



Travis County Commissioners Court Agenda Request

Meeting Date: October 8, 2013

Prepared By/Phone Number: Shannon Pleasant, CTPM 854-1181 /
Marvin Brice, CPPB 854-9765

Elected/Appointed Official/Dept. Head: Cyd Grimes C.P.M. CPPO

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 9 to Interlocal Agreement No.4400000367 (H.T.E. Contract No. IL060040RE), Austin Community College, for Early Childhood Mentoring (Teacher TRAC).

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.
- Through this Interlocal Agreement Travis County Health and Human Services and Veteran Services (TCHHSVS) will provide funds for tuition and books for childcare teachers and childcare center directors to take college level child development courses at Austin Community College (ACC) in pursuit of a Child Development Associate credential or an Associate Degree in Child Development. The agreement also provides for small cash bonuses for those teachers and directors who complete their coursework with a grade of C or better. ACC staff provides life coaching and support to teachers and directors who enroll to increase the odds of success.

Qualifications needed to enroll in the program are as follows: teachers and directors must live in Travis County, must be working a minimum of 30 hours per week in a state licensed or regulated childcare facility, must complete their coursework with a grade of C or better, and commit to remain at their current childcare center for at least a year after completing their coursework. Modification No. 9 will renew the agreement for an additional twelve-month period, from October 1, 2013 through September 30, 2014. The not to exceed amount for this renewal period is \$56,758.

ID# 9543

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to agenda@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

Modification No. 8 renewed the agreement for an additional twelve-month period, from October 1, 2012 through September 30, 2013. The not to exceed amount for this renewal period is \$56,758.

Modification No. 7 renewed the agreement for an additional twelve-month period, from October 1, 2011 through September 30, 2012. The not to exceed amount for this renewal period was \$56,758.

Modification No. 6 renewed the agreement for an additional twelve-month period, from October 1, 2010 through September 30, 2011. The not to exceed amount for this renewal period was \$56,758.

Modification No. 5 renewed the agreement for an additional twelve-month period, from October 1, 2009 through September 30, 2010. The not to exceed amount for this renewal period was \$56,758.

Modification No. 4 renewed the agreement for an additional twelve-month period, from October 1, 2008 through September 30, 2009. The not to exceed amount for this renewal period was \$56,758; in addition to amending Section 4.2 the Renewal Term Work Statement and Performance Measure and Budget.

Modification No. 3 renewed the agreement for an additional twelve-month period, from October 1, 2007 through September 30, 2008. The not to exceed amount for this renewal period was \$56,758; in addition to amending Section 4.2 the Renewal Term Work Statement and Performance Measure and Budget.

Modification No. 2 increased the contract funds by \$10,000 for the October 1, 2005 through September 30, 2006 renewal period; in addition to renewing the contract for a twelve-month period from October 1, 2006 through September 30, 2007. The contract not to exceed amount was \$54,055.

Modification No. 1 increased the contract funds by \$13,574 for a total not to exceed amount of \$81,055; in addition to amending Attachment A, the Work Statement, Performance Measure and Budget.

- **Contract Expenditures:** Within the last 12 months \$56,758 has been spent against this contract/requirement.

ID# 9543

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to agenda@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

➤ **Contract-Related Information:**

Award Amount: \$67,481.00

Contract Type: Interlocal Cooperation Agreement

Contract Period: October 1, 2005 through September 30, 2006

➤ **Contract Modification Information:**

Modification Amount: \$56,758

Modification Type: Interlocal Agreement

Modification Period: October 1, 2013 through September 30, 2014

➤ **Solicitation-Related Information:** Not Applicable

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations:** Not Applicable

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

SAP Shopping Cart #:

Funding Account(s): 511430

Comments: Cost Center 1580540001

ID# 9543

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to agenda@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



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

RECEIVED
TRAVIS COUNTY
PURCHASING
OFFICE
2013 AUG -6 PM 3:15

**Sherri E. Fleming
County Executive
For TCHHS/VS
(512) 854-4100
Fax (512) 279-1608**

DATE: July 31, 2013

TO: Cyd V. Grimes, C.P.M., CPPO, Travis County Purchasing Agent

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

SUBJECT: Renewals for Fiscal Year and Interlocal Contracts

Proposed Motion:

Consider and take appropriate action to approve renewing the following contracts:

Workforce Solutions Child Care Local Match
ACC Teacher TRAC
Travis County Emergency Services District #4

Summary and Staff Recommendations:

Workforce Solutions – Child Care Local Match: \$223,741

4400000819; October 1, 2013 – September 30, 2014; Fiscal Year Contract

Workforce Solutions – Capital Area Workforce Board, as the local agent for the Texas Workforce Commission, distributes state and federal childcare funding for low-income working families in Travis County. Workforce Solutions can utilize local contributions to draw down additional federal funds for childcare. Under the proposed contribution agreement, Travis County will transfer \$223,741 of General Fund money earmarked for childcare to Workforce Solutions so the organization can leverage an additional \$1,171,537 in federal childcare funds, the City of Austin will contribute \$331,832 to

produce a total of \$1,727,110 to provide childcare for low-income families in Travis County.

Austin Community College – Teacher and Director TRAC: \$56,758

4400000367; October 1, 2013 – September 30, 2014; Fiscal Year Contract

Provides funds for tuition and books for childcare teachers and childcare center directors to take college level child development courses at ACC in pursuit of a Child Development Associate credential or an Associate Degree in Child Development. The contract also provides for small cash bonuses for those teachers and directors who complete their coursework with a grade of C or better. ACC staff provides life coaching and support to teachers and directors who enroll to increase the odds of success.

Qualifications needed to enroll in the program are as follows: teachers and directors must live in Travis County, must be working a minimum of 30 hours per week in a state licensed or regulated childcare facility, must complete their coursework with a grade of C or better, and commit to remain at their current childcare center for at least a year after completing their coursework.

Travis County ESD #4 – Firefighter Academy: \$96,000

4400000349; October 1, 2013 – September 30, 2014; Fiscal Year Contract

This interlocal contract addresses both public safety and workforce development needs in Travis County. Cadets receive training that prepare them to take the state firefighter certification test. They also receive training that allows them to become certified Emergency Medical Technicians (EMT). The program is designed to put young minority adults on a career path and increase the supply of qualified firefighters and EMT personnel in rural parts of Travis County.

TCHHS/VS staff recommends renewing these contracts for fiscal year 2014.

Issues and Opportunities:

These contracts provide workforce development, childcare and public safety services for Travis County residents.

Fiscal Impact and Source of Funding:

These funds are proposed in the FY 2014 zero-based budget, attached to this memo.

