



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 11/12/2013, 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. Ratify an application to the National Park Service through the Texas Historical Commission for a Southwest Travis County Historical Survey in the Historical Commission Department; and
- B. Ratify submission of Local Recipient Organization Certification Form required for the annual renewal of the Phase 31 Emergency Food and Shelter Program with FEMA in Health and Human and Veterans Service.

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

Item A, is to ratify a grant application made by the Travis County Historical Commission. Grant deadlines did not allow it to go through the regular process.

Item B is to ratify the judge's signature on a form that will allow us to apply to continue an existing grant form. In years past, this form has been part of the application, but this year the grantor wanted it submitted first.

## **STAFF RECOMMENDATIONS:**

PBO recommends approval.

## **ISSUES AND OPPORTUNITIES:**

Additional information is provided on the grant summary sheets.

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

Item A requires a County match of \$7,500 that is not budgeted. Should the grant be successful, the department would request funding from reserves to fund the match.

## **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Leslie Browder  
David Salazar

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE

FY 2014

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>	117 Southwest Travis County Historical Survey	10/01/13 - 09/30/15	\$8,500	\$0	\$7,500	\$1,000	\$17,000	0.00	R	MC	7
<b>B</b>	158 Phase 31 Emergency Food and Shelter Program	04/01/13 - 03/31/14	\$25,000	\$0	\$0	\$0	\$25,000	0.00	R	S	29

\* 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 2014 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, 2013, 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
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/14 - 07/31/15	\$43,569	\$12,244	\$0	\$0	\$55,813	1.00	10/8/2013
124	Formula Grant-Indigent Defense Program	10/1/13 - 09/30/14	\$442,000	\$0	\$0	\$0	\$442,000	0.00	10/15/2013
155	Prostitution Prevention Program-Planning Grant	01/01/14 - 08/31/14	\$30,000	\$0	\$0	\$0	\$30,000	0.00	10/22/2013
			\$515,569	\$12,244	\$0	\$0	\$527,813	1.00	

\*Amended from original agreement.

**FY 2014 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, 2013.*

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
124	Travis County Veterans's Court	09/01/13 - 08/31/14	\$185,919	\$0	\$0	\$0	\$185,919	2.00	10/1/2013
137	2010 Byrne Justice Assistance Grant*	10/01/2009 - 03/31/14	\$114,285	\$0	\$0	\$0	\$114,285	0.00	10/1/2013
139	Travis County Adult Probation DWI Court/SAMHSA	09/30/13 - 09/29/14	\$101,270	\$0	\$0	\$0	\$101,270	1.30	10/1/2013
139	Travis County Adult Probation DWI Court/OOG	09/01/13 - 09/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	10/1/2013
142	Drug Diversion Court	09/01/13 - 08/31/14	\$132,585	\$0	\$0	\$0	\$132,585	0.00	10/1/2013
145	Drug Court and In-Home Family Services	09/01/13 - 08/31/14	\$162,000	\$18,007	\$0	\$0	\$180,007	0.20	10/8/2013
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	10/8/2013
120	Electronic Transmission of Ballot Portal	09/30/14 - 12/31/18	\$19,950	\$0	\$0	\$0	\$19,950	0.00	10/8/2013
137	Vision Summit	01/01/13 - 10/31/13	\$78,147	\$0	\$0	\$0	\$78,147	0.00	10/8/2013
137	Child Abuse Victim Services Personnel	09/01/13 - 08/31/14	\$23,092	\$0	\$34,639	\$0	\$57,731	1.00	10/15/2013
147	Emergency Management Performance Grant	10/01/12 - 03/31/14	\$69,699	\$69,699	\$0	\$0	\$139,398	0.00	10/15/2013
147	Homeland Security Grant Program, State Homeland Security Program	09/01/13 - 01/31/15	\$9,500	\$0	\$0	\$0	\$9,500	0.00	10/15/2013
147	Homeland Security Grant Program, State Homeland Security Law Enforcement Terrorist Prevention Activities Program	09/01/13 - 01/31/15	\$22,500	\$0	\$0	\$0	\$22,500	0.00	10/15/2013
158	Title IV-E Child Welfare Services	10/01/13 - 09/30/14	\$20,508	\$67,430	\$0	\$0	\$87,938	0.60	10/15/2013
119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,957	\$34,053	\$0	\$0	\$119,010	2.23	10/22/2013
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$137,388	\$0	\$0	\$0	\$137,388	1.00	10/22/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Juvenile Drug Treatment Court-SAMHSA/CSAT	09/30/13 - 09/29/14	\$227,670	\$0	\$0	\$0	\$227,670	0.00	10/22/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	\$154,132	\$0	\$0	\$0	\$154,132	0.50	10/29/2013
145	The Eagle Soars program	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.12	10/29/2013
145	Enhancing Services for Victims of Crime Program	09/01/13 - 08/31/14	\$104,222	\$0	\$0	\$0	\$104,222	0.00	10/29/2013
124	Indigent Defense System Evaluation Project*	09/01/12 - 08/31/14	\$230,318	\$0	\$0	\$0	\$230,318	1.00	11/5/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program*	09/01/11 - 08/31/16	\$578,449	\$99,779	\$0	\$0	\$678,228	11.00	11/5/2013
			\$3,228,937	\$563,690	\$34,639	\$0	\$3,827,266	27.95	

\*Amended from original agreement.

FY 2014 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				
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
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
139	Adult Probation DWI Court	09/01/13 - 08/31/14	\$52,519	\$0	\$52,519	4.00	11/30/2013	9/10/2013	No

FY 2014 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				
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$13,801	\$0	\$13,801	2.00	10/31/2013	9/24/2013	No
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$5,566	\$0	\$5,566	1.00	10/31/2013	9/24/2013	No
145	Residential Substance Abuse Treatment Program	10/01/13 - 09/30/14	\$10,098	\$0	\$10,098	1.67	11/30/2013	9/24/2013	No
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$22,909	\$0	\$22,909	1.00	12/31/2013	9/24/2013	No
Totals			\$697,813	\$7,300	\$705,113	122.17			



**TRAVIS COUNTY**  
**FY 14 GRANT SUMMARY SHEET**

Contract #:

SAP #:

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	TRAVIS COUNTY HISTORICAL COMMISSION, CERTIFIED LOCAL GOVERNMENT COM.	
Contact Person/Title:	Bob Ward, Chair of Travis County Historical Commission	
Phone Number:	512-452-7305	

Grant Title:	Southwest Travis County Historical Survey		
Grant Period:	From: <input style="width: 100px;" type="text" value="Oct 1, 2013"/>	To:	<input style="width: 100px;" type="text" value="Sep 30, 2015"/>
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Historical Commission		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No:	<input checked="" type="checkbox"/>
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
Originating Grantor:	United States Department of the Interior, through the National Park Service		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 8,500	\$ 0	\$ 7,500	\$ 1,000	\$ 17,000
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 8,500</b>	<b>\$ 0</b>	<b>\$ 7,500</b>	<b>\$ 1,000</b>	<b>\$ 17,000</b>
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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



Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+   - Applicable Departmental Measures					
1.					
2.					
3.					
+   - Measures for the Grant					
1.					
Outcome Impact Description					
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

**PBO Recommendation:**

The Travis County Historical Commission is requesting Commissioners Court ratification of an application to the Texas Historical Commission for a National Parks Service Grant that will fund a historical survey of the Southwest portion of Travis County. The survey will complete the ongoing historical survey of the county by the Historical Commission. The deadline to submit the application was November 1, 2013.

