



Travis County Commissioners Court Agenda Request

Meeting Date: 12/30/2013, 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 new contract with the National Endowment for the Humanities for a preservation assistance grant in Records Management and Communication Resources Department.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

This grant provides \$6,000 to prepare an assessment of the current collection and to purchase supplies.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

No match is required.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office

Leslie Browder

County Judge's Office

David Salazar

TRAVIS COUNTY

12/30/2013

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 #
A	157 NEH Preservation Assistance for Smaller Institutions	02/01/14 - 07/31/15	\$6,000	\$0	\$0	\$0	\$6,000	0.00	R	S	7

Contracts

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
117	Southwest Travis County Historical Survey	10/01/13 - 09/30/15	\$8,500	\$0	\$7,500	\$1,000	\$17,000	0.00	11/12/2013
158	Phase 31 Emergency Food and Shelter Program	04/01/13 - 03/31/14	\$25,000	\$0	\$0	\$0	\$25,000	0.00	11/12/2013
119	Underage Drinking Prevention grant	10/01/14 - 09/30/15	\$161,204	\$0	\$35,951	\$55,000	\$252,155	3.00	11/26/2013
155	Prostitution Prevention Program-Planning Grant*	01/01/14 - 12/31/14	\$40,000	\$0	\$0	\$0	\$40,000	0.00	12/3/2013
			\$750,273	\$12,244	\$43,451	\$56,000	\$861,968	4.00	

*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
145	Residential Substance Abuse Treatment Program	10/01/13 - 09/30/14	\$142,933	\$47,644	\$0	\$0	\$190,577	1.67	11/19/2013
137	State Criminal Alien Assistance Program	07/11/11 - 06/30/12	\$483,085	\$0	\$0	\$0	\$483,085	0.00	11/26/2013
158	Comprehensive Energy Assistance Program Amendment #2*	01/01/13 - 12/31/13	\$2,898,329	\$0	\$0	\$0	\$2,898,329	6.00	11/26/2013
158	Coming of Age (DADS)	11/15/13 - 03/31/14	\$14,282	\$0	\$0	\$0	\$14,282	0.00	12/3/2013
137	K9s4COPS	11/22/13 - 09/30/14	\$12,000	\$0	\$0	\$0	\$12,000	0.00	12/10/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/14 - 07/31/15	\$44,000	\$0	\$0	\$0	\$44,000	0.00	12/10/2013
135	Accessible Parking Awareness Campaign	01/01/14 - 06/30/14	\$37,125	\$12,375	\$0	\$0	\$49,500	0.50	12/17/2013
			\$6,860,691	\$623,709	\$34,639	\$0	\$7,519,039	36.12	

*Amended from original agreement.

FY 2014 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
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	Yes
124	Veterans' Court Program	09/01/2013 - 08/31/2014	\$13,801	\$0	\$13,801	2.00	10/31/2013	8/27/2013	Yes
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	Yes
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	Yes
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	Yes
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	Yes
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	Yes
139	Adult Probation DWI Court	09/01/13 - 08/31/14	\$52,519	\$0	\$52,519	4.00	11/30/2013	9/10/2013	Yes

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	PTC				
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$13,801	\$0	\$13,801	2.00	10/31/2013	9/24/2013	Yes	
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$5,566	\$0	\$5,566	1.00	10/31/2013	9/24/2013	Yes	
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	Yes	
158	Parenting in Reovery II	09/30/13 - 09/29/14	\$22,909	\$0	\$22,909	1.00	12/31/2013	9/24/2013	Yes	
158	Comprehensive Energy Assistance Program	01/01/2014 - 12/31/14	\$63,805	\$500,000	\$563,805	7.00	3/31/2014	12/10/2013	No	
Totals			\$761,618	\$507,300	\$1,268,918	129.17				



TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	RMCR/Administration	
Contact Person/Title:	Shawn Malone, Records Services Manager	
Phone Number:	(512) 854-7627	