Attachment

Cc: Nicki Riley, Travis County Auditor
 Patti Smith, Chief Assistant Travis County Auditor
 Mike Crawford, Senior Financial Analyst, Travis County Auditor
 Mary Etta Gerhardt, Assistant Travis County Attorney
 Marvin G. Brice, CPPB, Assistant Purchasing Agent, Travis County Purchasing Office
 Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office
 Aerin Toussaint, Analyst, Planning and Budget Office
 LaDonna Brazell, Contract Compliance Specialist, TCHHS/VS
 Caula McMarion, TCHHS/VS, Finance Accountant
 Jim Lehrman, Division Director, Family Support Services, TCHHS/VS
 Andrea Colunga-Bussey, Division Director, Office of Children's Services, TCHHS/VS
 Deborah Britton, Division Director, Community Services, TCHHS/VS

FY 14 Budget Workbook
Health & Human Services and Veterans Services (158)

Fund	Funds Center	Commitment Item	Description	FY 14 Projected Expenditures	Changes	FY 14 Budget Submission
Community Liaison						
0001	1580510001	500050	Salaries-Regular Employee		88,062	88,062
0001	1580510001	503010	Salaries-Temp Employee		-	-
0001	1580510001	506010	Longevity Pay-All Employees		960	960
0001	1580510001	506020	FICA Tax-OASDI		5,519	5,519
0001	1580510001	506030	FICA Tax-Medicare		1,290	1,290
0001	1580510001	506030	Medical Insurance Benefit		17,656	17,656
0001	1580510001	506040	Life Insurance Benefit		198	198
0001	1580510001	506050	Retirement Contribution		11,808	11,808
0001	1580510001	506060	Worker's Compensation		182	182
Personnel				-	125,675	125,675

Social Service Contracts						
0001	1580540001	511100	Treatment Services	611,799	-	611,799
0001	1580540001	511430	Workforce Development	2,272,426	40,000	2,312,426
0001	1580540001	511440	Other Social Services	5,894,787	(40,000)	5,854,787
0001	1580540001	511900	Other Services	63,096	-	63,096
Funds Center				8,842,108	-	8,842,108
TOTAL				31,143,062	(49,512)	31,119,638

FY 14 Budget Target Level	\$ 31,143,062
Difference from Dept. Submission (must be less than or equal to \$0)*	\$ -

* Please ensure that you complete the Zero-Base CI BEFORE you consider your budget to be at or below the target.

+ animal control supervisor retires 5/31/13 but PHI contract will go up.

Funds Center 1580540001
Commitment Item 511430
Description Workforce Development
FY 14 Target Budget \$ 2,272,426

Name	Description	Amount
American YouthWorks: Parks		\$ 83,300
American YouthWorks: Workforce Development		\$ 66,145
Ascend Center for Learning (formerly Austin Academy)		\$ 43,609
Austin Area Urban League		\$ 45,774
Austin Community College		\$ 56,758
Austin ISD: Adult Education/English Language Learners		\$ 108,150
Capital IDEA		\$ 800,000
Easter Seals of Central Texas: Employment Solutions		\$ 64,500
Goodwill Industries of Central Texas		\$ 137,439
Skillpoint Alliance		\$ 244,965
Travis County Emergency Services District (ESD) 4		\$ 96,000
UT Austin Ray Marshal Center for the Study of Human Resources		\$ 78,400
Vaughn House, Inc.		\$ 47,229
Ventana Del Soul		\$ 40,000
Workforce Solutions - Capital Area Workforce Board: Rapid Employment Model		\$ 400,157
		\$ -

\$ (40,000) \$ 2,312,426

This amount must match FY 14 Target Budget above unless you are proposing the internal reallocation to or from this CI.

Funds Center 1580540001
Commitment Item 511440
Description Other Social Services
FY 14 Target Budget \$ 5,894,787
 40,000

Name	Description	Amount
AIDS Services of Austin: Food Bank, Non-Medical Case Management, MPowerment, VOICES		\$ 391,437
Any Baby Can of Austin, Inc.		\$ 179,538
Arc of the Capital Area, The		\$ 97,656
Austin Child Guidance Center		\$ 101,343
Austin Children's Shelter		\$ 54,123
Austin Tenants' Council		\$ 24,848
Basic Needs Allocation		\$ 450,000
Big Brothers Big Sisters of Central Texas, Inc.		\$ 62,257
Blackland Community Development Corporation		\$ 9,301
BookSpring		\$ 13,126
Capital Area Counseling		\$ 17,174
Capital Area Food Bank of Texas, Inc.		\$ 57,766
Caritas of Austin: Basic Needs		\$ 127,980
Caritas of Austin: Best Single Source		\$ 262,500
CASA of Travis County		\$ 85,000
Child Inc.		\$ 208,780
Community Partnership for the Homeless (d.b.a. Green Doors): Supportive Housing Program		\$ 32,978

Community Partnership for the Homeless (d.b.a. Green Doors): Veterans Transitional Rental Assistance Program	\$	38,934
Crime Prevention Institute	\$	63,266
Easter Seals of Central Texas: Developmental and Clinical Solutions	\$	123,241
Family Eldercare	\$	127,435
Foundation for the Homeless, Inc.	\$	13,310
Greater Calvary Rites of Passage	\$	31,482
Helping the Aging, Needy, and Disabled, Inc.	\$	22,849
Immigration Counseling and Outreach Services	\$	10,305
Meals on Wheels and More, Inc.: Meals on Wheels	\$	115,026
Meals on Wheels and More: Congregate Meal Program	\$	81,981
Out Youth	\$	12,880
Pflugerville ISD	\$	92,212
Workforce Solutions - Capital Area Workforce Board: Child Care Local Match	\$	223,741
Workforce Solutions - Capital Area Workforce Board: Quality Child Care Collaborative (QC3)	\$	210,000
Planned Parenthood of Austin Family Planning, Inc.	\$	29,601
River City Youth Foundation	\$	45,083
Salvation Army, The	\$	98,319
Sustainable Food Center	\$	19,321
Texas RioGrande Legal Aid, Inc.	\$	173,675

Travis County Domestic
Violence and Sexual
Assault Survival Center
(d.b.a. SafePlace) \$ 184,964

Workforce Investment

Workers Assistance
Program, Inc. \$ 43,503

Wright House Wellness
Center, Inc. \$ 75,700

Young Women's Christian
Association (YWCA) of
Greater Austin \$ 90,596

Youth and Family Alliance
(d.b.a. LifeWorks): ABE
and ESL \$ 33,249

Youth and Family Alliance
(d.b.a. LifeWorks):
Counseling \$ 94,585

Youth and Family Alliance
(d.b.a. LifeWorks):
Housing \$ 140,107

Youth and Family Alliance
(d.b.a. LifeWorks): Youth
Development \$ 72,561

Austin Travis Intergal
Care ATCIC - Grand
Interlocal \$ 1,411,054

\$ 5,854,787

This amount must match FY 14 Target
Budget above unless you are
proposing the internal reallocation to
or from this CI.

Funds Center 1580540001
Commitment Item 511900
Description Other Services
FY 14 Target Budget \$ 63,096

Name	Description	Amount
Austin Travis Intergal Care ATCIC - CAN		\$ 63,096
		\$ -
		\$ -
		\$ -
		\$ -

\$ 63,096

This amount must match FY 14 Target
Budget above unless you are
proposing the internal reallocation to
or from this CI.

MODIFICATION OF CONTRACT NUMBER: 4400000367 – Early Childhood Mentoring (Teacher TRAC) Page 1 of 24

ISSUED BY: Travis County Purchasing Office P.O. Box 1748 Austin, Texas 78767	PURCHASING AGENT ASST: Shannon Pleasant TEL. NO: (512) 854-1181 FAX NO: (512) 854-9185	DATE PREPARED: August 29, 2013
ISSUED TO: Austin Community College Highland Business Center 5930 Middle Fiskville Road Austin, TX 78752-4390	MODIFICATION NO.: 9	EXECUTED DATE OF ORIGINAL CONTRACT: October 1, 2005
ORIGINAL CONTRACT TERM DATES: <u>October 1, 2005 – September 30, 2006</u> CURRENT CONTRACT TERM DATES: <u>October 1, 2013 – September 30, 2014</u>		

FOR TRAVIS COUNTY INTERNAL USE ONLY:
 Original Contract Amount: \$67,481 Current Modified Amount: \$56,758

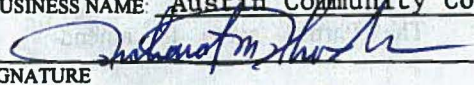
DESCRIPTION OF CHANGES: Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

The above referenced contract is hereby modified to reflect the following changes, as well as those more completely set forth in the attachment:

1. The Interlocal Agreement is renewed for an additional twelve-month period, from October 1, 2013 through September 30, 2014.
2. The not to exceed contract amount for the renewal period is \$56,758.

Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

Note to Vendor/City:
 [X] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
 [] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Austin Community College</u> BY: <u></u> SIGNATURE BY: <u>Richard M. Rhodes, Ph.D.</u> PRINT NAME TITLE: <u>President/CEO</u> ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER DATE: <u>9/17/13</u>
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TRAVIS COUNTY, TEXAS BY: <u></u> CYD V. GRIMES, C.P.M., CPPO TRAVIS COUNTY PURCHASING AGENT	DATE:
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TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE:
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2013 SEP 24 AM 11: 52

PURCHASING
OFFICE

Modification No. 9
Contract No. 4400000367
Page 2 of 24

**2014 RENEWAL AND AMENDMENT OF INTERLOCAL COOPERATION
AGREEMENT BETWEEN TRAVIS COUNTY AND
AUSTIN COMMUNITY COLLEGE ("ACC") FOR
TEACHER AND DIRECTOR TRAC SERVICES**

This 2014 Renewal and Amendment ("2014 Renewal") of the Interlocal Agreement ("Agreement") is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County") and Austin Community College, a state agency ("ACC").

County and ACC entered into an agreement ("Original Agreement"), the Agreement Term of which began October 1, 2005, and terminated September 30, 2006.

ACC agreed to provide personal and professional services and activities for indigents and other qualified recipients and/or for public health education and information, in accordance with the terms of the Agreement, thus providing services which further a public purpose.

The Agreement provided for amendment and renewal of the agreement by the written agreement of the Parties.

Pursuant to the Agreement terms, the Parties have previously amended the Agreement and have renewed the Agreement for additional one-year terms continuing through September 30, 2013 ("2013 Renewal Term").

County and ACC desire to amend the Agreement again to reflect certain mutually agreed upon changes in the Agreement and to renew the Agreement for an additional one-year period.

NOW, THEREFORE, in consideration of the mutual benefits received by these changes, and other good and adequate consideration as specified herein, the Parties agree to amend the Agreement as follows:

1.0 AGREEMENT PERIOD

1.1 **2014 Renewal Term.** The Parties agree to extend the Agreement for an additional one-year term, beginning October 1, 2013, and terminating September 30, 2014 ("2014 Renewal Term").

2.0 MAXIMUM FUNDS

2.1 **Maximum Funds - 2014 Renewal Term.** The Parties agree to amend Section 13.1.1 to add the following:

13.1.1(2014) **2014 Renewal Term Maximum Amount.** Subject to other applicable provisions of this Agreement, as amended, in consideration of full and satisfactory performance of the services and activities provided under the terms of this Agreement during the 2014 Renewal Term, as determined by County, County shall provide funds not to exceed the following amount:

<u>Base</u>	<u>Training</u>	<u>TOTAL</u>
\$ 56,758.00	\$ -0-	\$ 56,758.00

3.0 **ACC SERVICES**

3.1 **Services and Activities.** The Parties acknowledge and agree that ACC shall perform, either directly or indirectly through Subcontracts, in a satisfactory manner as determined by County, through Department, services and activities in accordance with the terms and conditions stated in this Agreement as amended in this 2014 Renewal.

3.2 **Insurance.** The Parties agree that the requirements for insurance for the 2014 Renewal Term will continue as set forth in the original Agreement. ACC agrees to provide current 2014 documentation of such insurance as required under the Agreement.

3.3 **Limitations.** Unless otherwise specifically stated herein, the performances required under this 2014 Renewal are performable only during the 2014 Renewal Term, and performances required under any other Agreement Term(s) were performable only during the applicable Term. Performance requirements and payment shall not carry over from one Agreement Term to another.

3.4 **2014 Update.** Within fifteen (15) days of execution of this 2014 Renewal, ACC agrees to provide Department, with a copy to the Purchasing Agent, current updates of all policies, materials, and other information required under the Agreement, including, but not limited to, the following as described under the Agreement:

- 3.4.1 Proof of Insurance
- 3.4.2 Update of any Policies and Procedures
- 3.4.3 Updated W-9 Taxpayer Identification Form
- 3.4.4 Updated IRS 990 Form
- 3.4.5 Change of Identity Information (Name, Address, etc.)

3.5 **Debarment, Suspension and Other Responsibility Matters.** By signing this 2014 Renewal, ACC certifies that, to the best of its knowledge and belief, it and its principles continue to meet compliance requirements under 15 CFR Part 26, "Government-wide Debarment and Suspension" requirements as set forth in the Agreement.

3.6 **Certification and Warranty.** By signing this 2014 Renewal, ACC certifies and warrants that all certifications and warranties under the Agreement continue to be in full force and effect. ACC also acknowledges and agrees that it has read all terms and provisions of the Agreement and understands and agrees that, to the extent not specifically changed by this 2014 Renewal, those terms and conditions remain in full force and effect for the 2014 Renewal Term.

4.0 **ATTACHMENTS.**

4.1. **Attachments - 2014 Renewal Term.** ACC and County agree that, as to the 2014 Renewal Term, section 4.2, "Attachments," is amended to add the following:

4.2-2014 **2014 Attachments.** The attachments enumerated and denominated below and attached to this 2014 Renewal as Exhibit 1 are hereby made a part of this 2014 Renewal, and constitute promised performances by Contractor in accordance with all terms of the Agreement as amended:

- (i) 2014 Form #2 Program Cover Page
- (ii) 2014 Form #3 Program Work Statement

- (iii) 2014 Form #4 Program Budget
- (iv) 2014 Form #5 Program Budget Narrative
- (v) 2014 Form #6 Total Staff Positions and Time
- (vi) 2014 Form #7 Program Funding Summary
- (vii) 2014 Form #8 Subcontracted Expense Form (if applicable)
- (viii) 2014 Form #9 Performance Report Definition Tool
- (ix) 2014 Financial Reports/Forms
 - (a) Request for Payment and Status of Fund Report
 - (b) Monthly Expenditure Report
 - (c) Compliance Certification Form
 - (d) Agreement Budget Revisions Request Form
 - (e) Thirteenth Payment Request Form
- (x) 2014 Insurance Requirements

The Parties acknowledge and agree that, where an Attachment listed above and included in this 2014 Renewal contains specific agreement as to terms which conflict with the general provisions of the Agreement, to the extent that there is such conflict, the terms of the attachment will prevail. At all times, every effort will be made to comply with the terms of both sections.

5.0 INCORPORATION

5.1 County and ACC hereby incorporate the Agreement into this 2014 Renewal. Except for the changes made in this 2014 Renewal, County and ACC hereby ratify all the terms and conditions of the Agreement, as amended. The Agreement with the changes made in this 2014 Renewal constitutes the entire agreement between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

6.0 EFFECTIVE DATE

6.1 This 2014 Renewal is effective October 1, 2013, when it is approved and signed by both of the Parties. This Agreement, as amended, shall remain in effect until further modified or terminated in writing by the Parties, or until the termination date.