This grant requires a cash match from the County. The department has opted to fulfill this with \$7,500 cash from the County, and in-kind funding from volunteer hours, not to exceed \$1,000 worth. The department has a strong volunteer base and is confident of their ability to complete the projected volunteer hours needed to complete the grant match. The Historical Commission does not have sufficient internal funding to cover the cash portion of the match. Should this grant be awarded, the department would need to request a transfer of \$7,500 from the Allocated Reserve to cover the amount.

With this noted, PBO recommends approval of the ratification of this grant application.

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

The Travis County CLG has been participating in the CLG grant program since receiving our designation in 2004. Our previous grants include historical surveys of East Austin, the City of Manor, Northeast Travis County, the Webberville Corridor survey and a grant to provide education curriculum for historical and archeological materials related to the Ransom and Sarah Williams Farmstead. The proposed grant request is meant to further complete our ongoing historical inventory of the county and, if approved, will provide data on the southwest quadrant of Travis County. This area is in dire need of being inventoried due to the projected expansion of State 45 through the area and continued expansion/development from both Austin and Buda.

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

County funding requirements extend only to the completion of the project/survey, which is September 2015.

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 National Park Service requires a matching grant from the county. This NPS grant is passed through the Texas Historical Commission. We are requesting a \$8,500 grant from the NPS with a matching grant of \$7,500 from the county and the Travis County Historical Commission/CLG is to provide \$1,000 of in-kind services.

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

The grant from the National Park Service passes through the Texas Historical Commission who administers the grant. Travis County provides a matching amount and the Travis County Historical Commission/CLG provides in-kind service.

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.

Each grant from the National Park Service through the Texas Historical Commission is a stand-alone grant. The program (survey) will terminate at the end of the grant cycle and there are no further request for funding for this particular grant. The Travis County Historical Commission/Certified Local Government committee will request future grants, but they will be for future projects and will have no connection to the current grant being requested.

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

This is an ongoing program. See #1.

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 Travis County Historical Commission is charged with developing a survey and maintaining an inventory of historic property within county boundaries. While the cultural resources within the city of Austin are well recognized, those in the outlying county have not been adequately identified. The pending extension of State 45, connecting MoPac Expressway South with IH-35 has magnified the need to identify and document all historic resources in the area. The construction of this roadway will intensify existing development pressure from both Austin and Buda and open up larger areas to intensive development. This project will be important in the continuation of the historic survey process in the county. It is felt that the Southwest Travis County Historical Survey will meet the goals of both the National Park Service and the Texas Historical Commission for historical inventory.



Travis County  
Historical Commission

November 4, 2013

Travis County Commissioners Court  
Judge Sam Biscoe

RE: Texas Historical Commission FY 14 Certified Local Government (CLG) Grant Program

Attached is a grant application ratification request for the Texas Historical Commission FY 14 CLG Grant Program. The Texas Historical Commission (THC) administers the Texas CLG Grant Program utilizing federal funding it receives from the U.S. Department of the Interior, National Park Service Historic Preservation Fund Program. The program serves as a resource for local governments desiring to maintain historical preservation projects. Due to a timing issue, the Travis CLG was forced to make a grant application for a grant before appearing before the court. The grant application deadline was November 1, 2013 and the grant award will be announced in early 2014. We apologize for this situation. If the Travis County Commissioners Court ratifies our application, we will accept the grant when and if it is awarded to us. If not, we will turn the grant down at that time.

Travis County Historical Commission, through its CLG status, has received funds through the Texas Historical Commission for five previous historical survey projects in the county. This project is part of the ongoing effort by Travis County Certified Local Government to survey the cultural resources in Travis County that lie outside the city limits of Austin.

Please review this item and place it on the November 12, 2013, Commissioner's Court agenda for their consideration and signature.

We would be pleased to provide any other information required in the approval process for this grant project.

Bob Ward  
Chair, Travis County Historical Commission

CC: May Schmidt, Co-Chair, Travis County Historical Commission  
Bill Hamilton, Chair, CLG Committee

This grant manual has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior and administered by the Texas Historical Commission. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior.

This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the Department of the Interior prohibits discrimination on the basis of race, color, national origin, or disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above or you desire further information, please write to:

Office for Equal Opportunity  
National Park Service  
1849 C Street, N.W.  
Washington, D.C. 20240

**TEXAS HISTORICAL COMMISSION  
CERTIFIED LOCAL GOVERNMENT GRANT MANUAL**

**CONTENTS**

Introduction.....	3
Administrative Information .....	3
Who May Apply.....	4
Eligible Projects .....	4
Matching Fund Requirement .....	4
Grant Timeline .....	5
Application and Preliminary Budget .....	5
Scoring Criteria .....	6
Review Process.....	7
Orientation Meeting.....	7
Professional Qualifications Standards .....	7
Section 106 Review .....	8
Project implementation .....	8
CLG Grant Application .....	9

## INTRODUCTION

Certified Local Government (CLG) grants provide funding to participating city and county governments to develop and sustain an effective local preservation program critical to preserving local historic resources. The Texas Historical Commission (THC), the state agency for historic preservation, administers the Texas CLG grant program utilizing federal funding it receives from the U.S. Department of Interior, National Park Service (NPS) Historic Preservation Fund Program. Under this program the NPS requires that at least ten percent (10%) of Texas' annual federal allocation be subgranted exclusively to participating Certified Local Governments (CLGs). The program serves as a great resource for participating county and city governments to offset the costs of self-sustaining preservation and planning-related projects. Currently, there are 70 CLGs in Texas. Contingent on resolution of the federal budget, we anticipate approximately \$100,000 to \$120,000 will be available for this round of grants.

## ADMINISTRATIVE INFORMATION

### Administration

Grants will be administered in accordance with the National Park Service Historic Preservation Fund Grant Manual, June 2007; Texas Administrative Code Title 13, Part 2, Chapter 15.6, *Rules and Procedures for Certified Local Governments*; and this manual.

### Grant Period

The grant period is October 1, 2013 to September 30, 2015. Project planning, including drafting any applicable RFPs, may begin before your grant request is awarded and a grant agreement signed, however, you cannot begin actual work or be reimbursed for costs incurred prior to submitting a signed grant contract to the THC. Despite the official grant period beginning October 1<sup>st</sup>, grants will be awarded in 2014 following funding notification from the National Park Service.

