



Travis County Commissioners Court Agenda Request

Meeting Date: May 20, 2014

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

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

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 16 to Interlocal Agreement No. 440000374, Austin Travis County Integral Care for System of Care Services.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

Travis County Health and Human Services and Veteran (TCHHSVS) use this Interlocal agreement with Austin Travis County Integral Care (ATCIC) to fund a variety of programs, known as the System of Care (SOC), for children and their families experiencing mental and behavioral challenges. Various agencies provide services through three collaborations: The Children's Partnership, Community Partners for Children, and The Youth and Family Assessment Center.

Approval has been obtained from the U.S. Department of Health and Human Services to utilize unused Parenting In Recovery (PIR) Grant FY'12 carry-over funds for the FY'13 agreement. Additional funding for the agreement will come from the General Fund money for the Interlocal through redirected funds from the TCHHSVS approved FY'13 budget.

Modification No. 16 will renew the agreement an additional twelve month term beginning October 1, 2013 through September 30, 2014. The not to exceed agreement amount is \$704, 553.

This agreement was previously approved on the September 24, 2013 Court Agenda, Item No. 38 to prevent contract expiration, as the

ID# 10835

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

agreement was not ready for presentation due to TCHHSVS working with the County Attorney's office and ATCIC on finalizing the Statement of Work and funding. The agreement has been finalized and is being presented to the Court for signature.

Modification No. 15 increased the General Fund contribution by \$60,000 as well as adding \$91,920 in PIR grant money. It also decreased the amount coming from The Children's Continuum Grant by \$10,332. The total not to exceed agreement amount increased from \$737,359 to \$878,947; an increase of \$141,588.

Modification No. 14 renewed the agreement for an additional twelve month period from October 1, 2012 through September 30, 2013. The agreement did not exceed the following contract amounts: Travis County General Funds of \$515,000, Parenting In Recovery Grant Funds of \$63,386, The Milburn Trust Funds of \$36,723, The Children's Continuum Grant Funds of \$47,250 and Travis County Allocated Reserves of \$75,000. The total not to exceed agreement amount is \$737,359.

This renewal was previously approved on the September 25, 2012 Court Agenda, Item No. 35 to prevent contract expiration, as the agreement was not ready for presentation due to HHS & VS working with the County Attorney's office on finalizing the Statement of Work and funding. The agreement has been finalized and is being presented to the Court for signature.

Modification No. 13 added \$79,206 to the General Fund and added \$83,843 to the Parenting in Recovery program. The total contract not to exceed amount was \$889,179. An increase of \$163,049 from the original contract amount of \$726,130. The increase was necessary to continue services at the current level through September 30, 2012.

Modification No. 12 increased the not to exceed contract amount for the 2012 renewal to \$726,130 the increase included the Milburn Trust Funds which the not to exceed amount went from \$39,223 to \$40,023; an increase of \$800 and the Children's Continuum FY2012 Grant Funds of \$44,865 was added.

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Modification No. 11 renewed the agreement for an additional twelvemonth period from October 1, 2011 through September 30, 2012 with the contract not to exceed amount of \$680,465.

Modification No. 10 increased the FY2011 contract funds from \$682,194 to \$867,329, an increase of \$185,135.

Modification No. 9 changed the amount remaining from the Milburn Trust grant FY'10 funds, from an estimated \$43,825 to the actual unspent amount of \$44,225. This amendment also included a "Buy Texas" provision. The Texas Department of Family and Protective Services reimburses the County for services provided through this contract to state clients; therefore, the County needs to include this provision regarding state funds in its contract with ATCIC.

Modification No. 8 reflected the name change of Austin Travis County Mental Health Mental Retardation Center to Austin Travis County Mental Health and Mental Retardation Center, d/b/a Austin Travis County Integral Care.

Modification No. 7 decreased the FY2010 contract funds from \$734,007 to \$681,794, a decrease of \$52,213. This modification also renewed the agreement for an additional twelve-month period, from October 1, 2010 through September 30, 2011.

Modification No. 6 added \$32,208 in General Fund money, and \$43,730 in PIR grant money to meet a projection made by the Office of Children's Services staff of the funding needed to continue services at the current level through September 30, 2010.

Modification No. 5 increased the FY2010 contract funds from \$461,682 to \$658,069, an increase of \$196,387 from the Travis County General Fund portion of the total contract funding.

Modification No. 4 increased the FY2009 contract funds from \$632,658 to \$702,658, an increase of \$70,000. The agreement was also renewed for an additional twelve-month period, from October 1, 2009 through September 30, 2010.

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Modification No. 3 increased the FY2009 contract funds from \$400,564 to \$632,658, an increase of \$205,094.

Modification No. 2 increased the FY2008 contract funds from \$265,000 to \$654,324, an increase of \$389,324.

Modification No. 1 increased the contract amount from \$85,000 to \$265,000, in support of the MSO activities related to the Children's Partnership and YAFAC.

➤ **Contract Expenditures:** Within the last ____ months \$0.00 has been spent against this contract/requirement.

➤ **Contract-Related Information:**

Award Amount: \$85,000

Contract Type: Interlocal Agreement

Contract Period: October 1, 2006 – September 30, 2007

➤ **Contract Modification Information:**

Modification Amount: \$704,553

Modification Type: Bilateral

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

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

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations:** Not Applicable

Award has been protested; interested parties have been notified.

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

Comments:

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➤ **Funding Information:**

SAP Shopping Cart #:

General Fund	\$515,000	FR #300001072
Allocated Reserves	\$55,251	FR #300001073
PIR Grant	\$63,386	FR #300001074
Children's Continuum Grant	\$36,918	FR #300001075
Milburn Trust Funds	\$33,998	FR #300001146

Funding Account(s):

Comments:

ID# 10835

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MODIFICATION OF CONTRACT NUMBER: 440000374 – System of Care

ISSUED BY: Travis County Purchasing Office P.O. Box 1748 Austin, Texas 78767	PURCHASING AGENT ASST: Shannon Pleasant TEL. NO: (512) 854-1181 FAX NO: (512) 854-9185	DATE PREPARED: March 12, 2014
ISSUED TO: Austin Travis County Integral Care 1430 Collier St. Austin, TX 78704	MODIFICATION NO.: 16	EXECUTED DATE OF ORIGINAL CONTRACT: October 1, 2006

