community's veteran demographic profile, RSVP places significant importance on engaging veterans in national service through RSVP. RSVP will take a three-pronged approach to recruiting veterans to serve as RSVP volunteers: veterans recruiting veterans, promotion of national senior service and outreach through the Travis County Department of Veterans Services, and through the Austin Veterans Administration Outpatient Clinic.

RSVP is also committed to providing volunteer opportunities for those who may have physical challenges, e.g. sight or hearing limitations or restricted mobility. Input from community experts in these areas, including staff from the Travis County Services for the Deaf and Hard of Hearing, the

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Aging Services Council of Central Texas, community partners, and other health and social service provider organizations, will be gathered annually to ensure that, when appropriate, physical requirements do not present a barrier to service, and that an assignment made adapts or reasonably accommodates whatever physical challenges may exist.

Recruitment strategies will include utilizing internet technology (RSVP website, social media, video sharing); broadcasting PSAs through media advertisements; conducting face-to-face presentations; promoting national senior service through learning opportunities; posting print media stories; health fair participation; and networking events.

### RETENTION AND RECOGNITION OF RSVP VOLUNTEERS

Throughout its 36 years of existence within TCHHS/VS, RSVP's retention and recognition strategies have contributed to its success. Staff, in tandem with the Advisory Council, meet annually to develop strategies to retain and recognize volunteers. Additionally, resources to support the strategies are budgeted by the Advisory Council or TCHHS/VS.

Retention strategies will include:

- Ensuring opportunities allow for flexibility in areas such as volunteer activity, length of commitment, location, population served, leadership opportunities offered, and new skills gained;
- Providing a well-organized benefits structure that includes service learning;
- Offering intergenerational opportunities for events, including national days of service;
- Conducting follow-up with volunteers after they are placed and at least twice per year to ensure satisfaction has been achieved;
- Making personal contact with volunteers who are not active;
- Frequent communication via a monthly e-newsletter and social media regarding the importance the volunteer's service has on their assigned station, the community, and themselves; and
- Developing educational, social, and cultural activities for members.

Recognition will be comprised of traditional and non-traditional activities; these include benefits that directly serve the volunteers.

- Formal recognition will occur at an annual banquet. Volunteers will be honored for their

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achievements.

- A monthly email newsletter will feature volunteer opportunities, volunteer and station spotlights and relevant volunteer resources.
- Volunteers will have access to learning opportunities to further explore options in their retirement years, focusing on national senior service.
- Volunteers will be recognized in an ongoing video series entitled, "50 Forward." The series will be a demographically-relevant show, discussing topics of import to older adults while recognizing the volunteer and their service. Videos will be made available on the RSVP website, Facebook page, and YouTube page, as well as Travis County Television's (TCTV, Channel 17) website.
- RSVP will nominate volunteers for community and national service awards.

### Program Management

MANAGEMENT PLAN/INFRASTRUCTURE FOR VOLUNTEER STATIONS: ASSURANCE THAT VOLUNTEER STATIONS ARE COMPLYING WITH RSVP PROGRAM REGULATIONS AND ASSURANCE THAT VOLUNTEERS ARE PERFORMING THEIR ASSIGNED SERVICE ACTIVITIES

RSVP volunteer stations will be carefully considered, and will seek tangible collaboration from each station to: develop outcome-based plans and service opportunities that address identified needs, comply with regulatory and policy requirements, and provide assigned volunteers with the support necessary for successful performance in their assignments. RSVP staff will conduct annual site visits to ensure compliance with requirements outlined in the Code of Federal Regulations Title 45 Part 2553 - The Retired and Senior Volunteer Program (which includes the responsibilities of a volunteer station and legal limitations that apply to the RSVP grant and expenditure of its funds), and with agreements maintained in a Memorandum of Understanding (MOU). The MOU will describe the relationship between RSVP and the volunteer station. The agreement will include providing volunteers with job descriptions and volunteer assignment plans as part of their volunteer management.

Site visits will include interviews with the volunteer station coordinator and other site leadership to evaluate program viability and compliance via a checklist; review of current and projected volunteer opportunities; observation of volunteers performing their assigned service activities; verification of adequate volunteer supervision; assessment of physical space, accommodation for volunteers with disabilities, and safety; review of records management and volunteer activity tracking; inquiry

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regarding training provided for volunteers and volunteer recognition; identification of specific technical assistance needs; discussion of issues presented by the station; the provision of guidance where issues are identified; and determination of the site as a continuing volunteer station.

### PLAN/INFRASTRUCTURE TO MEET COMMUNITY NEEDS WHILE MINIMIZING DISRUPTION TO CURRENT VOLUNTEERS AND/OR GRADUATING STATIONS

Critical community needs are identified in Travis County through a partnership of community service providers, funders, government agencies, business leaders, and community representatives known as the Community Action Network, or through forums conducted nationally by CNCS as part of its strategic planning process. Additionally, TCHHS/VS's Research & Planning Division solicits community input for its 3-5 year plan that describes community needs, resources, priorities, and strategies to address those needs. RSVP relies on these sources to determine which needs to address and the methods to address those needs.

Agencies that address these community needs will be identified through a social service agency list maintained by the TCHHS/VS Research and Planning Division and other community participation groups. Agencies that work in partnership with RSVP and that utilize the skills and interests of volunteers to meet these needs may become volunteer stations.

RSVP staff and Advisory Council members will assess performance measures annually to evaluate program objectives and volunteer impact. All RSVP program offerings will be evaluated to determine effectiveness and community value.

On October 1, 2010, Travis County RSVP adopted a service model that engaged volunteers in only a few key areas addressed in the CNCS 2011-2015 Strategic Plan and in other community priority areas.

This shift in its service model was accompanied by a significant down-sizing of the program. Volunteers and stations were provided with notification of the program's new direction via mail, email, and YouTube videos. All volunteers who and stations that no longer fit into the new service model were successfully graduated with no disruption to the volunteer's service.

### TRAVIS COUNTY RSVP'S TRACK RECORD IN THE HEALTHY FUTURES FOCUS AREA AND

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### HISTORY OF TRACKING PERFORMANCE IN THIS AREA

RSVP volunteers have assisted Independent Living organizations since its inception 41 years ago, but outcome-based measures were developed for this program in 1998. At the end of the first year (1999), 35 volunteers had spent 2,520 hours of service helping 110 older adults remain independent and living in their own homes. Since then, the number of volunteers has doubled, the number of hours served has tripled, and the number of clients served has grown over five fold. RSVP has a long-standing partnership with Meals on Wheels and More, and the Faith in Action Caregivers network (consisting of 7 Austin-area locations to support independent living services in Travis County).

In partnership with St. David's Hospital and the University of North Texas, the Volunteers for Childhood Immunization (VCI) program was established as an outcome-based priority for Travis County RSVP in 1998. The program has grown to serve 960 mothers annually. In 2001, when outcome data was available, 85% of the mothers enrolled in the VCI program had completed their child's immunization series. Last year, 96% of the children had received their last of the 2-year immunization series. RSVP is currently negotiating a new partnership with the City of Austin Health Department to grow the program.

### PLAN/INFRASTRUCTURE TO ENSURE COMPLIANCE WITH RSVP FEDERAL REGULATIONS (INCLUDING ESTABLISHMENT OF AN RSVP ADVISORY COUNCIL, MOUs COMPLETED AND SIGNED BY STATIONS, VOLUNTEER ELIGIBILITY VERIFIED

Travis County conducts a rigorous review of the grantor's programmatic expectations, administrative rules and guidelines, and compliance requirements as part of the grant application process. This includes the recipient department with the assistance of the Planning and Budget Office, County Attorney, County Auditor, and County Commissioner's Court. During the implementation of the RSVP grant, TCHHS/VS and the Auditor's Office will be responsible for ensuring compliance with statutes, regulations, and grant terms and conditions. TCHHS/VS will be responsible for compliance of all legal, fiscal and procedural requirements of the grant. The Code of Federal Regulations (CFR) Title 45 Part 2553 - The Retired and Senior Volunteer Program, serves as the source document for RSVP federal regulations.

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RSVP has maintained an Advisory Council (AC) with 501(c)(3) designation since 1988 to support RSVP in meeting its administrative and program responsibilities including fund-raising, event planning, strategic planning, publicity, outcome-based programming, and project assessment and evaluation. One-quarter of the AC members are community volunteers, the rest are from business, government, philanthropic, and nonprofit sectors. AC members serve three-year terms and may be reappointed for an additional term.

Nonprofit organizations may apply to become an RSVP volunteer station. Only those that fit within the scope of service and can meet the conditions outlined on the Memorandum of Understanding (MOU) are considered. RSVP staff will conduct a site visit to ensure the appropriateness of the site as an RSVP volunteer station. If accepted, the site will be required to sign an MOU. RSVP's responsibilities to the volunteer station are also outlined in the MOU. Staff place eligible RSVP volunteers only in stations that have signed an MOU.

Eligibility requirements for RSVP service (per CFR 2553.41) are included on the RSVP volunteer application. RSVP staff review the application and conduct personal interviews to verify that the applicant meets eligibility requirements as follows: be 55 years of age or older, agree to serve without compensation, reside in or near Travis County, agree to abide by all requirements set forth by RSVP and the volunteer station. There is no restriction based on formal education, experience, race, religion, color, national origin, sex, sexual orientation, age (with the exception of being at least 55), handicap or political affiliation.

### **Organizational Capability**

**PLAN AND INFRASTRUCTURE TO PROVIDE SOUND PROGRAMMATIC AND FISCAL OVERSIGHT (BOTH FINANCIAL AND IN-KIND) AND DAY-TO-DAY OPERATIONAL SUPPORT TO ENSURE COMPLIANCE WITH RSVP PROGRAM REQUIREMENTS AND TO ENSURE ACCOUNTABILITY AND EFFICIENT AND EFFECTIVE USE OF AVAILABLE RESOURCES**

While assuming legal and financial responsibility for the activities of Travis County RSVP for 36 years, Travis County has demonstrated successful program oversight, fiscal oversight, and operational support of Travis County RSVP. This has required the combined efforts of several departments within the County, including the Travis County Auditor's Office, the County Attorney's Office, TCHHS/VS, and the Travis County Planning and Budget Office.

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The Travis County Auditor's Office reviews the grant application for potential compliance problems as well as fiscal requirements. The Travis County Attorney's Office reviews the grant application for legal requirements. TCHHS/VS provides RSVP with the administrative support necessary to ensure accountability and efficient and effective use of available resources. Project resources are managed by the RSVP Director and TCHHS/VS's Finance Division. TCHHS/VS's Finance Manager, TCHHS/VS's Executive Manager, the Travis County Auditor's Office, and the Travis County Planning and Budget Office review budgets annually, with final review and approval from the Travis County Commissioners Court. Budget forecasts are conducted at the half-year mark to ensure good stewardship of resources. General purpose financial statements are audited annually in accordance with government auditing standards. Additionally, TCHHS/VS and the Travis County Auditor's Office have the responsibility to continually monitor RSVP for fiscal and programmatic compliance.

### WELL-DEFINED STAFF POSITIONS, INCLUDING IDENTIFICATION OF CURRENT STAFF ASSIGNED TO THE PROJECT AND HOW THESE POSITIONS WILL ENSURE THE ACCOMPLISHMENT OF PROGRAM OBJECTIVES

The program's staffing infrastructure to ensure the accomplishment of program requirements and objectives are as follows:

- 1) The RSVP Director is responsible for the program budget, resource development, reporting, local and national advocacy, planning, program evaluation and assessment, building commitment among partners of program priorities, supporting the Advisory Council, grants management, personnel and performance management. He has over 25 years of experience in volunteer management and human services planning in senior issues. Note: In 2011, TCHHS/VS negotiated with CNCS the reclassification of the Director from 100% FTE to 80%. A CNCS monitoring and compliance review in 2012 had no findings requiring corrective action resulting from the reclassification; there were no adverse effect on the scope and quality of project operations.
- 2) Two Community Engagement Coordinators are responsible for identifying, screening and matching volunteer skills with nonprofit/public organizations, supervising the work of RSVP's in-house volunteers, volunteer station management, and the implementation and oversight of volunteer projects with measurable results. One Coordinator has 14 years of experience in volunteer management, plus 7 years of experience as an RSVP grantee Volunteer Coordinator. The other

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Coordinator has 25 years of experience in social services project management and volunteer management.