### Application Package

The grant application is included in this manual. A CLG may submit more than one grant application; however a separate application package must be submitted for each project request. A complete application submittal package consists of 1 unbound hard copy accompanied by a digital copy submitted on CD or electronically via E-mail of the following documents:

- Application Form (with original signatures)
- Budget Worksheet
- Resumes of all individuals responsible for project oversight (including City or County staff, consultant, contractors, etc.)
- Any applicable cost estimates, maps, drawings, photographs, or **Determination of Eligibility statement** (as required for all survey and National Register nomination grant requests). Contact Greg Smith, National Register Coordinator at 512.463.6013 or via email at [greg.smith@thc.state.tx.us](mailto:greg.smith@thc.state.tx.us).

### Submittal Deadline

A complete grant application package must be received **no later than 5 p.m. Friday, November 1, 2013.**

One electronic copy of the application must be submitted via e-mail and one unbound printed copy must be delivered to:

### HAND DELIVER OR COURIER SERVICE

Texas Historical Commission  
Community Heritage Development Division  
ATTN: Marcus Watson, CLG Coordinator  
1304 Colorado Street  
Austin, Texas 78701

### U.S. MAIL

Texas Historical Commission  
Community Heritage Development Division  
ATTN: Marcus Watson, CLG Coordinator  
PO Box 12276  
Austin, Texas 78711-2276

## WHO MAY APPLY

Only city, county governments or state recognized Native American Tribes that have been individually "certified" by the National Park Service before September 1, 2013 are eligible to apply for CLG grants. Refer to [www.thc.state.tx.us/preserve/projects-and-programs/certified-local-government/certified-local-government-communities](http://www.thc.state.tx.us/preserve/projects-and-programs/certified-local-government/certified-local-government-communities) for a complete list of all CLGs in Texas. The Texas Historical Commission reserves the right to deem applications from CLG Communities that are not in compliance with the Certification Agreement to be ineligible.

The following entities may also be eligible:

- An organization such as a non-CLG city or another unit of local government, a commercial firm, a non-profit entity or educational institution that has been delegated as a third-party to administer the grant on behalf of the CLG. The contributed services of the third party to the CLG may be counted toward the matching share requirements of the grant. (must provide a letter of support from the CLG)

## ELIGIBLE PROJECTS

Activities eligible for CLG grant funding must be tied to the statewide comprehensive preservation planning process. A copy of the Texas Historical Commission Statewide Preservation Plan can be found on our web site at: [www.thc.state.tx.us/preserve/projects-and-programs/texas-statewide-preservation-plan](http://www.thc.state.tx.us/preserve/projects-and-programs/texas-statewide-preservation-plan). In an effort to encourage local governments to develop and sustain an effective local preservation program critical to preserving local historic resources, **priority for funding shall be given to those projects that directly relate to the following work categories:**

- Architectural, historical, archeological surveys/inventories and oral histories
- Preparation of nominations to the National Register of Historic Places
- Preparation of a local preservation plan
- Writing or amending preservation ordinance
- Development of local design guidelines
- Research and development of local preservation incentive program
- Travel/training expenses for hosting a regional preservation-related workshop

The above list should not dissuade an applicant from applying for assistance towards other eligible projects such as:

- Development of educational publications and activities, slide shows, videos, web sites, etc.
- Development of publication of walking/driving tours
- Development of architectural drawings and specifications
- Preparation of facade studies or condition assessments
- Rehabilitation or restoration of properties individually listed in the National Register of Historic Places or contributing to a National Register historic district
- Travel/training expenses for individual commission members and staff\*

\* Because the THC is required to distribute CLG funds among the maximum number of eligible local jurisdictions, please note that individual travel/training grant requests will only be considered under exceptional or unusual circumstances.

## MATCHING FUNDS

Proposed projects are required to provide a local match for grant monies budgeted on a one-to-one (dollar for dollar) match equal to a 50-50 ratio for the total cost of the project. The local match may be any combination of cash and verifiable in-kind services. Projects may utilize all or partial match of verifiable in-kind services and/or goods as long as the local match equals a 50-50 ratio for the total cost of the project. In order to maximize the limited CLG grant funds, the THC may give preference to applications demonstrating a higher cash match. The THC reserves the right to waive the local match requirements, in full or part, at its sole discretion. The THC also



reserves the right to fund grant requests in part or in full based on the review criteria outlined in the application manual, and the amount of federal funding available. Final decisions will also take into consideration the annual performance of each CLG applying for assistance.

Only non-federal monies may be used as a match, with the exception of Community Development Block Grants. All projects shall comply with federal requirements for state and local financial responsibility as stipulated in the Texas Administrative Code Title 13, Part 2, Chapter 15.6, *Rules and Procedures for Certified Local Governments*. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally-assisted programs on the basis of race, color, national origin, age or handicap.

In extending this grant opportunity to your project, THC assumes the responsibility for ensuring that public money will be spent appropriately and with the maximum effectiveness. The THC is held accountable by the NPS for compliance with all applicable federal laws and regulations.

**GRANT TIMELINE (\*SUBJECT TO CHANGE BASED ON AVAILABILITY OF FEDERAL FUNDS)**

- September 1, 2013** Applications for the Federal Fiscal 2014 CLG grant period are made available.
- November 1, 2013** Deadline for receipt of Applications and supporting materials to THC no later than 5 p.m. Friday, November 1, 2013.
- November 2013** Review of applications by an interdisciplinary committee of THC staff.
- January 2014** Review of interdisciplinary committee recommendations on all applications made by THC commissioners.
- February 2014\*** THC sends Preliminary Notification to grant recipients that will include grant contract and a request for a revised/amended project proposal and budget (if applicable).
- April 2014\*** Deadline for submittal of signed contracts, final project proposals, budgets, etc. from selected applicants to THC no later than 60 days from the date of Preliminary Notification letter. Project planning, including drafting any applicable RFPs, may begin before your grant request is awarded and a grant agreement signed, however, you cannot begin actual work or be reimbursed for costs incurred prior to submitting a signed grant contract to the THC. Recipients shall also submit quarterly reports indicating the project status to the THC as requested during the grant period.
- September 30, 2015** Deadline for the completion of all work eligible for reimbursement.
- October 31, 2015** Deadline for the submittal of final reimbursement requests for all eligible work completed no later than September 30, 2015. The final 25 percent of the grant award will be retained until certification of the completed project and receipt of the final report.

**APPLICATION**

A signed Application Form and all supporting materials must be submitted to the THC no later than November 1, 2013. CLGs may submit more than one application for separate projects within the same grant period. Those CLGs which have not applied previously for assistance are strongly encouraged to apply.