ORIGINAL CONTRACT TERM DATES October 1, 2006 – September 30, 2007 CURRENT CONTRACT TERM DATES: October 1, 2013 – September 30, 2014

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: \$ 85,000 Current Modified Amount \$ 704,553

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

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

1. The Parties agree to renew the agreement an additional twelve month term beginning October 1, 2013 through September 30, 2014.
2. The renewal term maximum agreement amounts are as follows:

County General Funds	\$ 515,000.00
County Allocated Reserves	\$ 55,251.00
Parenting in Recovery FY'14 Grant Fund	\$ 63,386.00
Milburn Trust Funds	\$ 33,998.00
The Children's Continuum FY '14 Grant Funds	\$ 36,918.00
TOTAL:	\$ 704,553.00

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

Note to Vendor/City:

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

LEGAL BUSINESS NAME: <u>ATCIC</u> BY: <u>[Signature]</u> SIGNATURE	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
BY: <u>DAVID EVANS</u> PRINT NAME TITLE: <u>CEO</u> ITS DULY AUTHORIZED AGENT	DATE: <u>4/30/14</u>

TRAVIS COUNTY, TEXAS BY: <u>[Signature]</u> CYD V GRIMES, C P M, CPPO, TRAVIS COUNTY PURCHASING AGENT	DATE:
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TRAVIS COUNTY, TEXAS BY: <u>SAMUEL T. BISCOE</u> TRAVIS COUNTY JUDGE	DATE:
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**2014 RENEWAL AND AMENDMENT OF INTERLOCAL COOPERATION AGREEMENT
BETWEEN TRAVIS COUNTY AND
AUSTIN-TRAVIS COUNTY MENTAL HEALTH AND MENTAL RETARDATION CENTER
DOING BUSINESS AS AUSTIN TRAVIS COUNTY INTEGRAL CARE FOR
MANAGED SERVICES RELATED TO THE SYSTEM OF CARE**

This 2014 Renewal and Amendment ("Amendment/ 2014 Renewal") of Interlocal Cooperation Agreement is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County") and Austin-Travis County Mental Health and Mental Retardation Center, d.b.a. Austin Travis County Integral Care" ("Center"), the Mental Health and Intellectual/Developmental Disabilities Authority designated by the State of Texas for Travis County and the incorporated municipalities therein pursuant to Texas Health and Safety Code, Chapters 531 and 534, and other applicable statutes.

RECITALS

County and Center (collectively referred to herein as the "Parties") entered into an agreement to provide mental health, intellectual/developmental disabilities and substance abuse services for indigent citizens and other eligible clients ("Agreement") the Initial Term of which began October 1, 2006, and terminated September 30, 2007 ("Initial Agreement Term"); and

Under the Agreement, Center agreed to provide personal and professional services for the care of indigents and other qualified recipients and for public health education and information related to mental health, mental retardation and substance abuse services in accordance with the terms of the Agreement, thus providing services which further a public purpose; and

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

Pursuant to the terms of the Agreement, the Agreement has been renewed for additional terms continuing through September 30, 2013 (" 2013 Renewal Term"); and

Where goods or services are funded from federal, state or local grants ("Grant"), Center will, according to the terms of the Grant, provide goods and services necessary to achieve the Grant's purpose in accordance with Grant terms.

County and Center desire to renew the Agreement for an additional one-year term and to amend the Agreement to reflect certain mutually agreed upon changes in the Agreement applicable to that one-year Term.

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

1.0 INTERLOCAL TERMS.

1.1 2014 Renewal Term. The Parties acknowledge and agree that the Agreement, by its terms, automatically renews for an additional term beginning October 1, 2013, and terminating September 30, 2014 ("2014 Renewal Term"), and agree to make certain changes applicable to that 2014 Renewal Term in this Amendment/2014 Renewal including, but not limited to, changes with respect to Grant funding applicable to the 2014 Renewal Term (collectively, the "2014 Grant Funds").

1.2 2014 Grant Renewal Term. The Parties agree that the changes made in this Amendment/ 2014 Renewal related to the 2014 Grant Funds (both Parenting in Recovery and The Children's Continuum) will be applicable as follows:

1.2.1 Parenting in Recovery - that time period beginning September 30, 2013, and terminating September 29, 2014 ("2014 PIR Grant Renewal Term").

1.2.2 The Children's Continuum – that time period beginning October 1, 2013 and terminating September 30, 2014 ("2014 TCC Grant Renewal Term")

1.3 The Children's Continuum ("TCC") Grant. The Parties agree that funding for the 2014 Renewal Term includes funds for the 2014 TCC Grant Renewal Term from the The Children's Continuum Grant received by County. The Parties agree that the terms of the TCC Grant have been previously provided to Center and that the applicable terms of the TCC Grant are included in this Amendment/2014 Renewal by reference. County will make available to Center a copy of the TCC Grant upon request, and will provide Center with copies of any applicable amendments or changes to the TCC Grant upon County's receipt thereof.

2.0 MAXIMUM AMOUNTS.

2.1 2014 Renewal Term Maximum Amounts. The Parties agree to amend the maximum amounts applicable to the 2014 Renewal Term (Section 13.1.1), the 2014 PIR Grant Renewal Term and the 2014 TCC Grant Renewal Term, as applicable, to reflect amounts not to exceed the following for the 2014 Renewal Term:

County General Funds*	
(October 1, 2013 - September 30, 2014)	\$ 515,000.00
County Allocated Reserves*	
(October 1, 2013 – September 30, 2014)	\$ 55,251.00
Parenting in Recovery FY'14 Grant Funds	
(September 30, 2013 – September 29, 2014)	\$ 63,386.00
Milburn Trust Funds	
(October 1, 2013 - September 30, 2014)	\$ 33,998.00
The Children's Continuum FY '14 Grant Funds	
<u>October 1, 2013 – September 30, 2014</u>	<u>\$ 36,918.00</u>
TOTAL:	\$ 704,553.00

* All or any portion of the County General Funds or County Allocated Reserves may also be spent on the Parenting in Recovery and The Children's Continuum participants.

3.0 ENTIRE AGREEMENT

3.1 2014 Attachments. The Parties agree to amend Section 4.2, "Attachments," by adding the following:

4.2-2014 - 2014 Attachments.