Form # 2: PROGRAM COVER PAGE
for FY 2014 Social Service Contracts funded by Travis County

Date prepared: 06 19 2013

1. Agency Name as provided in Articles of Incorporation:

Austin Community College District

2. Tax ID Number:

1-74-1742046-5

3. Program Name: Teacher and Director TRAC

4. a) Physical Street Address (Street, City, State, Zip):

Austin Community College District – Eastview Campus
3401 Webberville Road
Austin, TX 78702

5. Board President/Chair:

Name: Richard Jeffrey

4. b) Mailing Address (if different from above):

Austin Community College District
Highland Business Center
5930 Middle Fiskville Road
Austin, TX 78752-4390

Address: Austin Community College District

Highland Business Center
5930 Middle Fiskville Road
Austin, TX 78752-4390

4. c) Payee Address (if different from above):

ACC Business Services
ACC Service Center
Attn: Cashier
9101 Tuscany Way
Austin, Texas 78754

Email: rfenner@austincc.edu

Phone: 512-223-7613

l i d r s o

6. Agency Executive Director (name):

Richard M. Rhodes, Ph.D.

Phone: (512) 223-7598

Fax: (512) 223- 7185

Email: rrhodes@austincc.edu

7. Name of person authorized to sign contracts for Agency:

Richard M. Rhodes, Ph.D.

Phone: (512) 223-7598

Fax: (512) 223- 7185

Email: rrhodes@austincc.edu

8. Program Director (name):

Linda Welsh, Ph.D.

Phone: 512-223-5222

Fax: 512-225-5219

Email: lwelsh@ustincc.edu

9. Agency Financial Officer (name):

Ben Ferrell, V.P. Business Services

Phone: 512-223-1099

Fax: 512-223-1066

Email: bferrell@ustincc.edu

10. Contact person for PROGRAM issues (name):

Linda Welsh, Ph.D.

Phone: 512-223-5222

Fax: 512-225-5219

Email: lwelsh@austincc.edu

11. Contact person for FINANCIAL issues (name):

Sally Gomez, Grant Accountant

Phone: 512-223-1114

Fax: 512-223-1902

Email: sgomez@austincc.edu

12. Primary contact for Quarterly Program Performance Report issues (name):

Linda Welsh, Ph.D.

Phone: 512-223-5222

Email: lwelsh@ustincc.edu

13. Person responsible for submitting Quarterly Program Performance Reports (name):

Linda Welsh, Ph.D.

Phone: 512-223-5222

Email: lwelsh@ustincc.edu

14. Program funding amounts by source:

Travis County Social

Service Contract \$ 56,758

All OTHER Sources + \$ 162,999

TOTAL Program Funding = \$ 219,757

15. Primary contact person for this contract packet (name):

Linda Welsh, Ph.D.

Position Title: Department Chair, Child Development

Phone: 512-223-5222

Fax: 512-225-5219

Email: lwelsh@austincc.edu

Form # 3: PROGRAM WORK STATEMENT
for FY 2014 Social Service Contracts funded by Travis County

Date prepared: 6/19/2013

Instructions: Please answer the following questions as they pertain to only those programs and services in which Travis County invests. Note: the information contained in this document will be used in reports to the Travis County Commissioners Court and the community.

Agency: Austin Community College District Program: Teacher and Director TRAC

1. Program goals and objectives:

Briefly describe the goals and objectives of the services purchased by Travis County in this contract.

The goal of Teacher TRAC is to increase the number of early care and education teachers in Travis County who have college-level courses in child development leading to a CDA, certificate or AAS degree.

The goal of Director TRAC is to improve the qualifications of Travis County child care directors, permitting directors to meet Texas Department of Family and Protective Services Minimum Standards and Texas Rising Star Director Standards through college credit coursework.

2. Program clients served:

Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).

City and County Criteria:

Early care and education employees working and/or living in Austin and/or Travis County who have at least 3 months experience working in a child care setting directly with young children and who have a family income below 200% of Federal Poverty Guidelines are eligible for Teacher TRAC services funded by the City of Austin or Travis County.

Priority for Enrollment:

To be eligible for **first** priority, students must be:

- Child care professionals working full-time (30 hours per week or more) who live and/or work fulltime in the City of Austin or Travis County with a family income below 200% of the FPL.

Students who meet the eligibility for first priority will then be enrolled based on the following list of priorities:

1. Continuing Teacher TRAC participants have priority over new students. Current students will be grandfathered related to these new priorities.
2. Teachers who work in a child care center working with a mentor that is a part of the QC3 project;
3. Teachers who work at a center that is a part of the Texas or Austin Rising Star System;
4. Teachers who work in a child care center enrolled in other Travis County or City of Austin funded projects;
5. Teachers who work in a child care center in Austin or Travis County.

- Teachers who work part-time (29 hours or less per week) in the City of Austin or Travis County with a family income below 200% of the FPL will be enrolled in the same priority order as listed above for full-time teachers, if funding is available.

Workforce Solutions Child Care Services (CCS) Criteria:

Early care and education employees who work for Workforce Solutions CCS centers or family day homes or for QC3 Mentor Centers are eligible. Income eligibility requirements do not apply to students funded by Workforce Solutions CCS.

Priority enrollments for Workforce Solutions CCS:

First priority goes to students working for QC3 Mentor Centers Workforce Solutions and CCS Texas Rising Star Providers. Special initiatives may identify other priority enrollments.

Program Eligibility for Director TRAC

City and County Criteria:

Child care center directors working in or living in Austin and/or Travis County and who have at least 3 months experience as a director or assistant director are eligible for Director TRAC services. Director TRAC participants must meet the same income eligibility as Teacher TRAC participants. Client eligibility is documented on the Partnership Contract.

Priority for Enrollment:

To be eligible for **first** priority, students must be:

- Child care directors or assistant directors working full-time (30 hours per week or more) who live and/or work fulltime in the City of Austin or Travis County with a family income below 200% of the FPL.

Directors and assistant directors who meet the eligibility for first priority will then be enrolled based on the following list of priorities:

1. Continuing Teacher TRAC participants have priority over new students. Current students will be grandfathered related to these new priorities.
2. Directors and assistant directors who work in a child care center working with a mentor through the QC3 project.
3. Directors and assistant directors who work in a child care center participating in the Texas or Austin Rising Star system.
4. Directors and assistant directors who work in a child care center enrolled in other Travis County or City of Austin funded project.
5. Directors and assistant directors who work in a child care center in Austin or Travis County.

Directors and assistant directors who are working part-time (29 hours or less per week) who meet income eligibility will be enrolled in the same priority levels as listed above for full-time directors and assistant directors, if funding is available.

3. **Program services and delivery:**

Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.

Teacher and Director TRAC program service delivery model is as follows:

Recruitment and Application Process:

Recruitment of currently employed early care and education workers and directors employed in licensed child care centers or registered homes in Travis County through mail outs, coordination with Workforce and QC3 mentors for recommendations, and visits to child care centers. Interested early care and education workers or directors submit an application and Teacher TRAC contract signed by the individual and his or her director in the case of early care and education workers or the director and owner or board president of the child care center for director's applications.

Enrollment process

Eligible early care and education workers and directors are assisted in the registration and advising processes to enroll in approved courses. Students are enrolled in courses that meet their degree plan requirements.

Ongoing support

Participants are assisted in successfully completing college courses by assisting students in accessing student success services at ACC, monitoring of students' progress in courses and contacting students to discuss student success strategies, including life coaching, as needed.

Stipends

Child care employees receive a \$75 bonus after the completion of their first ACC course with a "C" or above and additional bonuses of \$100 after each additional 12 hours completed with a "C" or above.

Child care center directors receive a bonus of \$100 after the completion of 6-9 hours with a "C" or above.

CDA Credential Process

Support is provided to students completing three course CDA sequence to complete the CDA application process; the \$425 application fee is paid for eligible students.

Maintain Project files and reporting systems

Files with participant's name, address, place of employment, degree plan, Teacher TRAC contract and record of services rendered are maintained. The college's database system is used to maintain records of courses, grades, financial records, and other information.

4. **Service coordination and collaboration strategies:**

Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?