3) The Administrative Assistant provides administrative support services for staff, maintains the volunteer management database, conducts purchasing, and maintains equipment inventory. The Administrative Assistant has 6 years of experience in providing administrative support to RSVP and 19 years of office administration.

Other TCHHS/VS staff providing essential project support or oversight are as follows:

1) The TCHHS/VS County Executive has direct management responsibility for Human Services in Travis County, the Travis County Veterans Service Office, and the Travis County Texas AgriLife Extension Office.

2) The Community Services Division Director supervises all programs within the Department's Community Services Division including RSVP, Travis County Services for the Deaf and Hard of Hearing, Travis County Housing Services, Neighborhood Conference Committee, Community Services Community Liaison Program, and Work-Based Learning Program/Summer Youth Employment Program.

3) The Financial Manager directs the financial operations of all programs within the Department; functions in accordance with Generally Accepted Accounting Principles and federal, state, and local laws and policies; and oversees grant development and reporting, contracts and purchasing, and accounting functions.

4) The Contract Compliance Specialist evaluates and monitors contract performance, compliance and contractual obligations.

5) The Communications and Development Coordinator develops and implements strategies in tandem with Advisory Council members and staff to gain greater public awareness of the program; promotes civic engagement; partners with local media to create awareness of volunteer opportunities and the contributions of older adults in service; moderates and develops copy and content for the program's website, Facebook and YouTube pages; produces "50 Forward," and supports development/fundraising efforts.

6) The Training and Education Coordinator develops and implements effective training for RSVP volunteers and stations on civic engagement, leadership skills development, and capacity building for nonprofit organizations.

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### DEVELOPMENT AND IMPLEMENTATION OF INTERNAL POLICIES AND OPERATING PROCEDURES TO PROVIDE GOVERNANCE AND MANAGE RISK, SUCH AS ACCOUNTING, PERSONNEL MANAGEMENT, AND PURCHASING

Travis County, through its Auditor's Office, Purchasing Office, Planning and Budget Office, Human Resources Management Department and the grant recipient department ensures that all programs administered by the County follow grant compliance guidelines without exception. County policies, grantor policies, and federal and state laws affecting grants management are provided in the Travis County Grants Management and Procedures Manual.

The grant recipient department (TCHHS/VS), with the Auditor's Office assistance, ensures compliance with statutes, regulations and grant terms and conditions; compiles and submits financial and progress reports; monitors internal controls to assure funds are properly expended and documented; arranges for independent audits as required by the awarding agency or OMB Circular A-133. TCHHS/VS and the Travis County Human Resources Management Department (TCHRMD) plan, develop, and implement policies and systems for the effective management of personnel, including: hiring, promotions, position classification, evaluating and rewarding performance, employee training and development programs. The TCHHS/VS and TCHRMD maintain policies to mitigate risks associated with the Human Resources function e.g., background checks, diversity training, harassment training, salary surveys, ensuring that policies and standards are applied equally to all employees, and workplace safety and security. The Purchasing Office ensures compliance with federal and other laws that apply to purchasing.

### MANAGING CAPITAL ASSETS SUCH AS FACILITIES, EQUIPMENT, AND SUPPLIES

TCHHS/VS continuously monitors its capacity to assure that it has the appropriate resources needed to carry out its programs and initiatives. Each year, during the department budget process, the department's Executive Management Team (EMT) poll staff to determine needs and request needed resources, e.g. facilities, equipment and supplies, all aligned to the County's internal budgetary guidelines. The department's EMT determines the allocation of resources in support of programs requiring assistance. The Information and Telecommunication Systems (ITS) department, which provides computer and telephone support to other County departments, also has procedures to ensure

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that staff have equipment updated as necessary. Other support departments, such as the Planning and Budget Office and the Purchasing Office ensure that all purchases, accounting transactions, and budgetary issues are handled through appropriate channels. The Purchasing Office manages assets/inventory through its fixed asset management system.

### ORGANIZATIONAL INFRASTRUCTURE IN THE AREAS OF ROBUST FINANCIAL MANAGEMENT CAPACITY AND SYSTEMS AND PAST EXPERIENCE MANAGING FEDERAL GRANT FUNDS

Travis County's organizational structure and procedures provide for appropriate and astute fiscal oversight of its monies: general fund, grants, contracts, and otherwise. Within the County, there is a minimum of four departments involved in the review and approval process for grants development and management. These are: the Planning and Budget Office, the County Auditor, the County Attorney and the respective Department seeking grant funding. For purposes of this proposal, TCHHS/VS is the grant-seeking Department.

Travis County and TCHHS/VS have successfully managed federal grants for more than 30 years. Currently, TCHHS/VS manages more than 10 federal grants (including American Recovery and Reinvestment Act funding) totaling more than \$10 million dollars. There are four staff principally involved in general grants development and administration. These include: the Finance Manager and two Contract Compliance Specialists - one primarily focuses on discretionary funding and the other on formula (entitlement) type grants. There is also a Resource Development Senior Planner who stewards the pre-award phase of the departmental grants cycle, leading needs identification, grants research and development. The Finance Manager and Finance staff are involved throughout the various phases of the grant award, working closely with the grant-funded program within HHS/VS to ensure appropriate oversight and compliance with grant regulations. The Finance Manager and Contract Compliance Specialists each have more than 11 years of experience in administering grants. The Resource Development Senior Planner has more than 14 years of grants experience that includes development, management, and administration (grantor). TCHHS/VS also has a departmental Grants Management Manual that is aligned to County procedures and protocol.

#### Other

Not applicable

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## Performance Measures

% of Unduplicated Volunteers in Work Plans that result in Outcomes: 26%

% of Unduplicated in the Primary Focus Area: 30%

### Performance Measure: 1.2 Developing materials

#### Community Need to be Addressed:

In 2011, the Travis County Retrospective Immunization School Survey, conducted by the Texas Department of State Health Services (TDSHS), indicated that 68.8% of kindergarten students had completed the immunization series required for school.

The US Census Bureau reports that 78,882 children under the age of 5 currently live in Travis County. Using the Travis County immunization rate reported in the TDSHS survey, 24,611 children under the age of 5 are potentially at risk for serious disease.

Another issue affecting the immunization rate in Travis County is conscientious exemption, a parental choice to not participate and/or delay the Center for Disease Control recommended immunization schedule. TDSHS states that as the number of unvaccinated individuals increases, the risk of outbreak also increases should a vaccine-preventable disease be introduced into the population. Furthermore, Travis County is identified as one of only 4 counties in the state with the highest level of conscientious exemption rates.

TDSHS promotes following the recommended immunization schedule as the best way to keep children safe from certain diseases. They acknowledge that the complex task of increasing vaccine coverage levels cannot be accomplished without the proven strategy of public education, particularly parent education, and other strategies including immunizations tracking and reminder systems.

Travis County RSVP will train volunteers to educate mothers of newborns at St. David's Hospital (Austin, Texas) about the importance of timely immunizations, will provide mothers with vaccination resource information, will track immunization due dates, will maintain contact with parents who enroll in a reminder system, and will provide follow-up with mothers enrolled to determine if the 2-year immunization series was completed. No other immunization service providers in Travis County administer this type of approach to increase immunization rates (healthcare access).

Focus Area: Healthy Futures

Objective: Access to Care

Number of  
Volunteer  
Stations: 1

Anticipated  
Unduplicated  
Volunteers: 3

Anticipated  
Volunteer  
Contributions: 10

Service Activity: Developing materials

Service Activity  
Description: Twice/month, RSVP volunteers will assist with the development of immunization materials about vaccination clinics, parental care during the immunization process, immunization record tracking cards, the importance of immunization, Texas' free immunization registry, and the recommended immunization schedule.

Anticipated  
Output: H2: Number of clients receiving information on health insurance, access and benefits

Target: 960 How Measured: Other

Instrument Description instruments to gather output data include the hospital bed roster of mothers of newborns and the enrollment card. The enrollment card is cross-checked against the bed roster.

Anticipated  
Outcome: —No outcome selected—

Target: How Measured:

Instrument Description

### Performance Measure: 1.1 Distributing information

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**Performance Measure: 1.1 Distributing information**

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In 2011, the Travis County Retrospective Immunization School Survey, conducted by the Texas Department of State Health Services (TDSHS), indicated that 68.8% of kindergarten students had completed the immunization series required for school.

The US Census Bureau reports that 78,882 children under the age of 5 currently live in Travis County. Using the Travis County immunization rate reported in the TDSHS survey, 24,611 children under the age of 5 are potentially at risk for serious disease.

Another issue affecting the immunization rate in Travis County is conscientious exemption, a parental choice to not participate and/or delay the Center for Disease Control recommended immunization schedule. TDSHS states that as the number of unvaccinated individuals increases, the risk of outbreak also increases should a vaccine-preventable disease be introduced into the population. Furthermore, Travis County is identified as one of only 4 counties in the state with the highest level of conscientious exemption rates.

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Focus Area: Healthy Futures

Objective: Access to Care

Number of  
Volunteer  
Stations: 1

Anticipated  
Unduplicated  
Volunteers: 7

Anticipated  
Volunteer  
Contributions: 10

Service Activity: Distributing information

Service Activity  
Description: Once/week, RSVP volunteers serving 2-4 hour shifts will visit mothers of newborns at St. David's Hospital (Austin, Texas) to provide them with materials about immunizations, educate them about the importance of childhood immunizations, and enroll them in a postcard reminder program. Volunteers will also answer questions about immunizations and will provide families with information about immunization resources.

Anticipated  
Output: H2: Number of clients receiving information on health insurance, access and benefits

Target: 960 How Measured: Other

Instrument Description Instruments to gather output data include the hospital bed roster of mothers of newborns and the enrollment card. The enrollment card is cross-checked against the bed roster.

Anticipated  
Outcome: —No outcome selected—

Target: How Measured:

Instrument Description

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**Performance Measure: 2.1 Food Delivery**

**Community Need to be Addressed:**

According to the 2011 Census, 78,357 adults age 65 years and older live in Travis County. By 2016, the Texas State Data Center projects that the county's 65 and older population will grow by 30.8% to 102,513, twice the national rate. According to a series of articles on aging (April/May 2012) that appeared in the Austin American-Statesman, the demand for aging services in Travis County is outpacing supply among nonprofit agencies. Further, the Mayor's Task Force on Aging is currently developing a plan of action to address the acute need facing the area's fast-growing population. While the plan has not been released yet, the Task Force acknowledges that a key issue focuses on the need for supportive services that permit seniors to remain living independently in their own homes.

The Aging Services Council of Central Texas (ASC) reports in "A Growing Senior Population in Central Texas: Opportunities and Needs" (Spring 2013) that 20% of central Texas residents 75 years and older do not own or drive a car and 18% report lacking transportation. Additionally, of older adults living in Travis County, an estimated 38% are malnourished or risk malnourishment, 13% report difficulty shopping for groceries because of health or physical problems, 6% report difficulty preparing their own meals, and 3% report not getting enough to eat on a typical day. The Council further states that lack of transportation options and inadequate nutrition impacts independence for most older adults.

According to the ASC, seniors share a common goal to live live independently in their own homes for as long as possible. Major determinants of independent living include access to food/nutrition and access to transportation. Travis County RSVP will partner with Meals on Wheels & More and Faith in Action Caregivers to engage volunteers in transportation and home-delivered meal programs to support independent living among Travis County's fast-growing, older adult population.