Grant Title:	NEH Preservation Assistance for Smaller Institutions		
Grant Period:	From: <input type="text" value="Feb 1, 2014"/>	To: <input type="text" value="Jul 31, 2015"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	National Endowment for the Humanities		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	<i>Budgeted County Contribution #595010 (Cash Match)</i>	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 6,000	\$ 0	\$ 0	\$ 0	\$ 6,000
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 6,000	\$ 0	\$ 0	\$ 0	\$ 6,000
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"/>	RP	
County Attorney	<input checked="" type="checkbox"/>	JH	

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.	Researchers/Patrons Served	96	100	100	100
2.	Archival Documents Preserved	857 cu. ft.	96.1 cu. ft.	280 cu.ft.	300 cu. ft.
3.					
+ - Measures for the Grant					
1.					
	Outcome Impact Description				
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

PBO Recommendation:

Records Management is requesting Commissioners Court approval of a \$6,000 grant to the National Endowment for the Humanities to assist in the development of an assessment of the Travis County Archives. It is hoped that such an assessment will be the first step in allowing the County to apply for other grants.

The grant does not require any matching funds and does not obligate the County to any long term commitment. The application associated with this grant was approved on 04/16/2013

PBO recommends approval.

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 Archives seeks \$3,500 in grant funding for an outside expert to assess its collections and facilities, and to make recommendations regarding environmental, physical and operational factors. A request for \$2,500 to purchase archival supplies is also included in this application.

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

Only to continue the Archives program generally.

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

No match required.

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

Because the total amount requested is less than \$50,000.

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

No, the program will not end upon termination of the grant funding. This grant will be spent on an assessment and supplies that support the existing Travis County Archives program, using RMCR department resources.

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

This is not a new program.

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

The grant will support an overall assessment of collections housed in the Travis County Archives, to prepare recommendations and strategies for optimal usage of the space and the proper storage of the County's historical records. This assessment will offer guidance to improve processes pertaining to the accession, categorization, classification and preservation of these records. The assessment will also make future grant awards more likely. Grant funding will also purchase acid free document storage boxes, folders, interleaving paper and other supplies. The assessment and supplies will provide the Archives with additional resources to preserve more documents and serve more patrons.



TRAVIS COUNTY

RECORDS MANAGEMENT & COMMUNICATION RESOURCES

700 Lavaca Street, Suite 330 PO Box 1748 Austin, TX 78767 Tel: (512) 854-1955 Fax: 854-4560

RECEIVED
TRAVIS COUNTY
PLANNING & BUDGET OFFICE

TO: Alan Miller, Senior Budget Analyst, PBO
FROM: Steven Broberg, Director, RMCR
SUBJECT: Archives Grant

The Travis County Archives has been awarded a six thousand dollar grant from the National Endowment for the Humanities. The Commissioners Court voted to apply for this grant on April 16, 2013, Item #13(b).

This grant will fund an overall assessment of collections housed in the Travis County Archives to prepare recommendations and strategies for optimal usage of the space and the proper storage of the County's historical records. Funding will also be applied to the procurement of acid free storage boxes, folders, interleaving paper and other supplies.

Please agendize acceptance of this grant by the Commissioners Court. If you have any questions, comments or concerns, please contact Shawn Malone at extension 47627. Thank you.

Regards,



Steven Broberg
Director, RMCR



NATIONAL ENDOWMENT FOR THE

Humanities

December 12, 2013

Mr. Shawn Malone
Records Services Manager
Travis County
700 Lavaca Street
Austin, TX 78701-3101

Ref: PG-52145-14

Dear Mr. Shawn Malone:

I am delighted to inform you that the National Endowment for the Humanities has awarded a grant of \$6,000.00 in support of your project. Your application was considered carefully during the NEH review process, which includes peer review along with deliberation by the National Council on the Humanities and the Office of the Chairman.