- (i) Attachment A - 2014 2014 Work Statement and Performance Measures:
 - Youth and Family Assessment Center Managed Services Organizations
 - Parenting in Recovery Grant
 - Milburn Trust
 - The Children's Continuum
- (ii) Attachment C - 2014 2014 Program Budget
 - Attachment C 2014 General Fund - The Children's Partnership, Community Partners for Children and the Youth and Family Assessment Center
 - Attachment C.1 2014 Program Budget, Parenting in Recovery Grant
 - Attachment C.2 2014 Program Budget, Milburn Trust
 - Attachment C.3 2014 Program Budget, The Children's Continuum
 - Attachment C.4 2014 Program Budget, Allocated Reserves

- (iii) Attachment G - 2014 Insurance Requirements
Ethics Affidavit
- (iv) Attachment I - 2014 2014 Grant Assurances and Acknowledgements
Parenting in Recovery
The Children's Continuum

3.2 Promised Performance. The attachments enumerated and denominated above are attached to this Amendment/2014 Renewal and are hereby made a part of the Agreement, as amended, and constitute promised performances by Center in accordance with all terms of the Agreement.

3.3 Previous Attachments. The Parties agree that previous attachments, in whole or in part, not specifically changed by this Amendment/2014 Renewal will remain in full force and effect.

4.0 CENTER PERFORMANCE

4.1 Grant Terms. The Parties agree that all terms and conditions relevant to Grant requirements (both PIR and TCC, or the "Grants") as included in this Agreement by this Amendment/2014 Renewal, either specifically or by reference, or by previous Agreement/Amendment terms not specifically changed by this Amendment/2014 Renewal remain in full force and effect. County will provide Center with copies of any changes in either the Grants or the Milburn Trust applicable to Center's performance under this Amendment/2014 Renewal and the Agreement, as amended, upon receipt of such changes.

5.0 FINANCIAL PROVISIONS

5.1 2014 Renewal Term Maximum Funds. The Parties agree to amend Section 13.1.1, "Maximum Amount," by adding the following as to 2014 Renewal Term not-to-exceed amounts:

13.1.1 - 2014 Renewal Term Maximum Funds. Subject to the terms and conditions of this Agreement, as amended (see Section 2.1 above) the Parties agree to Maximum Funds as to the 2014 Renewal Term in the following amounts:

County General Funds	\$ 515,000.00
Parenting In Recovery FY'14 Grant Funds	63,386.00
Milburn Trust Funds	33,998.00
The Children's Continuum FY '14 Grant Funds	36,918.00
<u>County Allocated Reserves</u>	<u>55,251.00</u>
TOTAL:	\$ 704,553.00

5.2 Grant Funds Limitations. The Parties agree that, should the 2014 Grant Funds from any individual source identified in this Amendment/2014 Renewal be withdrawn, decreased, or otherwise not provided to County, the County's not-to-exceed amount in this Section 5.0 shall be reduced accordingly. County shall advise Center of any decrease in the 2014 Grant Funds immediately upon receipt of notice from the Grant source, and shall not be responsible for payment of any expenses incurred for Grant activities provided by Center after such notice. Funds from any Grant funding source are available only during the term of that Grant, according to the terms of the Grant.

5.3 Fiscal Year Limitations. - 2014 Renewal Term. As to the 2014 Renewal Term, the Parties agree that, of the totals set forth in Section 5.1 of this Amendment/2014 Renewal, Center cannot invoice, and will not be paid for expenditures during the following designated periods which are greater than the amounts shown in Section 5.1 of this Amendment/2014 Renewal.

6.0 INCORPORATION

6.1 County and Center hereby incorporate the Agreement, as amended, into this Amendment/2014 Renewal. Except for the changes made in this Amendment/2014 Renewal, County and

Center hereby agree to all the terms and conditions of the Agreement as amended. The Agreement, as amended, with the changes made in this Amendment/2014 Renewal constitutes the entire agreement between the Parties with respect to the subject matter contained herein, and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

7.0 EFFECTIVE DATE

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

ATTACHMENT A-2014

2014 WORK STATEMENT AND PERFORMANCE MEASURES
YOUTH AND FAMILY ASSESSMENT CENTER MANAGED SERVICES ORGANIZATIONS
PARENTING IN RECOVERY GRANT
MILBURN TRUST
THE CHILDREN'S CONTINUUM

**FY'14 WORK STATEMENT
SYSTEM OF CARE**

**Community Partners for Children/ The Children's Partnership /Youth and Family Assessment Center/
Parenting in Recovery (Federally Funded Grant Project) /Milburn Trust Funds/
The Children's Continuum (Federally Funded Grant Project)**

MANAGED SERVICES ORGANIZATION

I. General Background

Austin-Travis County Mental Health and Mental Retardation Center (d.b.a. Austin Travis County Integral Care (ATCIC)) is the local authority for mental health and intellectual/developmental disability services for Travis County. ATCIC was established in late 1965 and began operations in 1967 pursuant to the laws of the State of Texas, regulations of the Texas Department of State Health Services (TDSHS), and the articles of organization approved by its sponsoring agencies. As of October 1, 2012, ATCIC's local sponsoring agencies are the City of Austin, Travis County and the Travis County Healthcare District dba Central Health.

As the local authority for mental health and intellectual/developmental disability services with extensive experience in this area, ATCIC serves as the Managed Services Organization (MSO) under this Agreement. In the model established under this Agreement, clients are authorized and then individuals and organizations from the provider network provide services and supports. Funding of services and supports to eligible clients is authorized by the System of Care brokers ("Brokers") and verified by the MSO through The Clinical Manager (TCM). In addition, the following MSO functions are provided: Credentialing, Gate Functions, Utilization Management, Quality Management, Management Information Systems, Fiscal Management, Network Development and Management (contract management), and Claims Payment as set forth in this Agreement and specified by Travis County.

II. MSO Responsibilities and Functions

ATCIC will utilize a Managed Services Organization (MSO) approach in order to ensure coordination and standardization of community services. ATCIC will provide services as the MSO in order to prevent duplication of administrative services, and to promote continuum of care for children, youth and families, through the Wraparound Approach. The MSO facilitates a more efficient process, which allows access to a wide array of services and supports. This will also make it possible for Travis County to coordinate services with child-serving agencies to maximize leveraging of available funds.