Focus Area: Healthy Futures	Objective: Aging in Place	Number of Volunteer Stations: 1
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Anticipated  
Unduplicated  
Volunteers: 27

Anticipated  
Volunteer  
Contributions: 75

Service Activity: Food Delivery

**Service Activity Description:** RSVP volunteers providing home meal delivery will be assigned to clients by case managers from Meals on Wheels & More. During the Monday-Friday work week, volunteers will drive a weekly meal delivery route to an average of 8 clients during the noon hour. Volunteers driving on Fridays will deliver an extra meal for the weekend.

**Anticipated Output:** (PRIORITY) H8: Number of individuals receiving independent living services

**Target:** 250                      **How Measured:** Activity Logs

**Instrument Description** The volunteer and the volunteer station will maintain an activity log documenting the number of clients receiving services. Additional data is maintained in the client tracking database; this tracks the activity assignment of volunteers to clients.

**Anticipated Outcome:** (PRIORITY) H9: Number of individuals with disabilities having increased social support  
**Target:** 200                      **How Measured:** Survey

**Instrument Description** A hard copy survey will be administered to all clients to determine the number reporting increased social ties/perceived social support. A survey number will be assigned to each client to simplify the client survey experience and to address the volunteer station concerns of client confidentiality.

**Performance Measure: 2.2 Transportation**

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**Performance Measure: 2.2 Transportation**

**Community Need to be Addressed:**

According to the 2011 Census, 78,357 adults age 65 years and older live in Travis County. By 2016, the Texas State Data Center projects that the county's 65 and older population will grow by 30.8% to 102,513, twice the national rate. According to a series of articles on aging (April/May 2012) that appeared in the Austin American-Statesman, the demand for aging services in Travis County is outpacing supply among nonprofit agencies. Further, the Mayor's Task Force on Aging is currently developing a plan of action to address the acute need facing the area's fast-growing population. While the plan has not been released yet, the Task Force acknowledges that a key issue focuses on the need for supportive services that permit seniors to remain living independently in their own homes.

The Aging Services Council of Central Texas (ASC) reports in "A Growing Senior Population in Central Texas: Opportunities and Needs" (Spring 2013) that 20% of central Texas residents 75 years and older do not own or drive a car and 18% report lacking transportation. Additionally, of older adults living in Travis County, an estimated 38% are malnourished or risk malnourishment, 13% report difficulty shopping for groceries because of health or physical problems, 6% report difficulty preparing their own meals, and 3% report not getting enough to eat on a typical day. The Council further states that lack of transportation options and inadequate nutrition impacts independence for most older adults.

According to the ASC, seniors share a common goal to live live independently in their own homes for as long as possible. Major determinants of independent living include access to food/nutrition and access to transportation. Travis County RSVP will partner with Meals on Wheels & More and Faith in Action Caregivers to engage volunteers in transportation and home-delivered meal programs to support independent living among Travis County's fast-growing, older adult population.

Focus Area: Healthy Futures	Objective: Aging in Place	Number of Volunteer Stations:	7
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Anticipated  
Unduplicated  
Volunteers: 48

Anticipated  
Volunteer  
Contributions: 75

Service Activity: Transportation

**Service Activity Description:** RSVP volunteers will provide transportation services to shopping and medical appointments. Clients needing transportation will be assigned to volunteers by case managers from Meals on Wheels & More and Faith in Action Caregivers. Volunteers will serve on request based upon their availability, and will transport clients in their own vehicles, or will run errands for the client and provide delivery to the client's home.

Anticipated Output: (PRIORITY) H8: Number of individuals receiving independent living services

Target: 250                      How Measured: Activity Logs

**Instrument Description** The volunteer and the volunteer station will maintain an activity log documenting the number of clients receiving services. Additional data is maintained in the client tracking database; this tracks the activity assignment of volunteers to clients.

Anticipated Outcome: (PRIORITY) H9: Number of individuals with disabilities having increased social support  
Target: 200                      How Measured: Survey

**Instrument Description** A hard copy survey will be administered to all clients to determine the number reporting increased social ties/perceived social support. A survey number will be assigned to each client to simplify the client survey experience and to address the volunteer station concerns of client confidentiality.

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**Performance Measure: 3.1 Assisting a Dept. of Veterans Affairs Program**

**Community Need to be Addressed:**

In 2013, the Travis County Department of Veterans Services reports that 60,324 veterans reside in Travis County. The growing number of veterans and their families in Travis County made access to local health care clinics a necessity and in June 2013, resulted in the opening of the largest free-standing outpatient clinic in the country, called the Austin Veterans Administration (VA) Outpatient Clinic. Additionally, the demand for services resulted in a collaboration between the Austin VA Outpatient Clinic and RSVP to implement a volunteer program for the purpose of ensuring that veterans receive adequate support leading up to and during their clinic visit. The VA identified the following specific needs to be addressed through the volunteer program: utilization of volunteers in staff support roles through the oversight and management of volunteers, including recruitment, orientation and training, scheduling and placement of volunteers; transportation shuttle services (around the Austin VA Clinic complex and to the Temple VA Clinic Annex 70 miles away for medical services not available at the Austin Clinic); and in-clinic assistance such as patient welcoming and registration assistance.

**Focus Area:** Veterans and Military Families

**Objective:** Veterans & Families Served

**Number of  
Volunteer  
Stations:**

1

**Anticipated  
Unduplicated  
Volunteers:** 10

**Anticipated  
Volunteer  
Contributions:** 10

**Service Activity: Assisting a Dept. of Veterans Affairs Program**

**Service Activity  
Description:**

RSVP volunteers will provide staff support through oversight and management of volunteers, including recruitment, orientation and training, scheduling and placement of volunteers. Additionally, RSVP volunteers will provide veterans and their families with transportation services and will provide in-clinic assistance to veterans. Transportation services will be provided weekly to the Temple VA Clinic Annex located 70 miles away for medical services not available at the Austin VA Clinic. Transportation shuttle services will be provided daily within the Austin VA Clinic complex. Daily in-clinic patient assistance will include patient welcoming and registration assistance.

**Anticipated  
Output:**

(PRIORITY) V8: Number of veterans family members receiving CNCS-supported assistance

**Target:** 2000

**How Measured:** Activity Log

**Instrument Description** The activity log will document the number of veterans and family members served in each of the volunteer service activity areas.

**Anticipated  
Outcome:**

—No outcome selected—

**Target:**

**How Measured:**

**Instrument Description**

**Performance Measure: 4.1 Assisting with Preparation**

**Community Need to be Addressed:**

The most recent Travis County Hazard Mitigation Plan Update (2011) states that the Emergency Operations Center has been activated 83 times in Travis County since 1994, an average of almost 5 times per year. Furthermore, even though no definitive records exist of public and private losses due to disasters in Travis County, FEMA estimates that for flood disaster alone in the state of Texas, expenditures exceeded 6.8 billion dollars from 2001-2011. The Texas Department of Public Safety states that proper recovery and response actions can prevent or reduce disaster related losses and lower their overall cost. While planning and training are needed to improve readiness to deal with emergency situations, response and recovery are needed in

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**Performance Measure: 4.1 Assisting with Preparation**

communities that easily become overwhelmed by the amount of need following a disaster.

Focus Area: Disaster Services

Objective: Disaster Assistance Provided

Number of  
Volunteer  
Stations: 2

Anticipated  
Unduplicated  
Volunteers: 3

Anticipated  
Volunteer  
Contributions: 20

Service Activity: Assisting with Preparation

Service Activity  
Description: RSVP volunteers will attend and conduct trainings at least twice/year to keep themselves and others informed on disaster preparation.

Anticipated  
Output: (PRIORITY) D6: Number of RSVP service hours in disaster assistance

Target: 250 How Measured: Attendance Log

Instrument Description Attendance logs will record dates of service and corresponding number of hours served in each of the service activity areas.

Anticipated  
Outcome: —No outcome selected—

Target: How Measured:

Instrument Description

**Performance Measure: 4.2 Responding**

Community Need to be Addressed:

The most recent Travis County Hazard Mitigation Plan Update (2011) states that the Emergency Operations Center has been activated 83 times in Travis County since 1994, an average of almost 5 times per year. Furthermore, even though no definitive records exist of public and private losses due to disasters in Travis County, FEMA estimates that for flood disaster alone in the state of Texas, expenditures exceeded 6.8 billion dollars from 2001-2011. The Texas Department of Public Safety states that proper recovery and response actions can prevent or reduce disaster related losses and lower their overall cost. While planning and training are needed to improve readiness to deal with emergency situations, response and recovery are needed in communities that easily become overwhelmed by the amount of need following a disaster.

Focus Area: Disaster Services

Objective: Disaster Assistance Provided

Number of  
Volunteer  
Stations: 2

Anticipated  
Unduplicated  
Volunteers: 16

Anticipated  
Volunteer  
Contributions: 20

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**Performance Measure: 4.2 Responding**

Service Activity: Responding

Service Activity Description: RSVP volunteers will respond to disaster and emergency when needed and called upon by Texas Search and Rescue or the American Red Cross.

Anticipated Output: (PRIORITY) D6: Number of RSVP service hours in disaster assistance

Target: 2500 How Measured: Attendance Log

Instrument Description Attendance logs will record dates of service and corresponding number of hours served in each of the service activity areas.

Anticipated Outcome: —No outcome selected—

Target: How Measured:

Instrument Description

**Performance Measure: 4.3 Assisting with Recovery**

Community Need to be Addressed:

The most recent Travis County Hazard Mitigation Plan Update (2011) states that the Emergency Operations Center has been activated 83 times in Travis County since 1994, an average of almost 5 times per year. Furthermore, even though no definitive records exist of public and private losses due to disasters in Travis County, FEMA estimates that for flood disaster alone in the state of Texas, expenditures exceeded 6.8 billion dollars from 2001-2011. The Texas Department of Public Safety states that proper recovery and response actions can prevent or reduce disaster related losses and lower their overall cost. While planning and training are needed to improve readiness to deal with emergency situations, response and recovery are needed in communities that easily become overwhelmed by the amount of need following a disaster.

Focus Area: Disaster Services

Objective: Disaster Assistance Provided

Number of Volunteer Stations: 2

Anticipated Unduplicated Volunteers: 1

Anticipated Volunteer Contributions: 20

Service Activity: Assisting with Recovery

Service Activity Description: RSVP volunteers will assist with recovery efforts as assigned by Texas Search and Rescue or the American Red Cross.

Anticipated Output: (PRIORITY) D6: Number of RSVP service hours in disaster assistance

Target: 150 How Measured: Attendance Log

Instrument Description Attendance logs will record dates of service and corresponding number of hours served in each of the service activity areas.

Anticipated Outcome: —No outcome selected—

Target: How Measured:

Instrument Description

# DRAFT

**Performance Measure: 5.1 Garnering donations**

**Community Need to be Addressed:**

The Greenlight's Nonprofit Pulse Survey reported that in 2009, local nonprofit agencies in Travis County experienced an increase in demand for services while seeing a 54% drop in contributions. Since then, 1,200 have laid off staff and 660 have reduced or eliminated programs and services. As competition for funds increases, more than 40% of those surveyed have or intend to dedicate more staff to fundraising. According to a 2012 survey by Austin-based NASDAQ: CNVO, fundraising remains the biggest challenge for nonprofits. Local nonprofits need and are becoming more reliant on volunteers to organize and participate in fundraising efforts to restore, maintain, or expand existing programs and services.

**Focus Area: Capacity Building**

**Objective: Capacity Building & Leverage**

**Number of  
Volunteer  
Stations: 17**

**Anticipated  
Unduplicated  
Volunteers: 87**

**Anticipated  
Volunteer  
Contributions: 87**

**Service Activity: Garnering donations**

**Service Activity  
Description:** RSVP volunteers will organize and participate in episodic and year-round nonprofit fundraisers e.g., golf tournaments, walk-a-thons, event ticket sales, craft sales, and charitable raffle sales.

**Anticipated  
Output:** G3-3.16R: Dollar value of cash resources leveraged by CNCS-supported organizations or participants.

**Target: 300000      How Measured: Other**

**Instrument Description** Administrative records maintained by the volunteer station that track the origin and intent of cash contributions.