I enclose the official notice of action from the NEH Office of Grant Management, which provides information on the grant period and the terms and conditions that apply to your project. Please review this material carefully. Address your questions either to the grants administrator or to the program officer whose names appear on the second page of the award notification.

Congratulations on your award. I wish you every success.

Sincerely,

Carole Watson
Acting Chairman

cc: Christy Moilanen

**OFFICIAL NOTICE OF ACTION
National Endowment for the Humanities**

Action Taken: Award		Date of Action: 12/4/2013	
ID Number : PG-52145-14	Award Amounts	Federal Matching Funds	
Award Period : 02/01/2014 - 07/31/2015	Outright : \$6,000.00	Amount Offered :	\$0.00
Award Recipient : Travis County	Federal Match : \$0.00	Offer	
DUNS : 030908842	Other : \$0.00	Expires :	
CFDA : 45.149	Total : \$6,000.00		
Institutional Grant Administrator Shawn Malone (SMalone) Records Services Manager Travis County 700 Lavaca Street Austin, TX 78701-3101		Project Director Ms. Christy Moilanen (CMoilanen) Archivist Travis County 5501 Airport Blvd. Austin, TX 78751-1410	

Project Title: County Archives Preservation Assessment and Supplies

Project Description: A preservation assessment and purchase of preservation supplies for the historical records of Travis County, Texas, site of the capital city of Austin. The materials, comprising over 8,000 linear feet, date from before the founding of the county in 1840 and include financial records, legal case files, property deeds, law enforcement and prison reports, public education records, and aerial photographs of the county's natural resources. The sources contain some of the most extensive documentation available on the citizenry and process of local administration during the period of the Republic of Texas (1836-1846) and have been actively consulted by historians, genealogists, and county officials.

Remarks:

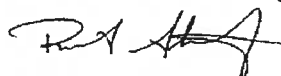
All terms and conditions that apply to this award will be considered acceptable unless a written objection is submitted within thirty days of the date of this notice. The first request for payment will indicate the recipient's acceptance of the award.

The administration of this award and the expenditure of funds are subject to the NEH General Terms and Conditions for Awards (and its Addendum). This document incorporates by reference the uniform administrative requirements for Grants and Cooperative Agreements to State and Local Governments (45 CFR Part 1174), the audit requirements of OMB Circular A-133, and the cost principles of OMB Circular A-87 (2 CFR Part 225).

The due dates for the required financial and performance reports for this grant appear on the last attachment to this notice.

Forms and publications referenced in this award package, including the financial and performance reporting forms and instructions, are available from our website. Go to "Manage Your Grant" at www.neh.gov.

NEH Office of Grant Management Official



Robert Straughter
Director, OGM

Award Recipient

GRANTEE: Travis County

GRANT NUMBER: PG-52145-14

BASIS OF AWARD

This grant is made in support of the activities described in Endowment application PG-52145.

ENDOWMENT ADMINISTRATION OF THE AWARD

This grant has been funded by the Division of Preservation and Access.

Questions relating to project activities, the scope of the project, or changes in key project personnel should be addressed to:

Joel Wurl
Senior Program Officer
Division of Preservation and Access, Room 411
1100 Pennsylvania Avenue, NW
Washington, DC 20506
Telephone: (202) 606-8252
Fax: (202) 606-8639
E-mail: jwurl@neh.gov

Questions about the regulations that apply to the grant or requests for budget changes or extensions of the grant period should be addressed to:

Barbara Tatge
Office of Grant Management, Room 311
1100 Pennsylvania Avenue, NW
Washington, DC 20506
Telephone: (202) 606-8217
Fax: (202) 606-8633
E-mail: btatge@neh.gov

SPECIFIC TERMS AND CONDITIONS

1. The budget submitted with the application is approved. As long as the scope or objectives of the project are not changed, **you do not need to ask for NEH approval to transfer funds between budget categories.** For further information, see Article 11 ("Budget Revisions") of the *General Terms and Conditions for Awards*.