It is understood and agreed that the MSO functions and responsibilities, listed below, include methodologies, data gathering and reporting, and other components, the specifics of which are not listed here. The Travis County Health and Human Services and Veterans Service Department ("Department") reserves the right to review the specific components and operations of these systems and related data supporting the implementation of these systems and to require changes as reasonably determined by the Department, in order to achieve the goals of this Agreement. Requests for changes shall be in writing and effective at such time as agreed to by ATCIC and the Department.

A. Definitions of Functions

1. Network Development and Management

a. Network Development

Provider Network Development and Management –A Provider Network to support the Wraparound process consists of a combination of traditional, formal and non-traditional service providers. The Provider Network should reflect various spiritual, ethnic, racial and gender characteristics that families find are a good fit for them. The Provider Network Development process should respond to needs identified in Child and Family Teams to procure services and supports that are not readily available in the community.

Specific procedures have been developed by ATCIC which define the processes for procurement of provider service contracts, to include: procurement processes, processing provider applications and credentialing, rate negotiation, and execution of service contracts. New providers are enrolled to fill network gaps, as identified by the MSO and the System of Care partners,ⁱ as agreed to by ATCIC.

The MSO will provide an on-going assessment of needs for the provider network that will indicate the types of service gaps. The assessment will identify the providers needed to ensure adequate capacity, diversity, and quality to meet the needs of the System of Care initiatives.

b. Network (Contracts) Management-

Specific procedures define the processes for development, negotiation, and execution of service contracts. The enrollment process ensures providers are added to the network as guided by client needs. Contract negotiations confirm areas of services to be performed, performance measures, rates, contract terms, termination clauses, and all other provisions of contracts. All contracts are reviewed for access, quality at a reasonable cost and responsiveness to the needs and concerns of the recipient child, youth and family.

Provider contracts are reviewed and monitored to ensure quality of services, and compliance with provider contract requirements, according to ATCIC's defined policies and procedures for contract administration. This function includes training, technical assistance, and monitoring of the current service providers and identification of new service providers, as necessary to meet the specific service requirements of the Department under this Agreement.

c. Credentialing - The credentialing process, as part of the network development process, shall ensure that the network is comprised of individual providers and organizations that are qualified to provide services in compliance with applicable standards. Established standards will be consistently used in the enrollment and renewal of providers throughout the term of this Agreement.

2. Gate Functions – ATCIC is responsible for verifying whether an individual meets the eligibility criteria, according to the information entered into The Clinical Manager (TCM) by the System of Care partners. (System of Care Partners include all those participants in the system of care (SOC) initiatives: families being served, ATCIC, Travis County Health and Human Services and Veterans Service Department, Travis County Juvenile Probation Department, Austin, Manor, Pflugerville Independent School Districts, Travis County Child Protective Services, Communities In Schools and any partner that joins the SOC during the contract year.) The goal of the gate function is to ensure that eligible clients gain access to diverse, appropriate, family choice providers.

3. Utilization Management - A key function of the Wraparound approach is achieving cost containment, balanced with effective results, through the organizational approach of child or youth/family/provider teams. In addition, this process should provide trend data, which can identify current client and provider needs, as well as projected needs. Utilization management under these conditions consists of monitoring the funds that purchase the services and supports approved by the Child and Family Teams.

Utilization management is performed through prospective and retrospective review of authorized services and supports. An analysis of service expenditure trends, identification and assessment of fiscal or programmatic issues is performed on a quarterly basis (or more often, if requested by County). The managed care software used by the MSO to support the System of Care projects is TCM.

4. Quality Management - Current service delivery is aimed at controlling costs and improving the quality of services. Purchasers have increasingly demanded a way to measure the effectiveness of these efforts. Hence, the Quality Assurance process must include the evaluation of outputs and outcomes on a variety of indicators including: participant satisfaction, access to services, service and cost information. Quality Management compiles data and reports output and outcome results compared to annual objectives on a variety of indicators.

5. Management Information System – The management information system will be used to collect, manage and report information necessary to ensure effective management of project resources, and perform program evaluation functions, to include service authorization and funds management, and client and provider profiling information necessary to demonstrate that the project outcomes/goals are being met. This information is collected, tracked and reported in TCM.
6. Fiscal Management – ATCIC will ensure that payment requests do not exceed funds allocated for the project during the contact term. Fiscal management and analysis will occur on a monthly basis upon submission of payment requests and supporting detail. ATCIC will set and/or negotiate payment rates with providers according to ATCIC rate-setting guidelines and/or standards. ATCIC will utilize its financial management processes to ensure that ATCIC payment requests to the Department, with the appropriate back-up, are correctly submitted by the monthly due date.
7. Claims Adjudication and Payment – ATCIC will ensure that claims are paid in a timely manner and at the appropriate rates. All claims received shall be reviewed for specific information to verify that the claim is valid. Incomplete or inaccurate claims may be denied payment or returned to the provider for correction and re-submission.
8. Administrative Processes – Specific procedures have been developed by ATCIC to provide efficient and appropriate access to services and supports funded with MSO dollars under management by the MSO. All administrative processes developed and implemented by ATCIC are, and will be, consistent with the wraparound service delivery model. MSO will facilitate the training of Brokers on the MSO administrative procedures/processes (e.g., methods to access funds, network development).

B. Description of Responsibilities

ATCIC, as the MSO, will provide the following:

1. Provider Network Development and Management (to include credentialing)

- a. Ensure the availability of quality providers through the ATCIC's credentialing process.
- b. Maintain an array of traditional (licensed) and non-traditional (non-licensed) providers.
- c. Ensure the availability of culturally and linguistically diverse providers.
- d. Provide technical assistance to potential providers to ensure timely enrollment into the provider network.
- e. Ensure that the provider network can meet the service needs of the project by maintaining an adequate number of providers who meet the network profiling needs identified by the System of Care partners and ATCIC through the ongoing assessment process.
- f. Develop and maintain a service and contact listing of network providers and a provider network directory to include, at a minimum, provider name and contact information, services offered, location of service, service capacity and special skills, experience and/or expertise.
- g. Identify service gaps.
- h. Expand the provider network to meet needs and/or fill gaps in services as necessary through an Open Enrollment, Request for Proposals process or other procurement processes.
- i. Include Department representatives in the provider network development process throughout agreement term.

- j. Develop, negotiate, and execute contracts with network service providers.
- k. Ensure contract negotiations include: contract standards, provider's ability to comply with contract standards, rates, contract terms, termination clauses, and all other provisions of contracts, as appropriate.