**Anticipated  
Outcome:** —No outcome selected—

**Target:**      **How Measured:**

**Instrument Description**

**Performance Measure: 6.1 Other**

**Community Need to be Addressed:**

**Multiple Areas Addressed as Follows:**

1) **Education K-12.** The Obama administration's Elementary and Secondary Education Act reauthorization blueprint (US Department of Education 2010) identifies the need for improving student learning and achievement by providing intensive support and effective interventions, and allowing local innovations to lead the way and support the development, identification and strategies that are working. In Travis County, local school districts and nonprofit partners include community involvement and support in its programs to ensure student learning and achievement. Community volunteers are needed to aid the quality and capacity of campus programs, providing a vital extension of academic, social and emotional supports to students. **Target: 50 students will complete participation in CNCS-supported K-12 education programs.**

2) **Education Adult.** Over 83,000 adults over the age of 16 in Travis County struggle with reading or cannot read. **Target: 20 adults will receive 250 academic achievement sessions.**

3) **Capacity Building Management & Volunteer Recruitment:** The Greenlight's Nonprofit Pulse Survey (2009) reports that 1,200 local nonprofit agencies laid off staff due to a 54% drop in contributions. Another 600 did or intended to do so in subsequent years. 660 had eliminated programs and services. Local nonprofits need and are becoming more reliant on volunteers to manage various aspects of organization operations, processes, and systems to maintain their services/programs, including volunteer management and recruitment. **Target 1: 100 community volunteers will be recruited by RSVP volunteers Target 2: 35**

# DRAFT

Performance Measure: 6.1 Other

volunteers will be managed by RSVP volunteers (annual)

4) Hunger: The Travis County 2010 Community Impact Report states that 43% of Travis County households have trouble providing enough food for their families. Target 1: 360 collections of donated food items. Target 2: 7,000 pounds of food processed.

Focus Area: Other Community Priorities

Objective: Other

Number of  
Volunteer  
Stations: 27

Anticipated  
Unduplicated  
Volunteers: 83

Anticipated  
Volunteer  
Contributions: 83

Service Activity: Other

Service Activity  
Description:

1) Education K-12: volunteers will serve as tutors and mentors for school-age children in reading, writing, math, and computer literacy. 2) Education Adult: RSVP volunteers will provide academic achievement sessions to clients that focus on ESL, GED, financial literacy, job and life skills classes 3) Capacity Building Management & Recruitment: volunteer recruitment, management of other volunteers, management of programs 4) Hunger: volunteers will collect, sort and distribute donated food items

Anticipated  
Output: OT1: SC1Grantee met their target for community priority activity. (Yes/No)

Target: 0 How Measured: Other

Instrument Description 1) Education K-12. Volunteer timesheets and activity logs.  
2) Education Adult. Volunteer timesheets and activity logs.  
3) Capacity Building Management and Volunteer Recruitment: volunteer activity log, agency activity log, agency contact log  
4) Hunger: agency activity log, volunteer activity log

Anticipated  
Outcome: —No outcome selected—

Target: How Measured:

Instrument Description

**Coming of Age Austin Metro**

**Travis Co. through Travis Co. Health and Human Services and Veterans**

Application ID: 14SR153770

	<b>Service</b>		<b>Budget Dates:</b>	
	<b>Total Amt</b>	<b>CNCS Share</b>	<b>Grantee Share</b>	<b>Excess Amount</b>
<b>Section I. Volunteer Support Expenses</b>				
A. Project Personnel Expenses	158,743	29,882	21,641	107,220
B. Personnel Fringe Benefits	310	58	0	252
FICA	12,144	2,286	0	9,858
Health Insurance	27,062	2,916	0	24,146
Retirement	20,462	3,806	0	16,656
Life Insurance	317	43	0	274
<b>Total</b>	<b>\$60,295</b>	<b>\$9,109</b>	<b>\$0</b>	<b>\$51,186</b>
C. Project Staff Travel				
Local Travel	963	0	0	963
Long Distance Travel	9,728	3,500	0	6,228
<b>Total</b>	<b>\$10,691</b>	<b>\$3,500</b>	<b>\$0</b>	<b>\$7,191</b>
D. Equipment				
E. Supplies	656	0	0	656
F. Contractual and Consultant Services	300	0	0	300
I. Other Volunteer Support Costs				
Criminal Background Check	0	0	0	0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
J. Indirect Costs				
<b>Section I. Subtotal</b>	<b>\$230,685</b>	<b>\$42,491</b>	<b>\$21,641</b>	<b>\$166,553</b>
<b>Section II. Volunteer Expenses</b>				
A. Other Volunteer Costs				
Meals	0	0	0	0
Uniforms	0	0	0	0
Insurance	2,240	956	0	1,284
Recognition	19,885	6,488	0	13,397
Volunteer Travel	15,897	560	0	15,337
<b>Total</b>	<b>\$38,022</b>	<b>\$8,004</b>	<b>\$0</b>	<b>\$30,018</b>
<b>Section II. Subtotal</b>	<b>\$38,022</b>	<b>\$8,004</b>	<b>\$0</b>	<b>\$30,018</b>
<b>Budget Totals</b>	<b>\$268,707</b>	<b>\$50,495</b>	<b>\$21,641</b>	<b>\$196,571</b>
<b>Funding Percentages</b>		<b>70%</b>	<b>30%</b>	
<b>Required Match</b>		n/a		
<b># of years Receiving CNCS Funds</b>		n/a		

**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 (16 U.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)).

## ASSURANCES

- 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.

### GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	County Attorney's Office/Underage Drinking Prevention Program	
Contact Person/Title:	Gloria Souhami/Program Director	
Phone Number:	854-4229	

Grant Title:	Underage Drinking Prevention Program				
Grant Period:	From:	10/1/13	To:	9/30/14	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>		
Grantor:	Texas Department of Transportation				
Will County provide grants funds to a subrecipient?			Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through another agency? If yes list originating agency below			Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	National Highway Traffic Safety Administration (NHTSA)				

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	156,361	0	<b>34,951</b>	0	\$191,312
Operating:	4,843	0	<b>1,000</b>	55,000	\$60,843
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	0	0	0	0	\$0
<b>Total:</b>	<b>\$161,204</b>	<b>\$0</b>	<b>\$35,951</b>	<b>\$55,000</b>	<b>\$252,155</b>
FTEs:	3.00	0.00	<b>0.00</b>	0.00	3.00

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

Department	Review	Staff Initials	Comments
County Auditor	X	JM	
County Attorney	X	JC	

Performance Measures Applicable Depart. Measures	Projected FY 13 Measure	Progress To Date:				Projected FY 14 Measure
		9/30/12 end of FY 12	3/31/13	6/30/13	9/30/13	
<b>Measures For Grant</b>						
Presentations and Community Events	700	700				700
Outcome Impact Description	Community demand for presentations continues to grow.					
Involvement with other organizations and agencies	150	150				150
Outcome Impact Description	Program continues its work with outside organizations and agencies.					
Media Coverage	70	233				70
Outcome Impact Description	Program continues to utilize public and private media outlets.					
Number of material distributed	115,000	107,000				115,000
Outcome Impact Description	Program continues to disseminate materials to grant mandated tri-county area.					

**PBO Recommendation:**

PBO concurs with accepting this contract award for this 20 year grant program.

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

The goal of the existing program is to discourage illegal underage alcohol consumption in Travis County. The Travis County Attorney's Office is responsible for the prosecution of DWI/DUI cases and other alcohol related offenses in Travis County. The Comprehensive Underage Drinking Prevention Program provides prevention resources for the department and Travis County citizens.

The grant is enhancing an existing program by expanding community prevention activities to middle school youth while continuing education efforts to high school and college students as well as hosting information booths at community events and collaborating with other agencies.

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

The General Fund contributes \$17,600 toward the part-time community educator's salary and mileage to meet match requirements. The County Attorney's Office contributes \$18,351 through CAPSO funds for school educator and part of 2 FTE salaries.

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.

Yes, a county match is required - \$1,000 county commitment for mileage, \$15,936 contribution for a school educator salary, \$17,231 for part-time community educator's salary and \$1,734

toward two FTE salaries and approximately \$55,000 in-kind services such as media, print shop, computer and network services, office space, fax and telephone service.

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

They are not permitted and costs are included in matching funds.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

No, the program will not discontinue. The UDPP will request additional funding via a grant extension.

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

N/A – This program is a continuation of an existing program.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

The program continues community prevention activities to grades 4<sup>th</sup> – 12<sup>th</sup> and under 21 college students as well as parents. Will also continue to expand community collaborations.

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# Texas Traffic Safety eGrants

## Fiscal Year 2014

**Organization Name:** Travis County Attorney's UDPP

**Legal Name:** County of Travis

**Payee Identification Number:** 17460001922000

**Project Title:** Comprehensive Underage Drinking Prevention Program

**ID:** 2014-Travis C-G-1YG-0008

**Period:** 10/01/2013 to 09/30/2014

## TEXAS TRAFFIC SAFETY PROGRAM GRANT AGREEMENT

THE STATE OF TEXAS  
THE COUNTY OF TRAVIS

THIS AGREEMENT IS MADE BY and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the Department and the, **County of Travis** hereinafter called the Subgrantee, and becomes effective then fully executed by both parties. For the purpose of this agreement, the Subgrantee is designated as a(n) **Local Government**.

**AUTHORITY:** Texas Transportation Code, Chapter 723, the Traffic Safety Act of 1967, and the Highway Safety Performance Plan for the Fiscal Year 2014.

**Name of the Federal Agency:** National Highway Traffic Safety Administration

**Contract Number:** 584EGF7082

**CFDA Number:** 20.616

**CFDA Title:** National Priority Safety Programs

**Funding Source:** Section 405

**DUNS:** 030908842

**Project Title:** Comprehensive Underage Drinking Prevention Program

**Description:** To conduct a comprehensive underage drinking prevention program through educational efforts and peer to peer interaction to reduce underage alcohol consumption and underage drinking and driving.

This project is Not Research and Development

**Grant Period:** This Grant becomes effective on **10/01/2013** or on the date of final signature of both parties, whichever is later, and ends on **09/30/2014** unless terminated or otherwise modified.

**Total Awarded:** \$483,070.95

**Amount Eligible for Reimbursement by the Department:** \$161,899.87

**Match Amount provided by the Subgrantee:** \$321,171.08

### TEXAS TRAFFIC SAFETY PROGRAM GRANT AGREEMENT

The signatory of the Subgrantee hereby represents and warrants that she/he is an officer of the organization for which she/he has executed this agreement and that she/he has full and complete authority to enter into this agreement on behalf of the organization.

#### THE SUBGRANTEE

#### THE STATE OF TEXAS

**County of Travis**  
[Legal Name of Agency]

Executed for the Executive Director and  
Approved for the Texas Transportation  
Commission for the purpose and effect of  
activating and/or carrying out orders, established  
policies or work programs approved and  
authorized by the Texas Transportation  
Commission

By:

By:

\_\_\_\_\_  
[Authorized Signature]

\_\_\_\_\_  
[District Engineer Texas Department of  
Transportation]

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Title]

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

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

Under the authority of Ordinance or  
Resolution Number (for local government)  
(If Applicable)

By:

\_\_\_\_\_  
Director, Traffic Operations Division Texas  
Department of Transportation (Not required for  
local project grants under \$100,000.00)

\_\_\_\_\_  
[Resolution Number]

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

**Texas Traffic Safety Program**

**GRANT AGREEMENT GENERAL TERMS AND CONDITIONS**

**ARTICLE 1. COMPLIANCE WITH LAWS**

The Subgrantee shall comply with all federal, state, and local laws, statutes, codes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this agreement, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, nondiscrimination laws and regulations, and licensing laws and regulations. When required, the Subgrantee shall furnish the Department with satisfactory proof of compliance.