## SCORING CRITERIA

As increased participation in the CLG program fosters greater demand for grants, not all proposals will receive funding in Fiscal Year 2014. It is imperative for the THC to assign priorities as part of the review of proposed CLG grant funded projects. Applications will be rated by an interdisciplinary committee of THC staff using the following criteria:

- (1) **PERFORMANCE, ADMINISTRATION AND GEOGRAPHIC DISTRIBUTION (15 points).** Each CLG will be reviewed for overall performance in adequately fulfilling its annual responsibilities of the CLG program and to the equitable statewide distribution of funds overall. Higher consideration will be given to CLGs in good standing meeting reporting and training requirements, CLG's that have successfully completed a grant and new CLG's receiving certification within the last two fiscal years.
- (2) **PROJECT SCOPE (Total 70 points).** Summarize in the application a detailed description of proposed project clearly and concisely. Indicate the relationship of the proposed project to defined preservation needs or issues in the local community and its relevance to the established local preservation program. Be sure to answer each of the following sections outlined below within the Project Scope narrative:
  - i. **PROJECT NEED (15 points):** Does the application demonstrate a clear understanding of the identified preservation need? Is the need relevant to the local government's preservation program? How necessary are CLG funds in order to accomplish the proposed project? How does the project benefit the community? Is the stated need verifiable with documented factual information?
  - ii. **PROJECT OBJECTIVES (15 points):** What activities will be necessary to complete the proposed project? How effective does the proposed project address the identified needs? Are the project objectives quantifiable? Who will be responsible for doing the work and were resumes provided? Is the proposed timeline or schedule reasonable?
  - iii. **SIGNIFICANCE AND IMPACT (15 points):** Does the project involve a threatened or potentially threatened resource? Will the project result in a National Register nomination or Survey/Inventory? Does the project directly address a deficiency in the local preservation program? Does the project address or benefit an underrepresented group within the community? How well will the project develop historic contexts or educate and inform broad sectors of the public?
  - iv. **BUDGET AND COST EFFECTIVENESS (15 points):** Is the proposed budget consistent with the planned objectives? Are the costs reasonable and sufficient to successfully accomplish the project? What is the applicant source and commitment of matching funds? Does the application clearly indicate how all of these figures were calculated? Is the proposed project the most cost effective way of addressing those needs?
  - v. **PUBLIC INVOLVEMENT AND DELIVERABLES (10 points):** How will the public be involved in the proposed project? How will this project enhance the local preservation ethic?
- (3) **CONSISTENT WITH GOALS AND OBJECTIVES OF THE STATEWIDE COMPREHENSIVE PRESERVATION PLANNING PROCESS (Total 15 points).** CLG funded projects should meet at least one of the goals outlined in the Texas Historical Commission's Statewide Preservation Plan. It is not necessary for your project to address all the goals listed in the Statewide Preservation Plan. In addition, CLG funded projects must advance local preservation efforts in your community. Applications will be reviewed according to the following eight major goals of the Plan:

- **SURVEY AND ONLINE INVENTORY:** Texans undertake a comprehensive survey to document the state's diverse historic and cultural resources resulting in a publicly accessible online inventory.
- **EMPHASIZE CULTURAL LANDSCAPES:** Preservation practices are enhanced by emphasizing cultural landscapes.
- **IMPLEMENT POLICIES AND INCENTIVES:** Cities, counties and the state implement preservation policies and incentives to effectively manage historic assets.
- **LEVERAGE ECONOMIC DEVELOPMENT TOOLS FOR PRESERVATION:** Communities leverage preservation-based and traditional economic development tools to revitalize historic areas.
- **LEARN AND EXPERIENCE HISTORY THROUGH PLACE:** Texas residents and guests learn and experience the state's diverse history through formal education, recreation, and everyday interactions with historic places.
- **CONNECT PRESERVATION TO RELATED FIELDS:** Preservation is connected and integrated into related fields and activities, building a broader, stronger, and more diverse community.
- **CULTIVATE POLITICAL COMMITMENT:** Political commitment is cultivated for historic preservation.
- **BUILD CAPACITY OF PRESERVATION COMMUNITY:** The existing preservation community develops its capacity to function more effectively and efficiently.

#### **APPLICATION REVIEW PROCESS**

Upon review and approval of applications and their supporting materials, the THC will select proposed projects from the initial applications based on the above criteria, and fund the maximum number of projects based upon HPF funding. A Preliminary Notification letter will include any specific project funding recommendations from the THC, two copies of the grant contract, and a request for a revised or amended project proposal and budget that incorporates the THC's recommendations.

Successful selected applicants will continue the process by returning a signed grant contract, revised/amended project proposals, budgets, etc. to the THC **no later than 60 days from the date of Preliminary Notification letter**. Failure to submit any or all of this documentation by the required deadline may cause the requested grant monies to revert back to the THC.

#### **ORIENTATION MEETING**

All grant recipients (consisting of the local project manager and the grant recipients' fiscal manager) shall schedule and participate in a CLG grant orientation with the THC upon receipt of a Formal Notification letter, if applicable. The purpose of the orientation is to establish project priorities, confirm the budget and timetable for completion and discuss reimbursement procedures. The orientation requirement may be waived at the sole discretion of the THC.

#### **PROFESSIONAL QUALIFICATIONS STANDARDS**

To ensure that appropriate historical, architectural, archeological and cultural properties are identified for public benefit through grant-in-aid assistance, persons supervising grant projects must be professionally qualified in accordance with 36CFR66. Copies are available from the THC.

## SECTION 106

CLG Grants are funded with federal monies and require a formal Section 106 Review by the Texas Historical Commission. This review will take place following the grant awards. Failure to obtain a review will result in forfeiture of the CLG Grant. The CLG State Coordinator will provide additional guidance once the grants are awarded. Additional information regarding Section 106 Review is available from the Texas Historical Commission and the Advisory Council on Historic Preservation.