2. Quality Management

- a. Ensure a streamlined and efficient credentialing process, which results in the enrollment of potential providers who meet the application criteria and training requirements, as per ATCIC's standards.
- b. Provide technical assistance regarding the application process to promote the timely enrollment of potential providers.
- c. Ensure the quality of network services through the sufficient provision of provider training (e.g., contract standards, Wraparound service delivery model) and the monitoring of contract compliance.
- d. Solicit annual feedback from providers, and System of Care partners regarding the application and credentialing process, the quality of services provided through the network, and the provider and partner satisfaction with MSO processes.

3. Management Information Services and Utilization Management

- a. Capture electronic data for eligibility verification, funding allocation decisions, project management, program reporting utilization review (service utilization trend analysis) and service utilization evaluation and any other data necessary to meet reporting requirements contained in this contract, through The Clinical Manager (TCM) software program.
- b. Provide regular (quarterly) written reports on service utilization and participant demographics to System of Care partners.
- c. Issue service authorizations from TCM to providers semi-monthly, or as authorizations are added or changed.
- d. Review service utilization every quarter, no later than the 30th of the month following the end of the quarter.
- e. Conduct second level reviews of all "request for funds" for vendor purchases which exceed \$299. Vendor purchases are any purchases that are off network. These purchases are processed through Request for Funds (RFF) forms submitted by coordination staff after review by their supervisor. ATCIC completes a secondary review of any RFF that exceeds \$299 for accuracy and completeness.

4. Fiscal Management

- a. Ensure management of funding streams per eligibility criteria.
- b. Submit payment requests each month to the Department.

5. Claims Adjudication and Payment

- a. Ensure timely payment of provider claims.

- b. Review all claims for accuracy and completeness.
- c. Adjudicate all claims against service authorizations in the managed care software system, TCM.

6. Administrative Processes

Route Provider Service Delivery Records (progress notes), used by the MSO as supportive documentation for invoice/claims, to assigned care coordinators, to be maintained in the client record, which is developed and maintained by the care coordinators.

III. County Eligibility (Travis County General Fund)

A. Client Eligibility Criteria for County Funds

1. Individual has a household income of 200% or less of the federal poverty guidelines (as updated annually by the U.S. Department of Health and Human Services) that are applicable to a household with the same number of persons as his/her household; and
2. Individual is a bona fide resident of Travis County, which is determined by the Broker by the family's or parent's stated intention to remain in Travis County for an indefinite period; and
3. Individual meets criteria as a member of one of the designated target populations for this Agreement (as described below and/or as approved in writing by the Department).

B. Target Populationsⁱⁱ

1. The Children's Partnership (TCP) - is a collaborative of agencies serving children, adolescents and families in Travis County. These agencies include Travis County HHS&VS, Travis County Juvenile Probation Department, Austin Travis County Integral Care, Region VII, Department of Family and Protective Services (DFPS), Austin, Del Valle, Manor and Pflugerville Independent School Districts, Texas Health and Human Services Commission (HHSC), Casey Family Programs and The Texas Juvenile Justice Department.

1. Primary Target Population – Children and Youth referred through Community Partners for Children (Travis County local Community Resource Coordination Group) that:
 - a. Are between the age of 5-17;
 - b. Have a Mental Health Diagnosis; and
 - c. Have and/or require multi-system involvement.
2. Community Partners for Children (CPC) - is a collaboration of more than 20 agencies providing intensive service planning to children, adolescents and families who have multiple and complex needs that cannot be addressed by one agency alone.
 1. Primary Target Population – Youth and their families who participate and are staffed by CPC who:
 - a. Are children/youth between 0-22;
 - b. Require multiple system involvement;

- c. Have physical challenges, mental health challenges and/or developmental disabilities that significantly impact their ability to function in home, school and/or the community; and
- d. Families, whose children meet the above criteria that are seeking access to, CPC Bridge services, The Children's Partnership and/or the TRIAD program.

3. The Youth and Family Assessment Center (YFAC) - is a collaboration that provides comprehensive services and supports to children and adolescents at-risk of serious behavior problems and dropping out of school. Partners include Travis County HHS&VS, City of Austin, Communities In Schools (CIS), Austin Travis County Integral Care, and Austin Independent School District.

The Primary Target Population is youth between the ages of 3-22 who demonstrate a need for social service intervention (e.g., behavioral health services, self-sufficiency supports, enrichment services, parental support and education) based on at-risk behaviors.

1. The youth served attend one of the following schools at referral: Allison, Andrews, Harris, Oak Springs, Ortega, Rodriguez, and Zavala Elementary Schools; or Dobie, Kealing, Martin, Mendez, and Webb Middle Schools; and/or
2. The youth enrolled in the Supportive Services program of YFAC through the Travis County Community Centers; and/or
3. The youth enrolled in the School-Readiness Camp.

The Secondary Target Population is youth and adult family members of the Primary Target Population who demonstrate a need for social service intervention (e.g., behavioral health services, self-sufficiency supports, enrichment services, parental support and education) due to impaired family functioning, which contributes to the youth's at-risk status.

C. Referral Process

The referral sources for The Children's Partnership (TCP) are the Community Partners for Children (CPC) / CRCG family sessions. All families must attend a CPC session to facilitate enrollment into the TCP. All referred families will be screened for eligibility by the Quality Assurance individual for TCP.

The referral sources for Community Partners for Children are parents, guardians, agency staff, teachers, faith-based community, counselors or anyone who is concerned about a child or youth with complex needs.

The primary referral source for the YFAC project is the Child Study teams of the schools identified in Section B3. Additional referrals may be accepted from other community sources (e.g., law enforcement, youth, family members, service providers, churches, Community Partners for Children) for children who attend one of the targeted schools, or those youth referred through the Travis County Community Centers, or the Communities In Schools programs at the identified schools referenced in Section B3.

IV. County Eligible Services (Travis County General Fund)

1. Education/Training

- a. Parent/Caretaker Education
- b. Life Skills Training Prevention Services which may include specialized areas of focus such as:
 - i. Violence Prevention

- ii. Teen Pregnancy Prevention
 - iii. Substance Abuse Prevention
 - iv. Vocational Training
- c. Tutoring

2. *Assessments/Evaluation*

- a. Psychological Assessment
- b. Psychiatric Assessment
- c. Specialized Therapy Assessment (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Art, Music, Dance or other movement therapies)
- d. Functional/Behavior Assessment
- e. Other assessments that may assist in evaluation of the functional, behavioral, mental health or other needs.