Quarterly planning for delivery of services to early care and education employees, including Teacher and Director TRAC services has been ongoing through the QC3 Collaborative Mentoring Project. Participants include leadership from Child, Inc, Success by Six, Workforce Solutions Child Care Services and AISD. Careful attention is devoted to optimal delivery of services through collaboration and coordination.

The Child Development Department of Austin Community College District and, therefore, the staff of Teacher and Director TRAC have a long history of community collaboration. Collaborative planning for the needs of young children, their families and their teachers has resulted in long term collaborative partnerships and projects between ACC's Child Development Department (and Teacher TRAC) and other agencies regarding Teacher TRAC and the needs of early care and education providers.

Collaborative funding efforts exist between Child, Inc. and Workforce Child Care Solutions and Teacher TRAC as well as the City of Austin and Travis County. Child Inc. provides scholarships for tuition to its staff; Workforce Child Care Solutions gives funds to Teacher TRAC to provide scholarships to early care and education workers employed in Rising Star vendor centers

5. **OUTPUT Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):**

Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of Teacher and Director TRAC participants enrolled in college courses	41	119	160

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of children served by early childhood care and education teachers attending college courses through Teacher TRAC	492	1428	1920

(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)

6. **OUTCOME** Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):

Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an Outcome will NOT be reported every quarter**, in the right column indicate for which quarterly report(s) you **WILL** be reporting that measure (for example, you might report for Q2 and Q4 only).

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of college courses completed with a "C" or better (numerator)	256	1st, 3rd & 4th Q
Total number of college courses enrolled in Fall 2013, Spring 2014 and Summer 2014 (denominator)	320	
Percentage of college courses successfully completed with a C or better (outcome rate)	80%	

Total Program Performance – OUTCOME # 2	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of Teacher TRAC students who complete their CDA Marketable Skills Award (12 college credit hours) (numerator)	32	1st, 3rd & 4th Q
Total Number of Teacher TRAC students enrolled in CDA courses in Fall 2013 (denominator)	40	
Percentage of Teacher TRAC CDA students who earn their Marketable Skills Award (outcome rate)	80%	

Total Program Performance – OUTCOME # 3	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of Director TRAC participants who successfully complete two college level courses (numerator)	8	3rd & 4th Q

Number of Director TRAC participants enrolled in Summer 2013, Fall 2013, and Spring 2014 (denominator)	10	
Percentage of Director TRAC participants who complete two college level courses (outcome rate)	80%	

(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)

7. Community planning activities:

Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.

Community planning for Teacher and Director TRAC is completed by the Teacher TRAC Advisory Committee, which meets at least one time per year to review the program. Currently the committee members represent our partners such as Workforce Child Care Solutions and Child Inc., directors of general child care program and program participants. Additional planning for Teacher and Director TRAC is done in conjunction with overall community planning efforts for young children, their families and their teachers as established in the School Readiness Action Plan

8. Program Evaluation Plan

• **Performance evaluation:**

Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).

Teacher TRAC participants who are completed capstone courses complete the annual Child Development Program Evaluation Survey which records responses on a Likert Scale to determine instructional effectiveness and satisfaction with the Teacher TRAC Project. Teacher TRAC participants participate in evaluation of their faculty every semester. Participants who withdraw from courses complete a Teacher TRAC follow-up survey to determine reasons for their withdrawal. Additionally, anecdotal reports to the Teacher TRAC coordinator and faculty are compiled for a very "personal" view of the Project. The results of the above are presented to the Teacher TRAC Advisory Committee and programmatic changes are made as needed. Additionally, the program is evaluated on the achievement of stated outputs and outcomes.

• **Quality improvement:**

Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.

Quality improvement plans will be implemented on an as needed basis as determined by the program's performance in achieving Teacher and Director TRAC's goals, as well as ratings and feedback received in the annual Child Development Program Evaluation Survey. The Teacher TRAC Community Advisory Committee and the Child Development Department Chair review information about the program's performance and make recommendations for needed quality improvement.

Date prepared: 6/26/2013

Form # 4: PROGRAM BUDGET

for FY 2014 Social Service Contracts funded by Travis County

Agency: Austin Community College District

Program: Teacher and Director TRAC

Instructions: Provide whole dollar amounts for each applicable line item. IMPORTANT: DO NOT INCLUDE ANY PROGRAM INCOME.

ON THIS PAGE. Note that the line items with asterisks ** will require prior approval - Refer to your Contract Language.

IMPORTANT: All \$ amounts must be whole dollars only (no cents)			
PERSONNEL	Requested COUNTY Amount	Amount Funded by ALL OTHER Sources	* TOTAL Budget (ALL funding sources)
Administrative Salaries - Regular Time			0
Direct Service Salaries - Regular Time		75,308	75,308
Administrative Salaries - Overtime			0
Direct Service Salaries - Overtime			0
Benefits		15,860	15,860
A. SUBTOTALS: PERSONNEL	0	91,168	91,168
OPERATING EXPENSES			
General Operating Expenses	4,541		4,541
Insurance/Bonding			0
Audit Expenses <i>(provide details for this line item in the Subcontracted Expenses form)</i>			0
Consultants/Contractual <i>(provide details for this line item in the Subcontracted Expenses form)</i>			
Staff Travel - <u>within</u> Travis County			0
Conferences/Seminars/Training - <u>within</u> Travis County			0
** Staff Travel - <u>out of</u> County			0
** Conferences/Seminars - <u>out of</u> County			0
B. SUBTOTALS: OPERATING EXPENSES	4,541	0	4,541
DIRECT ASSISTANCE			
Food/Beverage for Clients <i>(NOTE: Alcoholic beverage expenditures are not eligible or allowable)</i>			0
Financial Assistance for Clients (Completion incentives - \$3150 County/\$1800 other; CDA credential fees \$3900 County;\$1,625 other; Tuition \$32,167 County/\$65,906 other)	39,217	69,331	108,548
Other (specify)Books	13,000	2,500	15,500
			0
C. SUBTOTALS: DIRECT ASSISTANCE	52,217	71,831	124,048
GRAND TOTAL (A + B + C)	56,758	162,999	219,757
PERCENT SHARE of Total for Funding Sources:	25.8%	74.2%	100.0%

Form # 5: PROGRAM BUDGET NARRATIVE
 for FY 2014 Social Service Contracts funded by Travis County

Date prepared: 06/25/2013

Agency: Austin Community College District

Program: Teacher and Director TRAC

Instructions: Add details below (not to exceed 20 words per line item) to justify proposed expenses from your Program Budget form. **DO NOT INCLUDE ANY DOLLAR AMOUNTS OR PERCENTAGES ON THIS PAGE.** Delete the examples below and replace them with your narrative.