**ARTICLE 2. STANDARD ASSURANCES**

The Subgrantee assures and certifies that it will comply with the regulations, policies, guidelines, and requirements, including 49 CFR Part 18; 49 CFR Part 19 (OMB [Office of Management and Budget] Circular A-110); 49 CFR Part 225 (OMB Circular A-87); OMB Circular A-102; OMB Circular A-21; OMB Circular A-122; OMB Circular A-133; and the Department's Traffic Safety Program Manual, as they relate to the application, acceptance, and use of federal or state funds for this project. Also, the Subgrantee assures and certifies that:

- A. It possesses legal authority to apply for the grant; and that a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained in the application, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide any additional information that may be required.
- B. It and its subcontractors will comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, and in accordance with that Act, no person shall discriminate, on the grounds of race, color, sex, national origin, age, religion, or disability.
- C. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, as amended; 42 USC (United States Code) §§4601 et seq.; and United States Department of Transportation (USDOT) regulations, "Uniform Relocation and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR, Part 24, which provide for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.
- D. It will comply with the provisions of the Hatch Political Activity Act, which limits the political activity of employees. (See also Article 25, Lobbying Certification.)
- E. It will comply with the federal Fair Labor Standards Act's minimum wage and overtime requirements for employees performing project work.
- F. It will establish safeguards to prohibit employees 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.

Travis County Attorney's UDPP  
General

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- G. It will give the Department the access to and the right to examine all records, books, papers, or documents related to this Grant Agreement.
- H. It will comply with all requirements imposed by the Department concerning special requirements of law, program requirements, and other administrative requirements.
- I. It recognizes that many federal and state laws imposing environmental and resource conservation requirements may apply to this Grant Agreement. Some, but not all, of the major federal laws that may affect the project include: the National Environmental Policy Act of 1969, as amended, 42 USC §§4321 et seq.; the Clean Air Act, as amended, 42 USC §§7401 et seq. and sections of 29 USC; the Federal Water Pollution Control Act, as amended, 33 USC §§1251 et seq.; the Resource Conservation and Recovery Act, as amended, 42 USC §§6901 et seq.; and the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 USC §§9601 et seq. The Subgrantee also recognizes that the U.S. Environmental Protection Agency, USDOT, and other federal agencies have issued, and in the future are expected to issue, regulations, guidelines, standards, orders, directives, or other requirements that may affect this Project. Thus, it agrees to comply, and assures the compliance of each contractor and each subcontractor, with any federal requirements that the federal government may now or in the future promulgate.
- J. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 USC §4012a(a). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where that insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any form of direct or indirect federal assistance.
- K. It will assist the Department in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470 et seq.), Executive Order 11593, and the Antiquities Code of Texas (National Resources Code, Chapter 191).
- L. It will comply with Chapter 573 of the Texas Government Code by ensuring that no officer, employee, or member of the Subgrantee's governing board or the Subgrantee's subcontractors shall vote or confirm the employment of any person related within the second degree of affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise that person. This prohibition shall not apply to the employment of a person described in Section 573.062 of the Texas Government Code.
- M. It will ensure that all information collected, assembled, or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Chapter 552 of the Texas Government Code, unless otherwise expressly provided by law.
- N. If applicable, it will comply with Chapter 551 of the Texas Government Code, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.

### ARTICLE 3. COMPENSATION

- A. The method of payment for this agreement will be based on actual costs incurred up to and not to exceed the limits specified in the Project Budget. The amount included in the Project Budget will be deemed to be an estimate only and a higher amount can be reimbursed, subject to the conditions specified in paragraph B of this Article. If the Project Budget specifies that costs are based on a specific rate, per-unit cost, or other method of payment, reimbursement will be based on the specified method.
- B. All payments will be made in accordance with the Project Budget.
1. The Subgrantee's expenditures may overrun a budget category (I, II, or III) in the approved Project Budget without a grant (budget) amendment, as long as the overrun does not exceed a total of five (5) percent per year of the maximum amount eligible for reimbursement (TxDOT) in the attached Project Budget for the current fiscal year. This overrun must be off-set by an equivalent underrun elsewhere in the Project Budget.
  2. If the overrun is five (5) percent or less, the Subgrantee must provide written notification to the Department, through the TxDOT Electronic Grants Management System (*eGrants*), prior to the Request for Reimbursement being approved. The notification must indicate the amount, the percent over, and the specific reason(s) for the overrun.
  3. Any overrun of more than five (5) percent of the amount eligible for reimbursement (TxDOT) in the attached Project Budget requires an amendment of this Grant Agreement.
  4. The maximum amount eligible for reimbursement shall not be increased above the Grand Total TxDOT Amount in the approved Project Budget, unless this Grant Agreement is amended, as described in Article 5 of this agreement.
  5. For Selective Traffic Enforcement Program (STEP) grants *only*: In the Project Budget, Subgrantees are not allowed to use underrun funds from the TxDOT amount of (100) Salaries, Subcategories A, "Enforcement," or B, "PI&E Activities," to exceed the TxDOT amount listed in Subcategory C, "Other." Also, Subgrantees are not allowed to use underrun funds from the TxDOT amount of (100) Salaries, Subcategories A, "Enforcement," or C, "Other," to exceed the TxDOT amount listed in Subcategory B, "PI&E Activities." The TxDOT amount for Subcategory B, "PI&E Activities," or C, "Other," can only be exceeded within the five (5) percent flexibility, with underrun funds from Budget Categories II or III.
- C. To be eligible for reimbursement under this agreement, a cost must be incurred in accordance with the Project Budget, within the time frame specified in the Grant Period of this Grant Agreement, attributable to work covered by this agreement, and which has been completed in a manner satisfactory and acceptable to the Department.
- D. Federal or TxDOT funds cannot supplant (replace) funds from any other sources. The term "supplanting," refers to the use of federal or TxDOT funds to support personnel or an activity already supported by local or state funds.
- E. Payment of costs incurred under this agreement is further governed by one of the following

cost principles, as appropriate, outlined in:

1. OMB Circular A-21, Cost Principles for Educational Institutions;
  2. 49 CFR Part 225 (OMB Circular A-87), Cost Principles for State, Local, and Indian Tribal Governments; or,
  3. OMB Circular A-122, Cost Principles for Nonprofit Organizations.
- F. The Subgrantee agrees to submit monthly or quarterly Requests for Reimbursement, as designated in this Grant Agreement, within thirty (30) days after the end of the billing period. The Request for Reimbursement and appropriate supporting documentation must be submitted through *eGrants*.
- G. The Subgrantee agrees to submit the final Request for Reimbursement under this agreement within forty-five (45) days of the end of the grant period.
- H. Payments are contingent upon the availability of appropriated funds.
- I. Project agreements supported with federal or TxDOT funds are limited to the length of this Grant Period specified in this Grant Agreement. If the Department determines that the project has demonstrated merit or has potential long-range benefits, the Subgrantee may apply for funding assistance beyond the initial agreement period. Preference for funding will be given to those projects for which the Subgrantee has assumed some cost sharing, those which propose to assume the largest percentage of subsequent project costs, and those which have demonstrated performance that is acceptable to the Department.

#### **ARTICLE 4. LIMITATION OF LIABILITY**

Payment of costs incurred under this agreement is contingent upon the availability of funds. If at any time during this Grant Period, the Department determines that there is insufficient funding to continue the project, the Department shall notify the Subgrantee, giving notice of intent to terminate this agreement, as specified in Article 11 of this agreement. If at the end of a federal fiscal year, the Department determines that there is sufficient funding and performance to continue the project, the Department may notify the Subgrantee to continue this agreement.

#### **ARTICLE 5. AMENDMENTS**

This agreement may be amended prior to its expiration by mutual written consent of both parties, utilizing the Grant Agreement Amendment in *eGrants*. Any amendment must be executed by the parties within the Grant Period, as specified in this Grant Agreement.

#### **ARTICLE 6. ADDITIONAL WORK AND CHANGES IN WORK**

- A. If the Subgrantee is of the opinion that any assigned work is beyond the scope of this agreement and constitutes additional work, the Subgrantee shall promptly notify the Department in writing through *eGrants*. If the Department finds that such work does constitute additional work, the Department shall advise the Subgrantee and a written amendment to this agreement will be executed according to Article 5, Amendments, to provide compensation for doing this work on the same basis as the original work. If performance of the additional work will cause the maximum amount payable to be exceeded, the work will not be performed before a written grant amendment is executed.

- B. If the Subgrantee has submitted work in accordance with the terms of this agreement but the Department requests changes to the completed work or parts of the work which involve changes to the original scope of services or character of work under this agreement, the Subgrantee shall make those revisions as requested and directed by the Department. This will be considered as additional work and will be paid for as specified in this Article.
- C. If the Subgrantee submits work that does not comply with the terms of this agreement, the Department shall instruct the Subgrantee to make any revisions that are necessary to bring the work into compliance with this agreement. No additional compensation shall be paid for this work.
- D. The Subgrantee shall make revisions to the work authorized in this agreement that are necessary to correct errors or omissions, when required to do so by the Department. No additional compensation shall be paid for this work.
- E. The Department shall not be responsible for actions by the Subgrantee or any costs incurred by the Subgrantee relating to additional work not directly associated with or prior to the execution of an amendment.

#### **ARTICLE 7. REPORTING AND MONITORING**

- A. Not later than thirty (30) days after the end of each reporting period, the Subgrantee shall submit a performance report through *eGrants*. For short-term projects, only one report submitted by the Subgrantee at the end of the project may be required. For longer projects, the Subgrantee will submit reports at least quarterly and preferably monthly. The frequency of the performance reports is established through negotiation between the Subgrantee and the program or project manager. For Selective Traffic Enforcement Programs (STEPs), performance reports must be submitted monthly.
- B. The performance report will include, as a minimum: (1) a comparison of actual accomplishments to the objectives established for the period, (2) reasons why established objectives and performance measures were not met, if appropriate, and (3) other pertinent information, including, when appropriate, an analysis and explanation of cost underruns, overruns, or high unit costs.
- C. The Subgrantee shall promptly advise the Department in writing, through *eGrants*, of events that will have a significant impact upon this agreement, including:
  - 1. Problems, delays, or adverse conditions, including a change of project director or other changes in Subgrantee personnel, that will materially affect the ability to attain objectives and performance measures, prevent the meeting of time schedules and objectives, or preclude the attainment of project objectives or performance measures by the established time periods. This disclosure shall be accompanied by a statement of the action taken or contemplated and any Department or federal assistance needed to resolve the situation.
  - 2. Favorable developments or events that enable meeting time schedules and objectives sooner than anticipated or achieving greater performance measure output than originally projected.
- D. The Subgrantee shall submit the Final Performance Report through *eGrants* within thirty (30) days after completion of the grant.

**ARTICLE 8. RECORDS**

The Subgrantee agrees to maintain all reports, documents, papers, accounting records, books, and other evidence pertaining to costs incurred and work performed under this agreement (called the "Records"), and shall make the Records available at its office for the time period authorized within the Grant Period, as specified in this Grant Agreement. The Subgrantee further agrees to retain the Records for four (4) years from the date of final payment under this agreement, until completion of all audits, or until pending litigation has been completely and fully resolved, whichever occurs last.

Duly authorized representatives of the Department, the USDOT, the Office of the Inspector General, Texas State Auditor, and the Comptroller General shall have access to the Records. This right of access is not limited to the four (4) year period but shall last as long as the Records are retained.

**ARTICLE 9. INDEMNIFICATION**

- A. To the extent permitted by law, the Subgrantee, if other than a government entity, shall indemnify, hold, and save harmless the Department and its officers and employees from all claims and liability due to the acts or omissions of the Subgrantee, its agents, or employees. The Subgrantee also agrees, to the extent permitted by law, to indemnify, hold, and save harmless the Department from any and all expenses, including but not limited to attorney fees, all court costs and awards for damages incurred by the Department in litigation or otherwise resisting claims or liabilities as a result of any activities of the Subgrantee, its agents, or employees.
- B. To the extent permitted by law, the Subgrantee, if other than a government entity, agrees to protect, indemnify, and save harmless the Department from and against all claims, demands, and causes of action of every kind and character brought by any employee of the Subgrantee against the Department due to personal injuries to or death of any employee resulting from any alleged negligent act, by either commission or omission on the part of the Subgrantee.
- C. If the Subgrantee is a government entity, both parties to this agreement agree that no 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.