3. *Treatment Services (Counseling/Therapy)*

- a. Individual, Group or Family Counseling/therapy
- b. Crisis Counseling
- c. Specialized Therapy (includes but not limited to Speech/Audiology, OT, PT, art, music, dance or other movement therapies)
- d. Medication Management
- e. Nursing Services
- f. Substance Abuse Intervention (substance abuse counseling)
- g. Substance Abuse Treatment
- h. Psychosocial Skills Training/Behavior Management

4. *Flexible Community Support Services*

- a. Respite Care
- b. Child Care/supervision
- c. Transportation
- d. Parent Coach
- e. Employment Support Services
- f. Mentoring
- g. Therapeutic/Behavioral Aide

- h. Case Conference (Wraparound Team Meeting)
- i. Shelter Care

5. *Enrichment Services*

- a. Recreational/Social activities
- b. Gap Time Enrichment Activities
- c. Camp
- d. After School Program
- e. Enrichment Skill Development
- f. Case Management

In addition to the services identified in Section III, Travis County funding may be used to: 1) provide basic need services to the target populations, and/or 2) provide services to the target population who do not meet eligibility criteria for Community Development Block Grant funding in YFAC target populations.

6. *Basic Needs* – Essential services in order to meet basic needs for survival such as:

- a. Emergency Food
- b. Clothing
- c. Housing Modifications
- d. Utilities
- e. Housing Assistance
- f. Medical Purchases

7. *Any other eligible service or support, not defined above, that meets the needs established in the Plan of Care, or an emergency or crisis situation.*

V. Parenting in Recovery (PIR) Federal Grant Eligibility Requirements

Parenting In Recovery (PIR) - Per the approved grant proposal the “target population will be women with child(ren) who reside in Travis County, are identified as substance dependent, and have an open investigation with Child Protective Services.” The approved grant proposal states “the purpose of the *Parenting in Recovery* project is to provide a flexible, comprehensive continuum of services for children and their mothers who are involved in the child welfare system and have substance dependency. These services will include: inpatient and outpatient substance abuse treatment, mental health services, collaborative treatment planning, housing, employment, individual counseling, child-care, home

visitation, case management, and **informal supports.**” These informal and housing supports will be addressed through the use of this SOC contract. More specifically the approved grant proposal states, “Following discharge from residential treatment (recovery support phase), families will have access to supportive housing with case manager, outpatient substance abuse treatment, counseling and **any specific supports identified by the collaborative team during discharge planning.** The children will receive an initial assessment to identify unmet needs and service recommendations. The children will receive ongoing medical and dental care, educational support, access to licensed child-care, therapeutic interventions, enrichment supports, and group counseling that focuses on children of parents with substance abuse issues. *Individualized supports:* will be provided to families to promote their stability in the community, such as the payment of past utility bills, specialized equipment or uniform for employment not covered by Workforce Solutions, gap funding for child-care, and other items as needed. *Services specific to children:* Child(ren) will receive supports and services as developed in their individualized treatment plans, including: safe housing, placement in licensed child care settings, mental health supports, educational support and enrichment activities. These services will be provided through CPS contract services, community resources, and **grant funding.**” The use of this Agreement is designed to comply with the above grant requirements to meet the families’ needs for individualized supports.

1. Specific Eligibility Criteria

1. Primary Target Population as specified in the grant – Parents involved in the child welfare system due to substance dependency
 - a. Parent is a resident of Travis County
 - b. Referred to PIR by Child Protective Services (CPS)
 - c. Parent is found to be substance dependent
2. Secondary Target Population – Children/Youth identified as participants of PIR
 - a. Child/Youth reside with the parent, relative caregiver, fictive kin (non-relative who is caring for a designated child/youth who is considered to be functioning in the capacity of a relative by the family)
 - b. Child/Youth resides in Travis or contiguous counties

2. Referral Process for PIR Families –

The referral process for PIR is specified in the grant design. The parent is identified by a Child Protective Services referral and routed to PIR if the referral meets one of these criteria: 1) a referral that alleges the mother and/or baby test positive at birth for any illegal substances or alcohol; 2) a referral that alleges a pregnant woman tests positive for any illegal substance and there are children in the home under the age of five and the report must have come from a professional reporter (doctor, hospital, etc.); or 3) a referral that alleges a mother, with children under the age of five, is confirmed to be using illegal substances, and is not designated as one of the PIR control group participants. The parent then participates in a Family Team Meeting (FTM) initiated by CPS where they have the opportunity to enroll in PIR. The parent signs the PIR form to signify official enrollment. The form is maintained in the PIR record by the PIR project director at the Travis County office. Once enrolled in PIR the parent and children are eligible to access funds under this Agreement. PIR clients will be enrolled into the The Clinical Manager (TCM) database by the PIR project director, or their designee, associated with the PIR project for billing adjudication and processing.

VI. PIR Eligible Services

1. Education/Training

- a. Parent/Caretaker Education
- b. Life Skills Training Prevention Services which may include specialized areas of focus such as:
 - i. Violence Prevention
 - ii. Teen Pregnancy Prevention
 - iii. Substance Abuse Prevention
 - iv. Vocational Training
- c. Tutoring

2. Assessments/Evaluation

- a. Psychological Assessment
- b. Psychiatric Assessment
- c. Specialized Therapy Assessment (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Art, Music, Dance or other movement therapies)
- d. Functional/Behavior Assessment
- e. Other assessments that may assist in evaluation of the functional, behavioral, mental health or other needs.