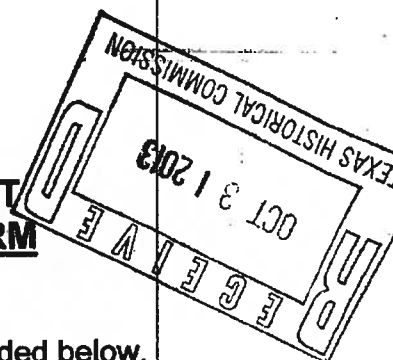
## PROJECT IMPLEMENTATION

- A) GRANT CONTRACT. The grant contract will specify the scope of work, approximate timetable for completion, and a list of budgetary items. The agreement shall be signed jointly by the State Historic Preservation Officer and the appropriate legal representative of the CLG prior to commencement of project work. The grant may be administered by a designated third-party if the CLG indicates a specific organization in the application. Such a delegated agency may be another unit of the local government, a commercial firm, a non-profit entity, or an educational institution that has the administrative capabilities that comply with applicable federal standards.
- B) PRESERVATION EASEMENT. The recordation of a Preservation Easement will be required for all construction and certain other projects prior to the commencement of any work (Attachment G).
- C) PROJECT REVIEW. THC staff periodically reviews projects to monitor progress and provide assistance. Each CLG is required to provide the THC with grant product quarterly reports on each project funded.
- D) REIMBURSEMENT PROCEDURE. Eligible project expenditures incurred on a one-to-one (dollar for dollar) basis up to a 50-50 ratio of the total project cost shall be reimbursed to the CLG. Documentation of eligible expenditures exceeding the grant award should be submitted and may be reimbursed based on the availability of federal funding. Interim reimbursement requests during the grant period are permitted.
- E) PROJECT COMPLETION AND FINAL REPORT. THC will retain 25 percent of the total grant award until receipt of a detailed final report and certification of the completed project. Draft copies of all expected items generated by the grant project, including printed materials, completed survey forms, photographic materials and final reports, must be submitted to the THC for review and approval. Final products must be submitted to the THC no later than December 31, 2015.

Revised 7/8/2013

**TEXAS HISTORICAL COMMISSION**

**CERTIFIED LOCAL GOVERNMENT SUBGRANT  
FISCAL YEAR 2014 GRANT APPLICATION FORM**



**Deadline for submission is November 1, 2013**

Please fill out this section completely and use only the space provided below.

**NAME OF PROPOSED PROJECT:** Southwest Travis County Historical Survey

**CERTIFIED LOCAL GOVERNMENT NAME:** Travis County

<b>CONTACT INFORMATION:</b>		Responsible for <b>PROJECT MANAGEMENT</b>	Responsible for <b>FISCAL MANAGEMENT</b>
Organization Name	Travis County Historical Commission	Travis County Auditor's Office	
Contact Person	Bob Ward	Matthew Naper	
Address	1707 Romeria Drive	700 Lavaca St. Suite 1200	
City   State   Zip	Austin TX 78757	Austin TX 78701	
Telephone   Fax	512-452-7305   512-452-4923	512-854-9125   512-854-9164	
Email	bobward@wardtopia.com	Matthew.Naper@co.travis.tx.us	

<b>POLITICAL CONTACTS:</b>		Chair of Local Commission (City Board if City or CHC if County)	Chief Elected Official (Mayor if City or County Judge if County)
Contact Person	Bob Ward	County Judge Samuel T. Biscoe	
Address	1707 Romeria Drive	700 Lavaca St. Suite 2.7	
City   State   Zip	Austin TX 78757	Austin TX 78701	
Telephone   Fax	512-452-7305   512-452-4923	512-854-9555   512-854-9535	
Email	bobward@wardtopia.com	Sam.Biscoe@co.travis.tx.us	

<b>FUNDING REQUEST:</b>					
Grant Funds Requested:	\$8,500	\$7,500-match	\$1,000-in kind	Total Project Cost:	\$17,000

**PROPOSED PROJECT TYPE (check one that applies):**

- |  |   |
|--|---|
| <input type="checkbox"/> Archeological Project   | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Preservation Planning Project                                       | <input type="checkbox"/> Education & Outreach   |
| <input type="checkbox"/> National Register Nomination(s) <sup>1</sup>                        | <input type="checkbox"/> Design Guidelines      |
| <input checked="" type="checkbox"/> Survey/Inventory Project                                 |   |
| <input type="checkbox"/> Historic Preservation Plan or Element/Chapter of Comprehensive Plan |   |
| <input type="checkbox"/> Construction/Development Project <sup>2</sup>                       |   |
| <input type="checkbox"/> Preservation Travel/Training <sup>3</sup>                           |   |

<sup>1</sup> Applications submitted without THC Determination of Eligibility will not be reviewed

<sup>2</sup> Property must be listed or deemed eligible for listing in the National Register of Historic Places

<sup>3</sup> Priority given to CLGs hosting regional preservation-related workshop

**CERTIFIED LOCAL GOVERNMENT SUBGRANT**  
**FY 2014 Grant Application Narrative Template**

**NAME OF PROPOSED PROJECT:**      SOUTHWEST TRAVIS COUNTY HISTORICAL SURVEY

**CERTIFIED LOCAL GOVERNMENT NAME:**      TRAVIS COUNTY

In 3 pages or less, clearly and concisely provide a brief typewritten description of the proposed project as it relates to items 1 through 3 below using the following section headings, and provide the content requested for each section in the brief but thorough narrative. Please provide any attachments separately.

**1. PROJECT SUMMARY (15 POINTS TOTAL).**

Summarize in a paragraph the overall purpose of the proposed project. A more detailed description will be completed under Project Scope. Be sure to indicate how long the CLG has been in the program; if the CLG is current in its annual program requirements; and if the CLG has received a previous grant within the past two (2) years.

The Travis County CLG has been participating in the CLG grant program since receiving our designation in 2004. Our previous grants include historical surveys of East Austin, the City of Manor, Northeast Travis County, the Webberville Corridor survey and a grant to provide education curriculum for historical and archeological materials related to the Ransom and Sarah Williams Farmstead. The proposed grant request is meant to further complete our ongoing historical inventory of the county and, if approved, will provide data on the southwest quadrant of Travis County. This area is in dire need of being inventoried due to the projected expansion of State 45 through the area and continued expansion/development from both Austin and Buda.

**2. PROJECT SCOPE (70 POINTS TOTAL).** Be sure to answer the questions for each section below within the narrative:

- **PROJECT NEED (15 points):** Does the application demonstrate a clear understanding of the identified preservation need? Is the need relevant to the local government's preservation program? How necessary are CLG funds in order to accomplish the proposed project? How does the project benefit the community? Is the stated need verifiable with documented factual information?

The Travis County Historical Commission is charged with developing a survey and maintaining an inventory of historic property within county boundaries. While the cultural resources within the city of Austin are well recognized, those in the outlying county have not been adequately identified. The pending extension of State 45, connecting MoPac Expressway South with IH-35 has magnified the need to identify and document all historic resources in the area. The construction of this roadway will intensify existing development pressure from both Austin and Buda and open up larger areas to intensive development. This project will be important in the continuation of the historic survey process in the county. Like the earlier ones in the county, this project has the support of the Travis County Commissioners Court, but it would not be possible without the availability of CLG funds. It is felt that the Southwest Travis County Historical Survey will meet the goals of both the National Park Service and the Texas Historical Commission for historical inventory.

- **PROJECT OBJECTIVES (15 Points):** What activities will be necessary to complete the proposed project? How effective does the proposed project address the identified needs? Are the project objectives quantifiable? Who will be responsible for doing the work and were resumes provided? Is the proposed timeline or schedule reasonable?