**ARTICLE 10. DISPUTES AND REMEDIES**

This agreement supercedes any prior oral or written agreements. If a conflict arises between this agreement and the Traffic Safety Program Manual, this agreement shall govern. The Subgrantee shall be responsible for the settlement of all contractual and administrative issues arising out of procurement made by the Subgrantee in support of work under this agreement. Disputes concerning performance or payment shall be submitted to the Department for settlement, with the Executive Director or his or her designee acting as final referee.

**ARTICLE 11. TERMINATION**

- A. This agreement shall remain in effect until the Subgrantee has satisfactorily completed all services and obligations described in this agreement and these have been accepted by the Department, unless:
1. This agreement is terminated in writing with the mutual consent of both parties; or
  2. There is a written thirty (30) day notice by either party; or
  3. The Department determines that the performance of the project is not in the best interest of the Department and informs the Subgrantee that the project is terminated immediately.
- B. The Department shall compensate the Subgrantee for only those eligible expenses incurred during the Grant Period specified in this Grant Agreement that are directly attributable to the completed portion of the work covered by this agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The Subgrantee shall not incur nor be reimbursed for any new obligations after the effective date of termination.

**ARTICLE 12. INSPECTION OF WORK**

- A. The Department and, when federal funds are involved, the USDOT, or any of their authorized representatives, have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this agreement and the premises in which it is being performed.
- B. If any inspection or evaluation is made on the premises of the Subgrantee or its subcontractor, the Subgrantee shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and evaluations shall be performed in a manner that will not unduly delay the work.

**ARTICLE 13. AUDIT**

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under this agreement or indirectly through a subcontract under this agreement. Acceptance of funds directly under this agreement or indirectly through a subcontract under this agreement 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.

**ARTICLE 14. SUBCONTRACTS**

A subcontract in excess of \$25,000 may not be executed by the Subgrantee without prior written concurrence by the Department. Subcontracts in excess of \$25,000 shall contain all applicable terms and conditions of this agreement. No subcontract will relieve the Subgrantee of its responsibility under this agreement.

**ARTICLE 15. GRATUITIES**

- A. Texas Transportation Commission policy mandates that employees of the Department shall not accept any benefit, gift, or favor from any person doing business with or who, reasonably speaking, may do business with the Department under this agreement. The only exceptions allowed are ordinary business lunches and items that have received the advanced written approval of the Department's Executive Director.
- B. Any person doing business with or who reasonably speaking may do business with the Department under this agreement may not make any offer of benefits, gifts, or favors to Department employees, except as mentioned here above. Failure on the part of the Subgrantee to adhere to this policy may result in termination of this agreement.

**ARTICLE 16. NONCOLLUSION**

The Subgrantee warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Subgrantee, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this agreement. If the Subgrantee breaches or violates this warranty, the Department shall have the right to annul this agreement without liability or, in its discretion, to deduct from the agreement price or consideration, or otherwise recover the full amount of such fee, commission, brokerage fee, contingent fee, or gift.

**ARTICLE 17. CONFLICT OF INTEREST**

The Subgrantee represents that it or its employees have no conflict of interest that would in any way interfere with its or its employees' performance or which in any way conflicts with the interests of the Department. The Subgrantee shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the Department's interests.

**ARTICLE 18. SUBGRANTEE'S RESOURCES**

- A. The Subgrantee certifies that it presently has adequate qualified personnel in its employment to perform the work required under this agreement, or will be able to obtain such personnel from sources other than the Department.
- B. All employees of the Subgrantee shall have the knowledge and experience that will enable them to perform the duties assigned to them. Any employee of the Subgrantee who, in the opinion of the Department, is incompetent or whose conduct becomes detrimental to the work, shall immediately be removed from association with the project.
- C. Unless otherwise specified, the Subgrantee shall furnish all equipment, materials, supplies, and other resources required to perform the work.

**ARTICLE 19. PROCUREMENT AND PROPERTY MANAGEMENT**

The Subgrantee shall establish and administer a system to procure, control, protect, preserve, use, maintain, and dispose of any property furnished to it by the Department or purchased pursuant to this agreement in accordance with its own procurement and property management procedures, provided that the procedures are not in conflict with (1) the Department's

procurement and property management standards and (2) the federal procurement and property management standards provided by:

- A. 49 CFR, Part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," or
- B. 49 CFR, Part 19 (OMB Circular A-110), "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."

#### **ARTICLE 20. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY**

Upon completion or termination of this Grant Agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc. prepared by the Subgrantee, and equipment and supplies purchased with grant funds shall, at the option of the Department, become the property of the Department. All sketches, photographs, calculations, and other data prepared under this agreement shall be made available, upon request, to the Department without restriction or limitation of their further use.

- A. Intellectual property consists of copyrights, patents, and any other form of intellectual property rights covering any databases, software, inventions, training manuals, systems design, or other proprietary information in any form or medium.
- B. All rights to Department. The Department shall own all of the rights (including copyrights, copyright applications, copyright renewals, and copyright extensions), title and interests in and to all data, and other information developed under this contract and versions thereof unless otherwise agreed to in writing that there will be joint ownership.
- C. All rights to Subgrantee. Classes and materials initially developed by the Subgrantee without any type of funding or resource assistance from the Department remain the Subgrantee's intellectual property. For these classes and materials, the Department payment is limited to payment for attendance at classes.

#### **ARTICLE 21. SUCCESSORS AND ASSIGNS**

The Department and the Subgrantee each binds itself, its successors, executors, assigns, and administrators to the other party to this agreement and to the successors, executors, assigns, and administrators of the other party in respect to all covenants of this agreement. The Subgrantee shall not assign, sublet, or transfer interest and obligations in this agreement without written consent of the Department through *eGrants*.

#### **ARTICLE 22. CIVIL RIGHTS COMPLIANCE**

- A. Compliance with regulations: The Subgrantee shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the USDOT: 49 CFR, Part 21; 23 CFR, Part 200; and 41 CFR, Parts 60-74, as they may be amended periodically (called the "Regulations"). The Subgrantee agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented by the U.S. Department of Labor regulations (41 CFR, Part 60).
- B. Nondiscrimination: The Subgrantee, with regard to the work performed during the period of

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this agreement, shall not discriminate on the grounds of race, color, sex, national origin, age, religion, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment.

- C. Solicitations for subcontracts, including procurement of materials and equipment: In all solicitations either by competitive bidding or negotiation made by the Subgrantee for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Subgrantee of the Subgrantee's obligations under this agreement and the regulations relative to nondiscrimination on the grounds of race, color, sex, national origin, age, religion, or disability.
- D. Information and reports: The Subgrantee shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or the USDOT to be pertinent to ascertain compliance with the Regulations or directives. Where any information required of the Subgrantee is in the exclusive possession of another who fails or refuses to furnish this information, the Subgrantee shall certify that to the Department or the USDOT, whichever is appropriate, and shall set forth what efforts the Subgrantee has made to obtain the requested information.
- E. Sanctions for noncompliance: In the event of the Subgrantee's noncompliance with the nondiscrimination provision of this agreement, the Department shall impose such sanctions as it or the USDOT may determine to be appropriate.
- F. Incorporation of provisions: The Subgrantee shall include the provisions of paragraphs A. through E. in every subcontract, including procurements of materials and leases of equipment, unless exempt by the regulations or directives. The Subgrantee shall take any action with respect to any subcontract or procurement that the Department may direct as a means of enforcing those provisions, including sanctions for noncompliance. However, in the event a Subgrantee becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Subgrantee may request the Department to enter into litigation to protect the interests of the state; and in addition, the Subgrantee may request the United States to enter into such litigation to protect the interests of the United States.

**ARTICLE 23. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**

- A. The parties shall comply with the DBE Program requirements established in 49 CFR Part 26.
- B. The Subgrantee shall adopt, in its totality, the Department's federally approved DBE program.
- C. The Subgrantee shall set an appropriate DBE goal consistent with the Department's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Subgrantee shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. The Subgrantee shall follow all other parts of the Department'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](http://txdot.gov/business/business_outreach/mou.htm).

- E. The Subgrantee shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Subgrantee shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of USDOT-assisted contracts. The Department's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, 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 Subgrantee of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 USC 1001 and the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.).
- F. Each contract the Subgrantee 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 USDOT-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.*

#### **ARTICLE 24. DEBARMENT AND SUSPENSION**

- A. The Subgrantee certifies, to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
  2. Have not within the three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  3. Are not presently indicted or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph A. 2. of this Article; and
  4. Have not, within the three (3) year period preceding this agreement, had one or more federal, state, or local public transactions terminated for cause or default.
- B. Where the Subgrantee is unable to certify to any of the statements in this Article, the Subgrantee shall attach an explanation to this agreement.

- C. The Subgrantee is prohibited from making any award or permitting any award at any tier to any party which 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 Subgrantee certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance 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.
- D. The Subgrantee shall require any party to a subcontract or purchase order awarded under this Grant Agreement to certify its eligibility to receive federal grant funds, and, when requested by the Department, to furnish a copy of the certification.

#### **ARTICLE 25. LOBBYING CERTIFICATION**

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

- A. No federally appropriated funds have been paid or will be paid by or on behalf of the Subgrantee 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.
- 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 federal 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 party to this agreement shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Subgrantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 USC § 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.

#### **ARTICLE 26. CHILD SUPPORT CERTIFICATION**

Under Section 231.006, Texas Family Code, the Subgrantee certifies that the individual or business entity named in this agreement is not ineligible to receive the specified grant, loan, or payment and acknowledges that this agreement may be terminated and payment may be withheld if this certification is inaccurate. If the above certification is shown to be false, the Subgrantee is liable to the state for attorney's fees and any other damages provided by law or the agreement. A child support obligor or business entity ineligible to receive payments because of a payment delinquency of more than thirty (30) days remains ineligible until: all arrearages have been paid; the obligor is in compliance with a written repayment agreement

or court order as to any existing delinquency; or the court of continuing jurisdiction over the child support order has granted the obligor an exemption from Subsection (a) of Section 231.006, Texas Family Code, as part of a court-supervised effort to improve earnings and child support payments.

#### **ARTICLE 27. 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 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 Subgrantee 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) if this award provides for more than \$25,000 in Federal funding. The CCR number may be obtained by visiting the CCR web-site 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 the Federal government to track the distribution of federal money. The DUNS number 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.

#### **ARTICLE 28. 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 Subgrantee's fiscal year, the Subgrantee must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Audit Office at [http://www.txdot.gov/contact\\_us/audit.htm](http://www.txdot.gov/contact_us/audit.htm).

C. If expenditures are less than \$500,000 during the Subgrantee's fiscal year, the Subgrantee 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 Subgrantee

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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.

**ARTICLE 29. BUY AMERICA ACT**

The Subgrantee will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

**ARTICLE 30. RESTRICTION ON STATE LOBBYING**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**RESPONSIBILITIES OF THE SUBGRANTEE**

- A. Carry out the objectives and performance measures of this Grant Agreement by implementing all activities in the Action Plan.
  
- B. Submit all required reports to the Department (TxDOT) fully completed with the most current information, and within the required times, as defined in Article 3 (Compensation) and Article 7 (Reporting and Monitoring) of the General Terms and Conditions of this Grant Agreement. This includes reporting to the Department on progress, achievements, and problems in monthly Performance Reports and attaching necessary source documentation to support all costs claimed in Requests for Reimbursement (RFR).
  
- C. Attend Department-approved grant management training.
  
- D. Attend meetings according to the following:
  - 1. The Department will arrange for meetings with the Subgrantee to present status of activities and to discuss problems and schedule for the following quarter's work.
  - 2. The project director or other qualified person will be available to represent the Subgrantee at meetings requested by the Department.
  