PERSONNEL	NARRATIVE
Salaries – Regular time	<i>Do not provide staff detail here – use Total Program Staff Positions and Time Form #6 instead</i>
Salaries – Overtime	NA
Benefits	<i>(Includes FICA, Retirement, Health Benefits)</i>
OPERATING EXPENSES	
General Operating Expenses	<i>Accounting Services for Grant Management</i>
Insurance/Bonding	NA
Audit Expenses	NA
Consultants/Contractual	NA
Staff Travel	NA
Conferences/Seminars/Training	NA
** Staff Travel – out of County	NA
** Conferences/Seminars/Training – out of County	NA
DIRECT ASSISTANCE	
Food/Beverage for Clients (NOTE: Alcoholic beverage expenditures are not eligible or allowable)	NA
Financial Assistance for Clients (e.g. rent, mortgage, utilities)	<i>Students receive scholarships to pay for tuition and certification fees; incentives for completing first course and for completing 12 credit hours</i>
Other (specify)	<i>Cost of books required for courses</i>

** These line items require prior approval – Refer to your Contract Language.

Date prepared: 6/25/2013

Form # 7: PROGRAM FUNDING SUMMARY
 for FY 2014 Social Service Contracts funded by Travis County

Agency Name: <u>Austin Community College District</u>		Program Name: <u>Teacher & Director TRAC</u>	
Funding Sources	Grant/Contract Name	Funding Period	Funding Amount
Travis County	Social Service Contract (Travis County prgm. budget)	10/1/13 -9/30/14	\$56,758
Travis County			
Travis County			
City of Austin	Social Service Contract (City of Austin prgm. budget)	10/1/13 -9/30/14	\$46,000
City of Austin			
City of Austin			
Federal			
Federal			
State			
State			
United Way			
Contributions			
Program Income/ Fees			
Other (Specify)	Workforce Solutions Child Care Service	10/1/13 - 9/30/14	\$50,000
Other (Specify)	Austin Community College	10/1/13 - 9/30/14	\$66,999
Other (Specify)			
Other (Specify)			
TOTAL PROGRAM FUNDING:			\$219,757

Date prepared: 6/19/2013

Form # 9: Performance Measure Definition Tool
 for FY 2014 Social Service Contracts funded by Travis County

Agency: Austin Community College District

Program: Teacher and Director TRAC

To assist you in completing this form, the red triangles located in the upper right-hand side of some cells provide additional instructions related to the information requested.

Type	Performance Measure	Calculation Method	What is the Data Source for this Measure?	Notes	Who Produces this Measure
OUTPUT MEASURES:					
Output #1	Number of Teacher and Director TRAC participants enrolled in college courses	Students are counted one time based on the initial semester enrolled (Spring 2014, Summer 2014, or Fall 2014). Students may enroll for more than one semester. A list of students enrolled each semester is pulled from the Teacher TRAC Database	Payment letters are generated for each enrolled student from the Filemaker Pro Teacher TRAC Database and sent to Business Services and Restricted Accounting for processing.	A small number of the Teacher TRAC students have tuition paid by Child Inc, but Teacher TRAC provides books. These students are in the database. A letter is sent by Child Inc with all of their funded students. Participants are counted in OP#1 once they have attended class, as some students withdraw after enrollment but before classes start.	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
Output #2	Number of children served by early childhood care and education teachers attending college courses through Teacher TRAC	Children in the classrooms taught by each Teacher TRAC student will be counted one time.	Application completed by Teacher TRAC student includes data on the number of children in their classroom	This number will be counted upon application. The number of children served by a Teacher who is in a floater position will be an average of the number of children in the classes in which they provide support.	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
OUTCOME MEASURES:					
Outcome #1a (numerator)	Number of college courses completed with a "C" or above	Grades of C or better are counted for each enrolled student for each Teacher or Director TRAC funded course. Grades for students in Fall 2013 are reviewed in January 2014, Spring 2014 are reviewed in May 2014 and Summer 2014 in September 2014.	Datatel (ACC's database for student records including grades) student records	The outcome rate will include students enrolled in Fall 2013 who are reported in the output measure for the previous contract period. The only way to get a full picture of the fall students' outcomes is to report grades for students who were first reported in the previous contract year as outputs in the first quarter of the subsequent contract year.	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
Outcome #1b (denominator)	Total number of college courses enrolled in Fall 2013, Spring 2014 and Summer 2014	Number of courses enrolled in by Teacher or Director TRAC students in Fall 2013, Spring 2014 and Summer 2014 semesters.	Filemaker Pro Teacher TRAC database (see output 1)	Classes enrolled in by Teacher or Director TRAC funded students for Fall 2013, Spring 2014, and Summer 2014 are included in this calculation.	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
Outcome Rate #1c	Percentage of college courses successfully completed with a C or better	numerator divided by denominator	Calculated in Excel: 2013-14 Teacher TRAC Report, Q (1, 3 & 4)		Linda Welsh, Department Chair

Outcome #2a (numerator)	Number of Teacher TRAC students who complete their CDA Marketable Skills Award	Number of Teacher TRAC students who successfully complete the three course CDA sequence (Grades of C or better for CDA I, II, & III)	Teacher TRAC Filemaker Pro Database and Datatel course rolls.	Director TRAC participants will occasionally enroll in the CDA courses and will be counted in this measure if applicable.	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
Outcome #2b (denominator)	Total number of Teacher TRAC students enrolled in CDA courses in Fall 2013	Number of Teacher TRAC students enrolled in CDA courses in Fall 2013	Datatel student records	The total number of CDA students are only counted in Fall semester, since it takes at least three semesters to complete the CDA sequence.	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
Outcome Rate #2c	Percentage of Teacher TRAC CDA students who earn their Marketable Skills Award	numerator divided by denominator	Calculated in Excel: 2013-14 Teacher TRAC Report, Q (1, 3 & 4)		Linda Welsh, Department Chair
Outcome #3a (numerator)	Number of Director TRAC participants who successfully complete two college level courses	Number of Director TRAC students enrolled in Summer 2013, Fall 2013 and Spring 2014 who successfully complete two college level courses	Datatel student records	DIRECTORS WHO ENROLL IN FALL 2013 WILL HAVE FALL 2013, Spring 2014 and Summer 2014 (3 semesters) to complete the two courses. Directors who enroll in Spring 2014 will have Spring 2014 and Summer 2014 to complete their courses. Any director who enrolls in Summer 2014 will not be able to successfully complete two courses, since the program only funds one course at a time. This program counts any directors served in Summer 2013, Fall 2013 and Spring 2014 as the denominator. Even though the students are served over two contract periods, it allows a full picture of all of the data	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
Outcome #3b (denominator)	Number of Director TRAC participants enrolled in Summer 2013, Fall 2013, and Spring 2014	Students enrolled in Director TRAC in Summer 2013, Fall 2013, Spring 2014	Teacher TRAC Filemaker Pro Database and Datatel course rolls.	Students complete a Director TRAC application and are track in the database	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
Outcome Rate #3c	Percentage of Director TRAC participants who complete two college level courses	numerator divided by denominator	Calculated in Excel: 2013-14 Teacher TRAC Report, Q (3 & 4)		Linda Welsh, Department Chair

DEMOGRAPHIC AND ZIP CODE REPORT					
Gender, Race, and Ethnicity	Number of unduplicated clients by their gender, race, and ethnicity	Excel spreadsheet is created via the Teacher TRAC Filemaker Pro Database: 2013-14 Teacher TRAC Report, Q (1-4)	Teacher TRAC initial or renewal Application which is then put in the Teacher TRAC Database	Students submit an application each semester which includes updated demographics. Students are counted one time per year only	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
Age	Number of unduplicated clients by their age at start of program and grouped into age categories	Excel spreadsheet is created via the Teacher TRAC Filemaker Pro Database: 2013-14 Teacher TRAC Report, Q (1-4)	Teacher TRAC initial or renewal Application which is then put in the Teacher TRAC Database	Students submit an application each semester which includes updated demographics. Students are counted one time per year only	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
Income Status	Number of unduplicated clients by their income status at start of program and grouped into income categories	Excel spreadsheet is created via the Teacher TRAC Filemaker Pro Database: 2013-14 Teacher TRAC Report, Q (1-4)	Teacher TRAC initial or renewal Application which is then put in the Teacher TRAC Database	Students submit an application each semester which includes updated income information. Students are counted one time per year only	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair
Zip Code	Number of unduplicated clients by their zip code at start of program	Excel spreadsheet is created via the Teacher TRAC Filemaker Pro Database: 2013-14 Teacher TRAC Report, Q (1-4)	Teacher TRAC initial or renewal Application which is then put in the Teacher TRAC Database	Students submit an application each semester which includes updated address. Students are counted one time per year only	Charlene Nickels Administrative Assistant III with review by Linda Welsh Department Chair