3. Treatment Services (Counseling/Therapy)

- a. Individual, Group or Family Counseling/Therapy
- b. Crisis Counseling
- c. Specialized Therapy (includes but not limited to Speech/Audiology, OT, PT, art, music, dance or other movement therapies).
- d. Medication Management

- e. Nursing Services
- f. Substance Abuse Intervention (substance abuse counseling)
- g. Substance Abuse Treatment
- h. Psychosocial Skills Training/Behavior Management

4. Flexible Community Support Services

- a. Respite Care
- b. Child Care/Supervision
- c. Transportation
- d. Parent Coach
- e. Employment Support Services
- f. Mentoring
- g. Therapeutic/Behavioral Aide
- h. Case Conference (Wraparound Team Meeting)
- i. Shelter Care

5. Enrichment Services

- a. Recreational/Social Activities
- b. Gap Time Enrichment Activities
- c. Camp
- d. After School Program
- e. Enrichment Skill Development
- f. Case Management

6. Basic Needs – Essential services in order to meet basic needs for survival such as:

- a. Emergency Food
- b. Clothing
- c. Housing Modifications
- d. Utilities
- e. Housing Subsidies

f. Medical Purchases

7. *Any other eligible service or support, not defined above, that meets the needs established by the collaborative team during discharge planning.*

VII. Milburn Trust Fund Eligibility Requirements

Milburn Trust funds are donated by the Milburn family through a will bequest designated for service and supports that prevent, deter and address child abuse and neglect. The funds were bequeathed to Travis County and designated to Health and Human Services Office of Children Services Division for the Healthy Families program and the Children F.I.R.S.T. program.

1. Milburn Eligibility Criteria

- a) Family is a resident of Travis County
- b) Family is enrolled in either Children F.I.R.S.T. program or the Healthy Families program
- c) The family is receiving prevention and/or intervention services to address issues of child abuse and/or neglect
- d) Services can be expended on any household family member of an enrolled family

2. Milburn Referral Process

- a) The family will be identified and enrolled into services with either the Healthy Families program and/or Children F.I.R.S.T. These programs will follow their established referral and enrollment process. Through an identification and staffing process the assigned caseworker will make funding requests on behalf of their enrolled families. The families will be enrolled in The Clinical Manager (TCM) data system by the Prevention and Intervention Manager of OCS, or their designee, and associated with the Milburn program for adjudication and billing purposes.

VIII. Milburn Trust Fund Eligible Services

1. *Education/Training*

- a. Parent/Caretaker Education
- b. Life Skills Training Prevention Services which may include specialized areas of focus such as:
 - v. Violence Prevention
 - vi. Teen Pregnancy Prevention
 - vii. Substance Abuse Prevention
 - viii. Vocational Training
- c. Tutoring

2. *Assessments/Evaluation*

- a. Psychological Assessment
- b. Psychiatric Assessment
- c. Specialized Therapy Assessment (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Art, Music, Dance or other movement therapies)
- d. Functional/Behavior Assessment
- e. Other assessments that may assist in evaluation of the functional, behavioral, mental health or other needs.

3. *Treatment Services (Counseling/Therapy)*

- a. Individual, Group or Family Counseling/Therapy
- b. Crisis Counseling
- c. Specialized Therapy (includes but not limited to Speech/Audiology, OT, PT, art, music, dance or other movement therapies).
- d. Medication Management
- e. Nursing Services
- f. Substance Abuse Intervention (substance abuse counseling)
- g. Substance Abuse Treatment
- h. Psychosocial Skills Training/Behavior Management

4. *Flexible Community Support Services*

- a. Respite Care
- b. Child Care/Supervision
- c. Transportation
- d. Parent Coach
- e. Employment Support Services
- f. Mentoring
- g. Therapeutic/Behavioral Aide
- h. Case Conference (Wraparound Team Meeting)
- i. Shelter Care

5. *Enrichment Services*

- a. Recreational/Social Activities
- b. Gap Time Enrichment Activities

- c. Camp
- d. After School Program
- e. Enrichment Skill Development
- f. Case Management

6. **Basic Needs** – Essential services in order to meet basic needs for survival such as:

- a. Emergency Food
- b. Clothing
- c. Housing Modifications
- d. Utilities
- e. Housing Subsidies
- f. Medical Purchases

7. **Any other eligible service or support, not defined above, that meets the needs established by the authorizing staff meeting held by Healthy Families program and Children F.I.R.S.T. program.**

IX. The Children's Continuum (TCC) Federal Grant Eligibility Requirements

The Travis County Family Drug Treatment Court (FDTC), established in 2007, provides judicial oversight to parents of children 0-5 involved in the child welfare system due to substance abuse/dependency. Its design is based on the 10 key components of a successful drug court and involves both judicial oversight and a continuum of services including substance abuse treatment, mental health services, and recovery supports. FDTC provides for a coordinated community strategy. FDTC seeks to enhance its operation by creating *The Children's Continuum* to augment services to the children of FDTC participants. *The Children's Continuum* will: 1) *enhance the functioning and well-being of children*, 2) *improve the capacity of parents to safely care for their children through improved parent/child relationships*, 3) *establish a continuum of screening, developmental, therapeutic and non-traditional services for children* and 4) *ensure that a child advocate remains a vital part of the FDTC*. Progress towards achieving these goals will be measured by: the number of unique services provided to children; the number of developmental screenings and assessments completed; enhancement in the

parent/child relationship through improvement in the AAPI-2 rating; notable improvement in achieving developmental milestones; and maintenance of a child advocate in the FDTC.

The Children's Continuum will accomplish these goals through attainment of these **objectives**: children will receive developmental screenings and additional assessments/evaluations as indicated; children will have access to an array of services to address developmental needs including therapy (play, art, music), speech and occupational therapy, pro-social groups, behavioral aide, and family mentoring; parents will participate in parent coaching sessions using the Nurturing Parenting Program and demonstrate improvement through the AAPI-2; parents will have access to insight-oriented therapy to improve the parent/child relationship; child/parent visitation will occur bi-weekly; children will attend medical/behavioral health appointments; and the child advocate will participate in meetings, staffing, hearings associated with FDTC.

The services will range from referrals to Austin area ECI programs: Any Baby Can, Easter Seals, Infant Parent Program; occupational and speech screenings and therapy; insight-oriented psychotherapy to improve parent/child bond; psychological assessments; play therapy; and non-traditional therapeutic services such as art, music, recreational therapy, behavioral aide, pro-social groups, individual, family mentoring, and equine therapy.