- E. When applicable, all newly developed PI&E materials must be submitted to the Department for written approval, through the TxDOT Electronic Grants Management System (eGrants), prior to final production. Refer to the Traffic Safety Program Manual regarding PI&E procedures.
  
- F. For out of state travel expenses to be reimbursable, the Subgrantee must have obtained the written approval of the Department, through eGrants system messaging, prior to the beginning of the trip. Grant approval does not satisfy this requirement. For Department district-managed grants, the Subgrantee must have written Department district approval for travel and related expenses if outside of the Department district's boundaries.
  
- G. Maintain verification that all expenses, including wages or salaries, for which reimbursement is requested is for work exclusively related to this project.
  
- H. Ensure that this grant will in no way supplant (replace) funds from other sources. Supplanting refers to the use of federal funds to support personnel or an activity already supported by local or state funds.
  
- I. The Subgrantee should have a safety belt use policy. If the Subgrantee does not have a safety belt use policy in place, a policy should be implemented during the grant year.

**RESPONSIBILITIES OF THE DEPARTMENT**

- A. Monitor the Subgrantee's compliance with the performance obligations and fiscal requirements of this Grant Agreement using appropriate and necessary monitoring and inspections, including but not limited to:
  - 1. review of periodic reports
  - 2. physical inspection of project records and supporting documentation
  - 3. telephone conversations
  - 4. e-mails and letters
  - 5. quarterly review meetings
  - 6. eGrants
  
- B. Provide program management and technical assistance.
  
- C. Attend appropriate meetings.
  
- D. Reimburse the Subgrantee for all eligible costs as defined in the project budget. Requests for Reimbursement will be processed up to the maximum amount payable as indicated in the project budget.
  
- E. Perform an administrative review of the project at the close of the grant period to:
  - 1. Ascertain whether or not the project objectives were met
  - 2. Review project accomplishments (performance measures completed, targets achieved)
  - 3. Document any progress towards self-sufficiency
  - 4. Account for any approved Program Income earned and expended
  - 5. Identify exemplary performance or best practices

**Alcohol and Other Drug Counter Measures**

**Goal(s):**

To reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, fatalities and injuries.

**Strategy:**

X To reduce the number of DUI-related crashes where the driver is under age 21.

**Strategy:**

Improve education programs on alcohol and driving for youth.

Increase public education and information, concentrating on youth age 5-13 and 14-20, including parent education on drinking and driving.

## Problem Identification and Solution

### I. Problem Identification

Alcohol is the most commonly used and abused drug among US youth. Although drinking under the age of 21 is illegal, people aged 12 to 20 years drink 11% of all alcohol consumed in the US (Office of Juvenile Justice & Delinquency Prevention 2011). In Texas, 23% of youth drank before the age of 13 compared to 20% nationwide (2011-US Dept. of Health & Human Services). Vehicle crashes are the leading cause of death for teens (15-20 years old) and 31% of teen traffic deaths are alcohol-related (MADD Power of Parents 2010). Statewide 1,039 people were killed in motor vehicle crashes where the driver was under the influence of alcohol; 34.5 % of the total number of people killed in motor vehicle crashes (TxDOT 2011). Texas currently leads the nation in the number of drinking and driving deaths (NHTSA 2012). In 2011 there were 1,804 alcohol related crashes and injuries in Travis, Hays and Williamson Counties (TxDOT). In Austin, 60% of traffic fatalities were alcohol-related and 331 citations were issued to drivers under 21 (Austin Police Department Jan-Oct 2012). The Greater Austin Underage Drinking Prevention Coalition reports 1,297 tickets for Minor in Possession (MIP) and Minor in Consumption were written for Jan-Sept 2011. According to the Adolescent Drinking - 2011 Texas Youth Risk Behavior Survey, 1 in 3 students rode with someone who had been drinking, and 1 in 10 drove after they had been drinking. The 2011 Travis County Community Impact Report on Youth Risk Factors said 32% of Texas students rode with a drinking driver. The UDPP believes the availability and use of alcohol resulting in underage drinking and driving crashes and fatalities is a significant traffic safety problem for youth.

Travis, Hays and Williamson Counties have rural areas where youth drink because there is not much else to do and drive at the earliest legal age (UDPP 2011). Historically, idle youth are cited as a prime factor in the prevalence of underage drinking. While some view underage drinking as a "rite of passage", teens have a greater risk of death in an alcohol-related crash than the overall driving population, despite their inability to legally purchase, possess or consume alcohol. Fifty-three under 21 rural drivers were involved in DUI fatal crashes; 11% of total state rural drivers (TxDOT 2011).

Underage impaired driving, MIP, and making available to a minor continue to challenge parents, teachers, law enforcement, faith communities, and the community at large. The Capital area region which includes Hays, Williamson and Travis Counties, is projected to grow 162% by 2040 (CAN 2012). The student population will continue to grow as well, and so will new teen drivers, with a new crop of students each fall who have not been reached with the prevention message. In the 2011-2012 school year, there were 287,667 students in Travis, Hays, and Williamson County schools (Texas Education Agency 2012). In addition, the Travis County Hispanic population is projected to exceed the Anglo population by 2015. Hispanics have increased as a percentage of the total population in each of the three counties while the white population has decreased as a percentage of total population. The Hispanic population grew by 30% from 2005-2011 in Travis County where they constituted 34% of the population and 47% of the child and youth population (CAN Dashboard 2012). Motor vehicle crashes are the leading cause of death for Hispanics one to 34 years of age (TTI 2012). This illustrates a need for culturally sensitive, bilingual outreach and material for Spanish speakers.

Underage youth are attracted to the tri-county area by higher education institutions and recreational activities, which include aquatic recreation. A 2010 Red Cross study cites alcohol as a factor in about 25%-50% of adolescent and adult deaths from drowning or injuries. College age youth are as particularly at risk for water fatalities as they are for

binge drinking especially freshman who are at greatest risk from alcohol-related harm (2012 Penn State Prevention Resource Center). Close to 40% of college students in the US binge drink, and that number has remained virtually unchanged for decades. Almost 2,000 US college students die yearly from alcohol-related injuries (Join Together 2011). The Austin ISD 2010-2011 Student Substance Use and Safety Survey cites 80 alcohol violations in high schools and middle schools. AISD students report 14% took a drink once a month. A national survey of 11th and 12th graders found 90% believed their peers were more likely to drink and drive on prom night (Center for Substance Abuse Research 2010). A SAMHSA February 2011 report showed that in January 2011, more than 200,000 youth were given alcohol by a parent or their adult family member. Parents making alcohol available and hosting parties at prom/graduation times as well as at other celebrations, is a factor in the prevalence of underage drinking and underage drinking and driving.

## II. Problem Solution

In order to reduce underage drinking and driving in three counties, these measures will be utilized:

"Why Risk It?" and "Busted!" presentations to high schools, middle schools and 4th/5th graders in elementary school, as well as to parents and caregivers, that includes information regarding riding with a drinking driver, the zero tolerance law, and the legal and social consequences of underage drinking. Presentations are conducted by staff and law enforcement volunteers. It will also increase the awareness of risk, in order to reduce the number and severity of motor vehicle crashes among drivers under 21. Teen drinking has predictable and preventable patterns and conditions. UDPP assessments assist in tailoring presentations to youth behaviors.

Parents are the number one source that teens turn to for important information; parents can influence their teen's decision not to drink alcohol (MADD 2010). The UDPP addresses this issue by providing adult/parent presentations that include the "Jacqueline Saburido" and the "Chronicles of a Teen Killer" videos and working with school parent support specialists, parent involvement programs (Parent/Teacher Coffee) and PTA. Adults are also targeted during the Christmas/New Year's Emphasis Patrol dedicated to an underage victim of DWI. This media event is reinforced by teen anti-DWI/alcohol awareness presentations. It maintains cooperative multi-jurisdictional law enforcement efforts addressing underage impaired driving. The program will also reach adults and college age youth through orientations, open enrollments, presentations and health fair events sponsored by public and private employers, as well as by colleges and universities. Other educational components will include media campaigns during high risk times and participation in grassroots projects such as Red Ribbon Week and Project Celebration. A survey of high school juniors and seniors found that 90% believe their peers are more likely to drink and drive on prom night and 79 % believe the same is true of graduation night (Center for Substance Abuse Research 2010). High-risk times such as spring break, prom, graduation and Halloween will be targeted, and BWI and DWI/summer water safety will be addressed in partnership with the Central Texas Water Safety Coalition. Continue collaboration with groups, including the Austin Police Department Athletic League, Williamson County Youth Substance Abuse Prevention Coalition, Hays/Caldwell Council on Alcohol and Drug Abuse, Austin Travis County Suicide Prevention Coalition, CAN, Austin ISD School Health Advisory Council and the Safe Kids Coalition. Continue UDPP task force efforts by increasing membership and providing quality programs and speakers. The task force celebrates a history of community service and has grown to over 200 members. The task force meets regularly and encourages members to support, utilize and create awareness of new and existing resources; it also serves as a distribution site

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for seasonal campaign material and local event information. Will also utilize Travis County Television for public affairs show "Focus on Youth and Alcohol" and community notices. The Comprehensive Underage Drinking Prevention Program is in a position to reduce alcohol-related harm in the tri-county area by providing education and outreach prevention services as well as changing social norms and perceptions about youth and alcohol. Continuing the UDPP provides continuity to build on previous successes and makes a significant contribution in saving the lives of teenagers by discouraging alcohol consumption. The UDPP addresses the spectrum of underage drinking from 4th graders to 20 year-old college age youth, where the risks vary from riding with a drinking driver for young students to binge drinking, and drinking and driving for older youth. UDPP strengths include name recognition, staff longevity, working relationships with school districts, private and charter schools, established task force and strong working relationships with local law enforcement agencies and media. The "Why Risk It?" program will continue to reach high school age and older youth. The anti-DWI high school program will be supported by the middle school prevention program, "Busted!", especially to 8th graders as they transition to high school and to 4th/5th grade students. Evidence based research shows prevention programs at key transition points can produce beneficial effects even among high risk children and families. The UDPP will also grow its partnership with the Mexican Consulate, Con Mi Madre (Hispanic Mother/Daughter program), PTAs in predominantly Spanish speaking schools, and other Spanish speaking parent groups to address this population's risks. The UDPP will utilize branded materials to enhance marketing efforts and enforce its mission statement: To create a community consensus that underage drinking is illegal, unhealthy and unacceptable.

### **III. Project Evaluation**

Demand for program services (presentations, booths and community collaborations) allows for measuring success in meeting stated project goals/objectives. The UDPP is not a mandated school program; it is invited onto campuses based on merit and historical relationships. Media coverage of the project reflects community awareness, interest and support of the program and its goals. In addition, project staff conducts short pre and post surveys to measure student knowledge of the Zero Tolerance law.

**Objectives, PI&E, Performance Measures and Activities**

**Objective statement:** To Conduct 460 Busted and Why Risk It? presentations to youth and adults in Travis, Hays and Williamson Counties. by 9/30/2014

Activity	Responsible	Activity Completion Date
1. Contact schools for presentations.	Subgrantee	5/31/2014
2. Contact community youth groups for presentations.	Subgrantee	5/31/2014
3. Conduct underage drinking prevention/alcohol awareness presentations to adults (youth over 21, parents, and caregivers).	Subgrantee	5/31/2014
4. Participate in age appropriate community events.	Subgrantee	6/30/2014
5. Conduct underage drinking prevention/alcohol awareness presentations to elementary through 12th grade youth.	Subgrantee	9/30/2014
6.		
7.		
8.		
9.		
10.		