Travis County Social Services Contract PAYMENT REQUEST

Invoice Number: 1

IMPORTANT: Both an Expenditure Report and a Compliance Certification form must be provided with this Invoice

SECTION I - CURRENT PAYMENT DATA		
Agency	Program	Month/Year
Contract Term		PAYMENT REQUEST AMOUNT
		\$0.00

SECTION II - PROGRAM BUDGET AND PAYMENT SUMMARY	
Item	Travis County Funds
1. TRAVIS COUNTY-Funded Program Budget	\$0.00
2. Previous Payments Requested (excludes Advance)	\$0.00
3. AMOUNT OF THIS PAYMENT REQUEST	\$0.00
4. Total Payments Requested (Item 2 plus Item 3)	\$0.00
5. Balance (Item 1, minus Item 4)	\$0.00

SECTION III - CERTIFICATION (Must be completed by Contractor)		
I certify that this Payment Request and the corresponding Expenditure Report have been made in accordance with the terms and conditions of the Contract. I also certify that all information provided is correct and that the amounts are not in excess of current needs.		
Preparer's Signature	Title	Date
Authorized Signature	Title	Date

SECTION IV - PAYMENT APPROVAL - (TRAVIS CO. Staff)		
Contract Manager's Signature	Name and Title	Date

SECTION V - PAYMENT APPROVAL - (Travis County FINANCE)			
TC HHS & VS Financial Approval	Name and Title	Date	AMOUNT APPROVED
County Account Number	Issue Area	Vendor ID Number	Purchase Order Number

Staff Comments:

TRAVIS COUNTY CONTRACT EXPENDITURE REPORT

Inv. #: 1

Report Period:

Agency:

Program:

Agency contact: |

Phone: |

Current contract term:

E-mail:

Fax: |

Line	Approved Budget		Actual Expenditures & Balance		
	Item	Approved Budget	Expenditures	Cumulative Expenditures	Budget Balance
PERSONNEL					
1	Salaries - REGULAR time	0.00	0.00	0.00	0.00
2	Salaries-OVERTIME (Trav.Co. only)	0.00	0.00	0.00	0.00
3	Benefits	0.00	0.00	0.00	0.00
4	Other (Specify)	0.00	0.00	0.00	0.00
A	SUBTOTAL - PERSONNEL	0.00	0.00	0.00	0.00
OPERATING EXPENSES					
5	General Operating Expenses	0.00	0.00	0.00	0.00
6	Insurance/Bonding	0.00	0.00	0.00	0.00
7	Audit Expenses (for Travis Co. funds, include pro-rata share only)	0.00	0.00	0.00	0.00
8	Consultants / Contractual	0.00	0.00	0.00	0.00
9	Staff Travel - <u>within</u> Travis County	0.00	0.00	0.00	0.00
10	Conference/Seminars/Tmg. <u>within</u> Travis Co.	0.00	0.00	0.00	0.00
11	Staff Travel - <u>out of</u> Travis Co.	0.00	0.00	0.00	0.00
12	Conferences/Seminars/Tng <u>out of</u> Travis County	0.00	0.00	0.00	0.00
13	Other (specify)	0.00	0.00	0.00	0.00
B	SUBTOTAL - OP. EXPENSES	0.00	0.00	0.00	0.00
DIRECT ASSISTANCE					
15	Food / Beverage - for clients	0.00	0.00	0.00	0.00
16		0.00	0.00	0.00	0.00
17	Other (Specify) Books	0.00	0.00	0.00	0.00
C	SUBTOTAL: DIRECT ASSIST.	0.00	0.00	0.00	0.00
EQUIPMT./CAPITAL OUTLAY					
19	List items (specify equipmt/caplt.)	0.00	0.00	0.00	0.00
D	SUBTOTAL - EQPMT/ CAPITAL	0.00	0.00	0.00	0.00
RECOVERED ADVANCE PAYMENTS					
E	SUBTOTAL: RECOVERED ADVANCE PAYMENTS	0.00	0.00	0.00	0.00
Note: any amounts on line E must be input as negative dollars (reimbursed)					
21	TOTALS (A+B+C+D+E)	0.00	0.00	0.00	0.00
	Maximums Allowable				

Preparer's Signature: _____

Date: _____

Authorized Signature: _____

Date: _____

Travis Co. USE ONLY:	
Reviewed & approved by: _____	Date: _____

Compliance Certification form – Social Service Contracts

IMPORTANT: this completed form must be submitted with each monthly invoice



Agency: _____

Program: _____

Payment requested: month, 20

Payment requested from: **TRAVIS COUNTY**

The following items must be itemized in the current approved program budget, OR written prior approval by TCHHSVS Executive Director regarding these items must be attached to the Payment Request. (Mark any that apply to this month)

- Purchase of any non-expendable property *
 * (agency must also complete the Equipment Purchased table, below)
- Alteration or relocation of facilities
- Out of County Travel/ Conferences/ Seminars/ Training
- Consultant/professional services or subcontracts
- Budget transfers over the 10% rule per contract
- None of the above apply to this month
- Compliance with Special Conditions/ Corrective Action Plan.
- Overtime expenditures if any followed contract requirements
- Audit expenditures if any were allocated per agency funding sources per contract
- Annual Audit submitted by Service Agency per contract.
- Transfer of Funds/Budget adjustments less than 10% made by agency **
 ** (agency must attach Budget Revision request form)

Equipment Purchased:

Purchase Date	Item	Cost	Model Number	Serial Number	Location

Travis County Purchasing Office employee, _____ was notified of above purchases on _____
 (name) (date)

I certify the information reported herein and attached hereto is true, correct, and complete.
 Please process the attached payment(s). (Certification required for processing of payment.)

Executive Director _____ Date _____

For TCHHSVS use only:

- County funds calculated accurately (to two decimals)
- County program budget not over-spent, per contract
- Fiscal year limitation not over-spent, per contract (75% Rule)
- Annual Audit submission by Service Agency per contract has been verified
- Compliance with Special Conditional/ Corrective Action Plan is confirmed

Attach copies of the following to this sheet and mark all that apply:

- Payment Request (verified and approved)
- Expenditure Report (verified and approved)
- Budget Revision form (if applicable)
- Revised/ Modified Payment Request (if applicable)
- Any required prior approval documents

I certify the information reported herein and attached hereto is true, correct, and complete.
 Please process the attached payment(s). (Certification required for processing of payment.)

TCHHSVS Program Manager _____ Date _____

TCHHSVS Division Director _____ Date _____

For TCHHSVS use only:

- Service has been received in the HTE system
- Payment Request reviewed for: 1) reporting accuracy 2) expenditures verified and 3) contract compliance.
- Annual Audit submission by Service Agency per contract has been verified

TCHHSVS Contract Monitor _____ Date _____

I hereby certify that the information reported on this compliance certification form by all parties is true, correct, and complete.
 I understand that the legality of the payment is dependent on the accuracy of these statements. Please process the attached payment(s). (Please note, payment will not be processed without this signed certification attached to request for payment.)

 Signature of County Executive, Health & Human Services and Veterans Service) Date _____

BUDGET REVISION REQUEST - SOCIAL SERVICES CONTRACTS

Travis County Health and Human Services & Veterans Services Department

Agency Name: _____

Revision for: **TRAVIS COUNTY Funding Only**

Program Name: _____

AGENCY: Refer to any applicable contract section(s) and / or attachment(s) when using this form

Revision Number: (No.)