In the event that your project includes a consultant and if the costs associated with your consultant's visit are less than projected in your budget, you may apply any unspent funds (up to \$1,000) for the purchase of basic preservation supplies recommended by your consultant.

2. The award period shown on the Official Notice of Action is the span of time during which the grantee must undertake project activities and incur expenses chargeable to the grant.
3. The due dates for the required financial and performance reports for this award appear on the last attachment to this document. **All reports must be submitted electronically via eGMS, the NEH's online grant management system located at <https://securegrants.neh.gov/eGMS/>.**

All NEH project directors and institutional grants administrators (IGAs) are assigned eGMS accounts, and their user names are shown next to their names (in parentheses) on the attached Official Notice of Action.

When accessing eGMS for the first time, enter the user name provided and click the **Reset Password** button. An e-mail message will be sent to you with a link to create a new password. A User Guide containing detailed instructions is available at the above eGMS site.

4. **Final financial and performance reports will be due ninety (90) days after the award ending date, or may be submitted earlier if the project activities are complete.** The OMB Standard Form 425, *Federal Financial Report (FFR)* is required for submission of the final financial report. This form (which can be completed online) and the instructions are available at the eGMS site listed above.

The performance report should briefly describe the project activities and discuss the immediate and long-term impact of the grant on the institution's ability to preserve its holdings. Refer to NEH Performance Reporting Requirements (<http://www.neh.gov/manage/enclosure2.html>) for further instructions.

If applicable, provide several high-resolution digital images showing project outcomes. By sending photographs to the NEH, you are granting the agency permission to use such photographs for any lawful purpose, including publicity, illustration, and Web content. NEH will supply full credit to your institution whenever possible.

5. The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of federal funds available to the public. To facilitate this, the NEH Addendum to the General Terms and Conditions for Awards requires your organization to maintain current information in its "Entity record" in the System for Award Management (SAM) for the period of this award. SAM now administers the former Central Contractor Registry (CCR).
6. All materials publicizing or resulting from grant activities must contain an acknowledgment of NEH support. The acknowledgment must also include the following statement: "Any views, findings, conclusions, or recommendations expressed in this {article, book, exhibition, film, program, database, report, Web resource}, do not necessarily represent those of the National Endowment for the Humanities."

Grantees are to consult the [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) pages on the NEH website for guidance on credits and promotion.

7. To receive payment of grant funds:

The institutional grant administrator shown on the Official Notice of Action must complete and submit the ACH Vendor/Miscellaneous Payment Enrollment Form (Standard Form 3881) to the NEH Accounting Office. To do this, go to the NEH web site at www.neh.gov (click on "Grant Management"), print a copy for signature by the authorized certifying official at your institution's bank, scan the signed copy and send it by e-mail to SF270-paymentrequest@neh.gov or fax it to the NEH Accounting Office at (202) 688-2613. **Your NEH-assigned grant ID number (beginning with PG-) must be on the ACH form (under "Agency Information") for prompt payment of your request.**

SUBMISSION OF THE COMPLETED ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM WILL INDICATE THE GRANTEE'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AWARD.

REPORT SCHEDULE

National Endowment for the Humanities

Grant Number: PG-52145-14
Grantee: Travis County

The following is a listing of the due dates of the reports required for this grant. A copy of this listing should be forwarded to those individuals responsible for the submission of the required reports.

Report	Due Date	Period to be Covered	
Final Performance	10/31/2015	2/1/2014	- 7/31/2015
Final Financial	10/31/2015	2/1/2014	- 7/31/2015

All reports must be submitted electronically via "eGMS", the online grant management system located at <https://securegrants.neh.gov/eGMS/>.

All NEH project directors and institutional grants administrators are assigned eGMS accounts, and their account numbers/user names are shown next to their names (in parentheses) on the attached Official Notice of Action.

When accessing eGMS for the first time, enter the account number or user name provided and click the RESET PASSWORD button. An e-mail message will be sent to you with a link to create a new password. A User Guide containing detailed instructions is available at the above eGMS site.