**Objectives, PI&E, Performance Measures and Activities**

**Objective statement:** To Establish 12 collaboration between existing agencies on underage drinking and anti-DWI issues. by 9/30/2014

	<b>Activity</b>	<b>Responsible</b>	<b>Activity Completion Date</b>
1.	Create partnerships for Halloween community events.	Subgrantee	10/31/2013
2.	Create partnerships for winter holiday community events.	Subgrantee	1/31/2014
3.	Create partnerships for Spring Break community/school events.	Subgrantee	4/30/2014
4.	Participate in forums on underage drinking prevention for parents of elementary school youth.	Subgrantee	5/31/2014
5.	Create partnerships for prom/graduation community/school events.	Subgrantee	5/31/2014
6.	Coordinate outreach efforts with existing underage drinking prevention efforts: ISD Project Celebrations, Mexican Consulate events, etc.	Subgrantee	6/30/2014
7.	Collaborate with other county coalitions focused on anti-DWI/underage drinking prevention in the tri-county area.	Subgrantee	9/30/2014
8.	Attend underage drinking prevention/anti-DWI, and youth health & safety meetings: SafeKids, Greater Austin Underage Drinking Co., Suicide Preve., etc.	Subgrantee	9/30/2014
9.			
10.			

**Objectives, PI&E, Performance Measures and Activities**

**Objective statement:** To Participate in 50 community events in Travis, Hays and Williamson Counties. by 9/30/2014

	<b>Activity</b>	<b>Responsible</b>	<b>Activity Completion Date</b>
1.	Contact and work with local colleges and universities on underage drinking and underage drinking and driving prevention efforts.	Subgrantee	6/30/2014
2.	Coordinate events in conjunction with local, state and federal campaigns.	Subgrantee	7/31/2014
3.	Provide presentations to and staff information booths at recreation centers.	Subgrantee	8/31/2014
4.	Identify and participate in school events, community and/or agency health fairs and employer initiatives.	Subgrantee	9/30/2014
5.	Collaborate with other agencies to prevent duplication of efforts.	Subgrantee	9/30/2014
6.	Evaluate current outreach and distribute program information packets to schools, youth centers, churches, and other youth organizations.	Subgrantee	9/30/2014
7.			
8.			
9.			
10.			

**Objectives, PI&E, Performance Measures and Activities**

**Objective statement:** To Collect 12 months of UDPP statistics in Travis, Hays and Williamson Counties. by 9/30/2014

	<b>Activity</b>	<b>Responsible</b>	<b>Activity Completion Date</b>
1.	Identify youth community service options for each county.	Subgrantee	5/31/2014
2.	Conduct pre and post surveys before and after UDPP presentations.	Subgrantee	5/31/2014
3.	Identify/list agencies that collect data on underage drinking issues/offenses and violations in each county.	Subgrantee	6/30/2014
4.	Compile information and data collected. Report findings at end of year task force meeting.	Subgrantee	8/31/2014
5.	Compile data and determine any trends for each county.	Subgrantee	9/30/2014
6.	Identify links between underage drinking and other social issues.	Subgrantee	9/30/2014
7.			
8.			
9.			
10.			

**Objectives, PI&E, Performance Measures and Activities**

**Objective statement:** To Conduct 5 Underage Drinking Prevention Task Force meetings. by 9/30/2014

	<b>Activity</b>	<b>Responsible</b>	<b>Activity Completion Date</b>
1.	Conduct and attend task force meetings.	Subgrantee	8/31/2014
2.	Provide statistics/information to task force members.	Subgrantee	8/31/2014
3.	Utilize print and broadcast media and Internet to announce task force meetings and activities.	Subgrantee	8/31/2014
4.	Coordinate activities with other groups and agencies to prevent duplication of efforts.	Subgrantee	8/31/2014
5.	Maintain a database of coalition task force members.	Subgrantee	9/30/2014
6.	Determine speakers and agenda for task force meetings.	Subgrantee	9/30/2014
7.	Invite representatives from Williamson and Hays Counties to attend task force meetings.	Subgrantee	9/30/2014
8.	Partner with Hays and Williamson Counties on task force activities.	Subgrantee	9/30/2014
9.			
10.			

**Objectives, PI&E, Performance Measures and Activities**

**Objective statement:** To Conduct 1 year round public information and education (PI&E) campaign in the tri-county area. by 9/30/2014

Activity	Responsible	Activity Completion Date
1. Determine and develop types of materials needed.	Subgrantee	12/31/2013
2. Submit proposed materials and the PI&E plan to the department for approval.	Subgrantee	1/31/2014
3. Participate in seasonal campaigns: Christmas/New Year's, Red Ribbon Week, Spring Break, and Graduation in coordination with federal/state campaigns.	Subgrantee	6/30/2014
4. Contact and serve PTAs and other parent groups in all three counties on underage drinking and driving issues.	Subgrantee	6/30/2014
5. Produce/distribute material and maintain records of all PI&E material received and distributed.	Subgrantee	9/30/2014
6. Report on program activities.	Subgrantee	9/30/2014
7. Utilize UDPP web site to convey information and utilize Internet to find statistics, resources, data, and trends.	Subgrantee	9/30/2014
8. Utilize public access TV for public service and community billboard announcements, and produce "Focus on Youth and Alcohol" TV show for TCTV.	Subgrantee	9/30/2014
9. Submit press releases to existing news sources (print and broadcast) in all three counties.	Subgrantee	9/30/2014
10. Update press kit & update program fact sheet with current data distribution to task force agencies and the public.	Subgrantee	9/30/2014

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**Budget Summary**

Budget Category		TxDOT	Match	Program Income	Total
<b>Category I - Labor Costs</b>					
(100)	Salaries:	\$108,425.00	\$20,364.00	\$0	\$128,789.00
(200)	Fringe Benefits:	\$49,224.87	\$0	\$0	\$49,224.87
	<b>Sub-Total:</b>	<b>\$157,649.87</b>	<b>\$20,364.00</b>	<b>\$0</b>	<b>\$178,013.87</b>
<b>Category II - Other Direct Costs</b>					
(300)	Travel:	\$1,850.00	\$1,000.00	\$0	\$2,850.00
(400)	Equipment:	\$0	\$0	\$0	\$0
(500)	Supplies:	\$0	\$0	\$0	\$0
(600)	Contractual Services:	\$0	\$277,807.08	\$0	\$277,807.08
(700)	Other Miscellaneous:	\$2,400.00	\$22,000.00	\$0	\$24,400.00
	<b>Sub-Total:</b>	<b>\$4,250.00</b>	<b>\$300,807.08</b>	<b>\$0</b>	<b>\$305,057.08</b>
	<b>Total Direct Costs:</b>	<b>\$161,899.87</b>	<b>\$321,171.08</b>	<b>\$0</b>	<b>\$483,070.95</b>
<b>Category III - Indirect Costs</b>					
(800)	Indirect Cost Rate:	\$0	\$0	\$0	\$0
<b>Summary</b>					
	<b>Total Labor Costs:</b>	<b>\$157,649.87</b>	<b>\$20,364.00</b>	<b>\$0</b>	<b>\$178,013.87</b>
	<b>Total Direct Costs:</b>	<b>\$4,250.00</b>	<b>\$300,807.08</b>	<b>\$0</b>	<b>\$305,057.08</b>
	<b>Total Indirect Costs:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Grand Total:</b>	<b>\$161,899.87</b>	<b>\$321,171.08</b>	<b>\$0</b>	<b>\$483,070.95</b>
	<b>Fund Sources: (Percent Share)</b>	<b>33.51%</b>	<b>66.49%</b>	<b>0.00%</b>	

Salary and cost rates will be based on the rates submitted by the Subgrantee in its grant application in eGrants.



## TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input checked="" 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:	139/Travis County Adult Probation	
Contact Person/Title:	Lila Oshatz, Division Director Programs and Services	
Phone Number:	512-854-7602	

Grant Title:	Travis County Adult Probation DWI Court		
Grant Period:	From: <input type="text" value="Sep 1, 2013"/>	To: <input type="text" value="Aug 31, 2014"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Office of the Governor- Criminal Justice Division		
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 type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
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
1390010001	\$ 52,519	\$ 0	\$ 52,519	4.00	Nov 30, 2013

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	MG	
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.	Maintain a DWI Court completion rate of 70% or higher	75%	70%	70%	70%
2.					
3.					
+ - Measures for the Grant					
1.	Number of new enrollments	59	56	50	50
Outcome Impact Description		Recidivism Reduction			
2.	Number of Successful completions	45	33	43	43
Outcome Impact Description		As program is 12 months in duration, clients typically start treatment in one fiscal year and complete in another. Therefore, successful completions are often comprised of participants who started in the previous fiscal year.			
3.					
Outcome Impact Description					

**PBO Recommendation:**

PBO concurs with this Permission to Continue request for the Adult Probation DWI Court continuation grant.

**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 mission of the TCAP DWI Court is to "enhance community supervision and improve lives by facilitating rehabilitation through a collaborative process, which includes treatment, supervision and judicial involvement. We foster recovery by providing support, compassion and accountability." This mission is accomplished through collaborative partnerships. The DWI Court is a pro-active approach which entails the early identification of repeat DWI offenders and providing to them the support and services needed to eliminate their repetitive involvement with the criminal justice system.

**Specific program goals are as follows:**

1. Participants will receive timely substance use treatment to address identified substance use needs and other criminogenic need areas.
2. Participants will receive timely judicial oversight to support and confront behavioral change .
3. Participants will receive timely drug/alcohol testing to insure abstinence.
4. Participants will receive case management services and will have their conditions monitored by the probation officer.

Permission to Continue request is through the end of November 2013 to support personnel costs to continue to DWI Court operations until receipt of grant award from Office of the Governor.

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

The Department will continue to apply for grant funding to support DWI Court program needs for future fiscal years. We will explore other sustainability options as well.

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 match requirement

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

Yes

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. It is the intent of the Department to identify funding sources to maintain self-sufficiency for the DWI Court through a combination of funding sources.

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

This is a continued program initiated in FY 2009.

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.

Pursuant to the Texas Health and Safety Code 469.006, counties with populations over 200,000 must implement and apply for state funds to implement a DWI/Drug Court. This request is to meet the mandated requirements of the law as well as to meet an identified community need.

The DWI Court represents another sentencing option for the judiciary, specifically the establishment of an additional "best practice" problem solving court to impact recidivism and provide continued reduction in community corrections costs. The DWI Court is consistent with the Department's Travis Community Impact Supervision (TCIS) initiative as it provides for strategic rehabilitative responses to meet the identified individualized risk and needs levels of the offender through a structured system of sanctions and incentives.



# ADULT PROBATION DEPARTMENT

of Travis County

**Central Unit**  
411 W. 13<sup>th</sup> Street,  
Suite 400  
Austin, TX 78701  
512-854-4600  
512-854-4606 Fax

**North Unit**  
10409 Burnet Rd  
Austin, TX 78758  
512-854-9775  
512-854-4533 Fax

**Mental Health Unit**  
4920 IH 35 North  
Suite 110  
Austin, TX 78751  
512-854-1800  
512-854-4612 Fax

**South Unit**  
4011 McKinney Falls Pkwy  
Suite 1300  
Austin, TX 78744  
512-854-CSCD (2723)  
512-854-4612 Fax

**SMART**  
3404 S FM 973  
Del Valle, TX  
78617  
512-854-3150  
512-247-5567 Fax



Mailing Address: PO Box 2245 Austin, Texas 78768-2245

[www.co.travis.tx.us/AdultProbation](http://www.co.travis.tx.us/AdultProbation)

Voice Response System: 512-495-6563 or 1-800-451-3887

Rosie Ramón-Durán, Interim Director

## MEMORANDUM

TO: Commissioner's Court

FROM: Lila Oshatz  
Probation Division Director- Programs/Services *Lila Oshatz*

DATE: August 26, 2013

SUBJECT: Permission to Continue- Office of the Governor DWI Court Grant

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This memo is to request permission to continue operations for the Travis County Adult Probation DWI Court until receipt of the grant award from the Office of the Governor. Traditionally, grant awards are received from the Office of the Governor during the months of September or October.

We are requesting that the personnel costs associated with the grant (4 FTEs) be covered through the end of November 2013. This would allow ample time for receipt of a grant award. Further details are provided in the attached Grant Summary Sheet.

Thank you in advance for your consideration.

cc: Rosie Ramón-Durán  
Bob Klepac