By contracting with a local professional consultant, we will be able to survey the proposed project area within the grant period, which ends in September 2015. Our previous projects have utilized two qualified contractors who have produced significant reports that provide new information about the county's historical resources. The contractor selected for this project will provide much of the survey work, but will be aided by volunteers from both the Travis County CLG and the Travis County Historical Commission.

The initial effort is towards the identification of properties with improvements 50 years or older, usually in conjunction with the Travis Central Appraisal District database. Community outreach is achieved by visits to local

historical organizations and conversations with persons most knowledgeable about the area history. When communities or municipalities exist, contact is made to gather other data and/or oral histories to expand our information base. Many times, residents in an area are aware of resources such as abandoned cotton gins, old schools and stories not available to the general public. Previous projects have resulted in lists of cultural properties within the project areas and selected recommendations for future work with them, including the potential of National Register consideration and areas of future need.

- **SIGNIFICANCE AND IMPACT (15 Points):** Does the project involve a threatened or potentially threatened resource? Will the project result in a National Register nomination or Survey/Inventory? Does the project directly address a deficiency in the local preservation program? Does the project address or benefit an underrepresented group within the community? How well will the project develop historic contexts or educate and inform broad sectors of the public?

As evidenced by the recent growth in the southwestern part of Travis County, there is limited awareness about the historical resources that still remain in that area. These resources may be threatened by such ongoing developments such as State 45. The extension of this roadway connecting MoPac to IH-35 will lay the groundwork for future developments along the highway corridor. Austin and Buda continue to expand towards each other with new residential developments either underway or in the planning stages. The relatively unoccupied ranch lands will be prime areas for expansion as county population continues to grow. The southwest Travis County area has important historical components that are not well known. For example, right of way surveys discovered the Ransom and Sarah Williams Farmstead site. Although the African American colony of Antioch is to the south in Hays County, its influence extends into southern Travis County and that relationship needs to be explored. Other communities include Manchaca and the freedmans colony of Kincheonville. This project is intended to provide expanded information about the resources to the local residents, as well as to the greater Travis County population, and to identify the role of this area in the history of the county.

- **BUDGET AND COST EFFECTIVENESS (15 Points):** Is the proposed budget consistent with the planned objectives? Are the costs reasonable and sufficient to successfully accomplish the project? What is the applicant source and commitment of matching funds? Does the application clearly indicate how all of these figures were calculated? Is the proposed project the most cost effective way of addressing those needs?

Based on previous projects, we feel that the proposed budget is adequate to produce the intended survey report. We are planning to supplement local Travis County funding with donations from organizations and/or businesses in the area and use existing historical studies. Both the City of Austin and the Hill County Conservancy have been active in the area and we hope to obtain information and assistance from both. Involvement by volunteers will help provide additional in-kind support. Given the scope of the work and the expertise involved, it is doubtful that we could carry out this project at a lesser cost.

- **PUBLIC INVOLVEMENT AND DELIVERABLES (10 Points):** How will the public be involved in the proposed project? How will this project enhance the local preservation ethic?

At the beginning of the survey, we intend to introduce the project to communities and local historical/preservation organizations in the area by arranging meetings to detail the purpose and process of the work. Additionally, we will directly communicate with local resource owners who may potentially be included in the final report. Previous historical research from the Ransom and Sarah Williams Farmstead project along with ongoing research by other organizations will be included if and when available. The report will be made available to community officials in the area, filed with Travis County and with the Texas Historical Commission. Depending on the outcome of the survey, we may propose additional projects within the survey corridor. A full report will be prepared, printed and made available to all interested parties including libraries. Press releases will be made if and when needed.

3. **STATEWIDE COMPREHENSIVE PRESERVATION PLANNING PROCESS (15 Points Total):** CLG funded projects should meet at least one of the goals outlined in the Texas Historical Commission's Statewide Preservation Plan. Please select the Statewide Preservation Plan Goals addressed by your project and explain how they are addressed. It is not necessary for your project to address all the goals listed in the Statewide Preservation Plan.

- X SURVEY AND ONLINE INVENTORY:** Texans undertake a comprehensive survey to document the state's diverse historic and cultural resources resulting in a publicly accessible online inventory.
- X EMPHASIZE CULTURAL LANDSCAPES:** Preservation practices are enhanced by emphasizing cultural landscapes.
- IMPLEMENT POLICIES AND INCENTIVES:** Cities, counties and the state implement preservation policies and incentives to effectively manage historic assets.
- X LEVERAGE ECONOMIC DEVELOPMENT TOOLS FOR PRESERVATION:** Communities leverage preservation-based and traditional economic development tools to revitalize historic areas.
- LEARN AND EXPERIENCE HISTORY THROUGH PLACE:** Texas residents and guests learn and experience the state's diverse history through formal education, recreation, and everyday interactions with historic places.
- X CONNECT PRESERVATION TO RELATED FIELDS:** Preservation is connected and integrated into related fields and activities, building a broader, stronger, and more diverse community.
- X CULTIVATE POLITICAL COMMITMENT:** Political commitment is cultivated for historic preservation.
- X BUILD CAPACITY OF PRESERVATION COMMUNITY:** The existing preservation community develops its capacity to function more effectively and efficiently.

Please summarize how your project addresses the goals selected above:

The Southwest Travis County Historical Survey is felt to address the State's comprehensive goals by developing and enlarging the ongoing historical survey of the county. At the present time, approximately 1/2 of the county has been surveyed and the southwest quadrant is felt to be the most endangered by pending development and road expansion. This project aims at documenting the cultural landscape of the area, especially in the Manchaca community area, and to expand on the data from the Ransom and Sarah Williams Farmstead. While the Antioch community is a freedman's colony in northern Hays County, its influence extends into the southern part of Travis County and that relationship needs to be explored. The Kincheonville freedmans colony in southwest Travis County, along with the Manchaca community are both in need of documentation and survey. The Ransom and Sarah Williams Farmstead is the site of an independent African-American farmstead dating from the latter part of the 19th century. Archeological excavations by Prewitt and Associates in conjunction with the Texas Department of Transportation and the University of Texas along with historical research by Terri Myers of Preservation Central have produced a wealth of new data about this site. We hope to expand on this information in our research, thereby leveraging available preservation tools. The use of historical, archaeological, oral history and physical survey is felt to be a good example of connecting available preservation fields to the expertise of the Travis County Historical Commission. This survey will allow connections to various fields including history, genealogy, archeology, ethnography and African American studies.

Political commitment is not only a major source for our funding but the foundation to further extend this project. The County Commissioners of Travis County inspire us to press forward with our mission and provide us with the support from other county offices to make our projects feasible. This project will provide information about an aspect of Travis County history that is not available anywhere else. It will involve members of the preservation community and interested individuals and organizations in the area. The Travis County Certified Local Government Committee will serve as a coordinating group to make materials already collected available to the educational community and the general public.