Contract Term: _____

Effective Date for Revision: (date to be effective)

Notice: the line items in this form are NOT directly linked to the monthly "...Exp Rpt" forms - you must still input your revised budget line items (when approved) into the next applicable monthly "...Exp Rpt" form as usual

Line	Item	Approved Budget	Prior Approval Required ?	Adjustment Amt. (indicate + or -)	Revised Budget
PERSONNEL					
1	Salaries - REGULAR time				
2	Salaries-OVERTIME (Trav.Co. only)				0.00
3	Benefits				0.00
4	Other (Specify)		YES		0.00
A	SUBTOTAL - PERSONNEL	0.00		0.00	0.00
OPERATING EXPENSES					
5	General Operating Expenses				0.00
6	Insurance/Bonding				0.00
7	pro-rate share only) PRIOR APPROVAL REQUIRED		YES		0.00
8	Consultants / Contractual				0.00
9	Staff Travel - within Travis County				0.00
10	Conference/Seminars/Tmg. within Travis Co.				0.00
11	Staff Travel - out of Travis Co.		YES		0.00
12	County		YES		0.00
13	Other (specify)		YES		0.00
14	#REF!		YES		0.00
B	SUBTOTAL - OPER. EXPENSES	0.00		0.00	0.00
DIRECT ASSISTANCE					
15	Food / Beverage - for clients				0.00
16	Financial Assistance to individuals (e.g., rent, mortgage, utilities)				0.00
17	Other (Specify) Books		YES		0.00
18	#REF!		YES		0.00
C	SUBTOTAL: DIRECT ASSIST.	0.00		0.00	0.00
EQUIPMT./CAPITAL OUTLAY					
19	List Items (specify equipmt/capit.)		YES		0.00
20	#REF!		YES		0.00
D	SUBTOTAL - EQPMT/ CAPITAL	0.00		0.00	0.00
21	TOTALS (A+B+C+D+E)	0.00		0.00	0.00

Preparer's Signature: _____

Date: _____

Authorized Signature: _____

Date: _____

Travis Co. USE ONLY:	
Reviewed & approved by: _____	Date: _____

INSURANCE REQUIREMENTS

Contractor shall have, and shall require all subcontractors providing services under this Contract to have, Standard Insurance meeting the General Requirements as set forth below and sufficient to cover the needs of Contractor and/or Subcontractor pursuant to applicable generally accepted business standards. Depending on services provided by Contractor and/or Subcontractor(s), Supplemental Insurance Requirements or alternate insurance options shall be imposed as follows:

I. General Requirements Applicable to All Contractors' Insurance.

The following requirements apply to the Contractor and to Subcontractor(s) performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and subcontractor(s):

- A. The minimum types and limits of insurance indicated below shall be maintained throughout the duration of the Contract.
- B. Insurance shall be written by companies licensed in the State of Texas with an A.M. Best rating of B+ VIII or higher.
- C. Prior to commencing work under this Contract, the required insurance shall be in force as evidenced by a Certificate of Insurance issued by the writing agent or carrier. A copy of the Certificate of Insurance shall be forwarded to County immediately upon execution of this Contract.
- D. Certificates of Insurance shall include the endorsements outlined below and shall be submitted to the Travis County Purchasing Agent within ten (10) working days of execution of the contract by both parties or the effective date of the Contract, whichever comes first. The Certificate(s) shall show the Travis County contract number and all endorsements by number.
- E. Insurance required under this Contract which names Travis County as Additional Insured shall be considered primary for all claims.
- F. Insurance limits shown below may be written as Combined Single Limits or structured using primary and excess or umbrella coverage that follows the form of the primary policy.
- G. County shall be entitled, upon its request and without expense, to receive certified copies of policies and endorsements.
- H. County reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services has been expanded.
- I. Contractor shall not allow any insurance to be cancelled or lapse during any term of this Contract. Contractor shall not permit the minimum limits of coverage to erode or otherwise be reduced. Contractor shall be responsible for all premiums, deductibles and self-insured retention. All deductibles and self-insured retention shall be shown on the Certificates of Insurance.
- J. Insurance coverage specified in this Contract is not intended and will not be interpreted to limit the responsibility or liability of the Contractor or subcontractor(s).

II. Specific Requirements

The following requirements (II.A - II.E, inclusive) apply to the Contractor and Subcontractor(s) performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and subcontractor(s):

A. Workers' Compensation and Employers' Liability Insurance

1. Coverage shall be consistent with statutory benefits outlined in the Texas Workers' Compensation Act.
2. Employers' Liability limits are:
 - \$500,000 bodily injury each accident
 - \$500,000 bodily injury by disease
 - \$500,000 policy limit
3. Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Travis County and City of Austin:
 - a. Waiver of Subrogation (Form 420304)
 - b. Thirty (30) day Notice of Cancellation (Form 420601)

B. Commercial General Liability Insurance

1. Minimum limit:
 - \$500,000* per occurrence for coverage A and B with a
 - \$1,000,000 policy aggregate
2. The Policy shall contain or be endorsed as follows:
 - a. Blanket contractual liability for this Contract
 - b. Independent Contractor Coverage
3. The Policy shall also include the following endorsements in favor of Travis County
4.
 - a. Waiver of Subrogation (Form CG 2404)
 - b. Thirty (30) day Notice of Cancellation (Form CG 0205)
 - c. Travis County named as additional insured (Form CG 2010)

* **Supplement Insurance Requirement** If child care, or housing arrangements for clients is provided, the required limits shall be:

\$ 1,000,000 per occurrence with a
\$ 2,000,000 policy aggregate

C. Business Automobile Liability Insurance†

1. If any form of transportation for clients is provided, coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of \$300,000* per occurrence
2. Policy shall also include the following endorsements in favor of Travis County
 - a. Waiver of Subrogation (Form TE 2046A)
 - b. Thirty (30) day Notice of Cancellation (Form TE 0202A)
 - c. Travis County named as additional insured (Form TE 9901B)

† **Alternative Insurance Requirement**

If NO transportation services of any type is provided, and use of a motor vehicle is strictly limited to travel to and from work or work sites, evidence of Personal Auto Policy coverage with limits of \$ 100,000/\$300,000/\$50,000 may be provided in lieu of Business Automobile Liability Insurance

D. Professional Liability/E & O Insurance

1. Coverage shall be provided with a minimum limit of \$1,000,000 per claim /\$3,000,000 aggregate to cover injury to a child while the child is in the care of Contractor or Subcontractor and to cover negligent acts, sexual harassment, errors, or omissions arising out of Professional Services under this Contract.
2. If coverage is written on a claims made policy, the retroactive date shall be prior to the date this Contract is signed and/or effective, whichever comes first. Coverage shall include a three (3) year extended reporting period from the date this Contract expires or is terminated. Certificate of Insurance shall clarify coverage is claims made and shall contain both the retroactive date of coverage and the extended reporting dates.
3. Subcontractor(s) who are not covered under Contractor's professional liability insurance shall provide Contractor with current certificates of insurance annually on the renewal date of their insurance policy.

E. Blanket Crime Policy Insurance

1. If an advance against Contract Funds is requested or received in an amount greater than \$5,000, a Blanket Crime Policy shall be required with limits of the Contract Funds allocated in the Contract or the amount of scheduled advances.
2. If coverage is written on a claims made policy, the retroactive date shall be prior to the date services begin under this Contract or the effective date of this Contract, whichever comes first. Coverage shall include a three- (3) year extended reporting period from the date this Contract expires or is terminated. Certificate of Insurance shall clarify coverage is claims made and shall contain both the retroactive date of coverage and the extended reporting period date.