**ACKNOWLEDGEMENTS** - By checking below the applicant acknowledges:

- One electronic copy of this request must be submitted via email to the Texas Historical Commission no later than 5 p.m. on November 1, 2013 in order to be considered.
- One signed copy of this request must be submitted (hand delivered, US Mail, UPS, FedEx, etc) to the Texas Historical Commission no later than 5 p.m. on November 8, 2013 in order to be considered.
- Consideration for funding is based on the demonstrated need, a compelling explanation of how the expanded project scope of work will benefit the CLG, and the applicant's ability to match the funds being requested.
- Commencement of grant-funded work may not begin prior to receipt of a completed grant agreement by the THC and participation in a grant orientation meeting.
- The chief elected official of the CLG is aware of this application and supports the proposed project. (This information will be verified by the THC.)
- For requests involving construction projects, the property owner will be required to file a preservation easement for the property that will run with the land for a specific period of time based upon the amount of the final grant award.
- The applicant hereby acknowledges that the information provided on this application is accurate to the best of their knowledge.

**APPLICANT'S CERTIFICATION:** Application must be signed by legal CLG representative.

SIGNATURE: *Bob David* TITLE: *Chair* DATE: *11-1-13*

*Texas County Historical Commission  
+  
Member of CLG Committee*

**CERTIFIED LOCAL GOVERNMENT SUBGRANT**  
**FY 2014 Grant Budget Worksheet**

**NAME OF PROPOSED PROJECT:**      SOUTHWEST TRAVIS COUNTY HISTORICAL SURVEY

**CERTIFIED LOCAL GOVERNMENT NAME:**    TRAVIS COUNTY

BUDGET ITEM	GRANT FUNDS	LOCAL CASH	LOCAL IN-KIND	TOTAL COSTS
	8500	7500	1000	17000
<b>TOTALS</b>				

**Please complete the attached budget form and provide any supplemental information necessary to confirm or support the issues described above.**

Proposed projects can use a local cash match for grant monies budgeted on a one-to-one (dollar for dollar) match equal to a 50-50 ratio for the total cost of the project. Proposed projects utilizing all or partial match of verifiable in-kind services and/or goods may also qualify as long as the local match equals a 50-50 ratio for the total cost of the project. The Texas Historical Commission (THC) reserves the right to fund grant requests in part or in full based on the review criteria outlined in the application manual, and the amount of federal funding available. Final decisions will also take into consideration the annual performance of each CLG applying for assistance. Only non-federal monies may be used as a match, with the exception of Community Development Block Grants (CDBG).

**CERTIFIED LOCAL GOVERNMENT SUBGRANT**  
FY 2014 Grant Application

**EXPECTED PRODUCTS OF AN EDUCATIONAL PROJECT FUNDED WITH A CLG GRANT**

**RECOGNITION** must be provided in all publications. Photographs and drawings should be credited to the artist or lender. The local government's involvement must be adequately acknowledged. Recognition, as detailed below, must be afforded the CLG program, the Texas Historical Commission, and the National Park Service of the U.S. Department of the Interior. Language acknowledging nondiscrimination practices, as detailed below, must be included. Publications addressing several potential audiences must adequately reflect the community's preservation program.

*This project was funded in part through a Certified Local Government grant from the National Park Service, U.S. Department of the Interior, as administered by the Texas Historical Commission.*

*The contents and opinions, however, do not necessarily reflect the views and policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of Interior.*

*This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.*



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*



**DEADLINE FOR RECEIPT OF APPLICATIONS IS**  
November 1, 2013 by 5 p.m.

**PRINTED APPLICATIONS MUST BE RECEIVED AT**

Certified Local Government Program  
Texas Historical Commission  
P.O. Box 12276  
Austin, Texas 78711-2276  
(Physical Address: 1304 Colorado, Austin, Texas 78701)

**ELECTRONIC APPLICATIONS MUST BE RECEIVED AT**

Marcus Watson, State Coordinator  
[Marcus.Watson@thc.state.tx.us](mailto:Marcus.Watson@thc.state.tx.us)

Ginny Owens, CLG Assistant  
[Virginia.Owens@thc.state.tx.us](mailto:Virginia.Owens@thc.state.tx.us)

- One electronic copy of this request must be submitted via email to the Texas Historical Commission no later than 5 p.m. on November 8, 2013 in order to be considered.
- One signed copy of this request must be submitted (hand delivered, US Mail, UPS, FedEx, etc) to the Texas Historical Commission no later than 5 p.m. on November 8, 2013 in order to be considered.
- Late applications will not be accepted
- Faxed applications will not be accepted
- Handwritten applications will not be accepted

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Texas Historical Commission  
P.O. Box 12276  
Austin, TX 78711-2276  
512.463.6100  
fax 512.475.4872  
[thc@thc.state.tx.us](mailto:thc@thc.state.tx.us)



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**TRAVIS COUNTY**  
**FY 14 GRANT SUMMARY SHEET**

Contract #:

SAP #:

<b>Check One:</b>	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input checked="" type="checkbox"/>
<b>Check One:</b>	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
<b>Department/Division:</b>	HHSVS / Family Support Services	
<b>Contact Person/Title:</b>	Lisa Glass / Financial Analyst Lead	
<b>Phone Number:</b>	854-4594	

<b>Grant Title:</b>	Emergency Food and Shelter Program, Phase 31, Ratifying LRO Certification Form		
<b>Grant Period:</b>	From: <input style="width: 150px;" type="text" value="04/01/2013"/>	To: <input style="width: 150px;" type="text" value="03/31/2014"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	Emergency Food and Shelter Program's National Board		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Originating Grantor:</b>	Department of Homeland Security / Federal Emergency Management Agency		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Operating:	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,000.00
Capital Equipment:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Indirect Costs:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Totals:</b>	<b>\$ 25,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 25,000.00</b>
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ - Applicable Departmental Measures					
1.	# of Households receiving Utility Assistance	21,642	15,000	18,000	
2.					
3.					
+ - Measures for the Grant					
1.	# of Households receiving Utility Assistance from the Emergency Food and Shelter Program	332	128	135	
Outcome Impact Description		Assist households who are experiencing an economic emergency. The department assists these households by paying the highest one month amount still owed of each of the household's utility (electricity, gas or propane) bills.			
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

**PBO Recommendation:**

The Health and Human Services and Veteran's Service Department requests Commissioners Court ratification of a signature by Judge Biscoe that was obtained on October 29, 2013. The grantor required that the Local Recipient Organization (LRO) Certification Form to be approved, signed and returned within 5 days, a deadline that did not allow HHSVS sufficient time to put the item on the Court Agenda for approval by the full Commissioners Court. The grantor has been informed that the signed form is subject to ratification by the full Court, and the department anticipates the contract to be completed soon.

PBO recommends the ratification of this signature.

**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?**

To assist the EFSP's Local Board in completing their program award process per their request, the Local Recipient Organization (LRO) Certification Form needed to be approved, signed and returned to them by November 1, 2013. To meet this deadline, the department requested the County Judge's approval and signature on the form. This request is processed to ratify the department's request of the County Judge by the full Commissioners Court. The Commissioners Court approved the application for this program on July 23, 2013.

The department anticipates the Local Board will announce this program's award within the next month.

As an existing program, these funds will continue to be used to provide emergency utility assistance to qualified Travis County residents. These grant funds are sometimes used in conjunction with other utility assistance programs available providing a higher level of assistance to further the client's energy self-sufficiency.

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

Existing staff will perform eligibility determination and vendor payment processes. No additional funds are required.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

No County match is required.

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

All of the Phase 31 requested funds by the department are to be used for direct services to the clients.

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

Yes

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

N/A

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

Travis County Health and Human Services & Veterans Service Department's Family Support Services Division staff will continue to provide client interviews for eligibility determination of this program and the other programs available through the department. This program funding assists in meeting the needs of the client who are experiencing an economic crisis and need assistance meeting their household utility obligations.





**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE**

502 E. Highland Mall Blvd.

P. O. Box 1748

Austin, Texas 78767

**Sherri E. Fleming  
County Executive  
(512) 854-4100  
Fax (512) 854-4118**

**Date:** October 29, 2013

**TO:** MEMBERS OF THE COMMISSIONERS COURT

**FROM:**

*Sherri E. Fleming*  
Sherri E. Fleming, County Executive

Travis County Health and Human Services and Veterans Service

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**SUBJECT:** Acceptance of 2013 Phase 31 Emergency Food and Shelter Program  
Local Recipient Organization (LRO) Certification Form

**Proposed Motion:** Consider and take appropriate action to ratify the 2013 Phase 31  
Emergency Food and Shelter Program Local Recipient Organization  
(LRO) Certification Form

**Summary and Staff Recommendation:** Staff requests the acceptance, approval and ratification of the Phase 31 Local Recipient Organization (LRO) Certification form. The Emergency Food and Shelter Program's Local Board requested this form be signed and returned to them by November 1, 2013. In order to meet that deadline and have the Local Board continue its award process, the department requested the County Judge's approval and signature.

The department had submitted an application for this grant which was approved by the Commissioners Court on July 23, 2013. The department anticipates an award of \$25,000 for this program funding. The funds awarded to Travis County will be used to provide emergency utility assistance for low-income households who have an income at or below 200% of the current Federal Poverty Income Guidelines.

**Budgetary and Fiscal Impact:** No matching funds are required for this program. At this time the Local Board has not indicated the contract period.

**Issues and Opportunities:** The department has participated in this program for a number of years. Within the Phase 30 program period, Travis County had assisted 128 households with their utility bills. Other agencies receiving funds for this program use their funding to provide food, shelter, rental assistance and serve meals for clients. Through coordinating efforts with these agencies with regard to their use of funding as well as ours, duplication of services is prevented. Assistance is given in a more efficient and effective manner building a more cohesive emergency service structure.

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cc: Leslie Browder, County Executive, Planning and Budget Office  
Aerin Toussaint, Budget Analyst Sr., Planning and Budget Office  
Nicki Riley, CPA, Travis County Auditor  
Cynthia Sayles, Auditor Analyst III, County Auditors Office  
Cyd Grimes, C.P.M., C.P.P.O., Travis County Purchasing Agent  
Mary Etta Gerhardt, Assistant County Attorney  
Jim Lehrman, Division Director, Family Support Services

# EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM PHASE 31 LOCAL RECIPIENT ORGANIZATION CERTIFICATION

*By signing this Local Recipient Organization (LRO) Certification Form, our agency certifies we have read and understand the Emergency Food and Shelter Program (EFSP) Phase 30 Responsibilities and Requirements Manual and Phase 31 Addendum, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual and the accompanying Phase 31 Addendum. All appropriate staff and volunteers have been informed of EFSP requirements. The Local Board has been provided and we have retained a copy of this form for our records.*

I certify that my public or private agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services.
- Is nonprofit or an agency of government.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has an accounting system, and will pay all vendors by an approved method of payment.
- Understands that cash payments (including petty cash) are not eligible under EFSP.
- Conducts an independent annual review if receiving \$25,000-\$49,999 an independent annual audit if receiving \$50,000 or more in EFSP funds, and an OMB Circular A-133 if receiving \$500,000 or more in Federal funding.
- Has not received an adverse or no opinion audit.
- Is not debarred or suspended from receiving Federal funds.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- Has provided a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP.
- Practices non-discrimination (agencies with a religious affiliation, will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds).
- Will not change a fee to clients for EFSP funded services.
- Has a voluntary board if private, non-for-profit.
- Will provide all required reports to the Local Board in a timely manner, (i.e., Second Payment/Interim Request and Final Reports).
- Will expend monies only on eligible costs and keep complete documentation (copies of cancelled LRO checks - front and back, other proof of payment, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
- Will spend all funds and close-out the program by my jurisdiction's selected end-of-program date and return any unused funds (\$5.00 or more) to the National Board.
- Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form L.L.L., "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.

Note: Check this box only if your Local Board has additional requirements beyond those of the National Board. The Local Board must attach a copy of these requirements to the Local Board Plan when submitted to the National Board.

This form must be completed in its entirety. Please do not alter this form; any questions regarding the form should be directed to EFSP staff.

LRO ID (# digits): 782400-002 FEIN: 74-5000192 DUNS #: 030908842

LRO Name: Travis County through Travis County Health and Human Services and Veterans Services

Address: P.O. Box 1748

City/State/Zip: Austin, TX 78767

Phone #: (512) 854-4100 Fax #: (512) 279-2197

Print Name: Samuel T. Biscoe, Travis County Judge Email: jim.lehrman@co.travis.tx.us

BY Signature: Samuel T. Biscoe Date: Oct 28, 2013

## EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM PHASE 31 LOCAL RECIPIENT ORGANIZATION CERTIFICATION

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- Understands that cash advances (flexible asset cash) are not eligible under EFSP.
- Conducts an independent annual review if receiving \$25,000-\$49,999/an independent annual audit if receiving \$50,000 or more in EFSP funds, and an OMB Circular A-133 if receiving \$500,000 or more in Federal funding.
- Has not received an adverse or no opinion audit.
- Is not debarred or suspended from receiving Federal funds.
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- Has no known EFSP compliance exceptions in this or any other jurisdiction.

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City/State/Zip: Austin, TX 78767

Phone #: (512) 854-4100 Fax #: (512) 279-2197 Email: Jim.Lehrman@co.travis.tx.us

Print Name: Samuel T. Biscoe, Travis County Judge

BY Signature: Samuel T. Biscoe Date: Oct. 28, 2013

**EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM  
PHASE 31 LOCAL RECIPIENT ORGANIZATION CERTIFICATION**

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