1. Specific Eligibility Criteria

1. Primary Target Population as specified in the grant – children whose parents are enrolled in the Travis County Family Drug Treatment Court (FDTC)
 - a. Parents are enrolled in FDTC;
 - b. Children ages 0-17; and
 - c. Referred to services by Child Therapist and/or Drug Court Team Members.
2. Secondary Target Population – Parents enrolled in FDTC
 - a. Parents enrolled in FDTC; and
 - b. Parents who require parenting support, education, guidance, and training

2. Referral Process for TCC children and parents –

The referral process for TCC is specified in the grant design. The child(ren) are referred to services once their parent(s) enroll in FDTC. The child(ren) will be assessed for service need by a child therapist and linked to appropriate community based or network service. Additionally, service needs can be identified by the Drug Court Team of FDTC and child(ren) can be linked to either community based or network services. The focus of the service is to enhance the functioning and well-being of the child. The parent can be referred for additional parenting services by the parent coach, the child therapist, or at the parent's own request. Once the need for additional parenting services is identified then the parent will be connected to the most appropriate service that matches the parent's unique need.

X. TCC Eligible Services

1. Education/Training

- a. Parent/Caretaker Education
- b. Parent/Caretaker Training/Coaching
- c. Tutoring

2. Assessments/Evaluation

- a. Psychological Assessment
- b. Psychiatric Assessment
- c. Specialized Therapy Assessment (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Recreational Therapy, Art, Music, Dance or other movement therapies)
- d. Functional/Behavior Assessment
- e. Other assessments that may assist in evaluation of the functional, behavioral, mental health or other needs.

3. Treatment Services (Counseling/Therapy)

- a. Individual, Group or Family Counseling/therapy
- b. Play Therapy
- c. Crisis Counseling
- d. Specialized Therapy (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Recreational Therapy, Art, Music, Dance or other movement therapies)
- e. Medication Management
- f. Nursing Services
- g. Psychosocial Skills Training/Behavior Management (Pro-Social groups)

4. Flexible Community Support Services

- a. Respite Care
- b. Child Care/supervision

- c. Transportation
- d. Parent Coach
- e. Mentoring (Individual and Family)
- f. Therapeutic/Behavioral Aide
- g. Case Conference (Wraparound Team Meeting)
- h. Shelter Care

5. *Enrichment Services*

- a. Recreational/Social activities
- b. Gap Time Enrichment Activities
- c. Camp
- d. After School Program
- e. Enrichment Skill Development

6. *Basic Needs* – Essential services in order to meet basic needs for survival such as:

- a. Clothing
- b. Medical Purchases

7. *Any other eligible service or support, not defined above, that meets the needs established by the Drug Court Team and/or the Child Therapist assigned to TCC.*

XI. Budget

See Attachment C

XII. Contract Funds

A. *MSO Fees – ATCIC*

(Travis County General Fund)

ATCIC may receive up to \$515,000.00 in funding from the Travis County General Fund for the satisfactory implementation and provision of MSO services. \$477,104.00 can be expended for any of the three programs: CPC Bridge Services, The Children's Partnership, and Youth and Family Assessment Center (YFAC). The dollars expended by YFAC will only be for those services not covered by the program's CDBG allocation. (CDBG money is provided under a separate contract between the City of Austin and Austin Travis County Integral Care.) Additionally, when approved by the Travis County Project Manager, Travis County General Fund dollars can be expended for the Parenting in Recovery and The Children's Continuum programs. ATCIC may request an annual amount not to exceed \$37,896.00 as an MSO fee to be calculated as .079429 of the amount billed for this funding source's direct services each month during the 2014 Renewal Term. This MSO fee will be included on the payment request submitted for service reimbursement each month.

The MSO Fee for General Fund dollars spent for PIR clients will be calculated as .0500029 of the amount billed for direct services. The MSO Fee for General Fund dollars spent for TCC clients will be calculated as .05 of the amount billed for direct services.

(Parenting in Recovery Grant Funds) ATCIC may receive up to \$63,386.00 in funding from the Parenting in Recovery grant for the satisfactory implementation and provision of MSO services. The Parenting in Recovery grant will provide up to \$60,217.00 for direct services for PIR enrolled participants. ATCIC may request an amount not to exceed \$3,169.00 as an MSO fee to be calculated as .052626 of the amount billed for this funding source's direct services each month during the 2014 Renewal Term. This MSO fee will be included on the payment request submitted for service reimbursement each month.

(Milburn Trust Funds)

ATCIC may receive up to \$33,998.00 of Milburn Trust Funds for services: \$13,425.00 can be expended for Healthy Families enrolled participants and \$20,573.00 for Children F.I.R.S.T. enrolled families. There is not an MSO fee associated with the Milburn funding.

(The Children's Continuum Grant Funds)

ATCIC may receive up to \$36,918.00 in funding from The Children's Continuum grant for the satisfactory implementation and provision of MSO services. The Children's Continuum grant will provide up to \$35,072.00 for direct services for TCC enrolled participants. ATCIC may request an amount not to exceed \$1,846.00 as an MSO fee to be calculated as .052643 of the amount billed for this funding source's direct services each month during the 2014 Renewal Term. This MSO fee will be included on the payment request submitted for service reimbursement each month.

(Travis County Allocated Reserves)

ATCIC may receive up to \$55,251.00 in funding from the Travis County Allocated Reserves for the satisfactory implementation and provision of MSO services. \$52,488.00 can be expended for any of the three programs: CPC Bridge Services, The Children's Partnership, and Youth and Family Assessment Center (YFAC). The dollars expended by YFAC will only be for those services not covered by the program's CDBG allocation. (CDBG money is provided under a separate contract between the City of Austin and Austin Travis County Integral Care.) Additionally, when approved by the Travis County Project Manager, Travis County General Fund dollars can be expended for the Parenting in Recovery and The Children's Continuum programs. ATCIC may request an annual amount not to exceed \$2,763.00 as an MSO fee to be calculated as .052641 of the amount billed for this funding source's direct services each month during the 2014 Renewal Term. This MSO fee will be included on the payment request submitted for service reimbursement each month. The MSO Fee for General Fund dollars spent for PIR clients will be calculated as .05 of the amount billed for direct services. The MSO Fee for General Fund dollars spent for TCC clients will be calculated as .05 of the amount billed for direct services.

B. Contract Funds – Network Service Providers and purchased supports (vendor purchases)

(Travis County General Fund)

ATCIC will negotiate contracts with fee-for-service rates or cost reimbursement rates with network service providers that include the 2014 Renewal Term. ATCIC will use up to \$477,104.00 to purchase services from the network providers and community-based vendors in accordance with this Work Statement.

(Parenting in Recovery Grant Funds)

ATCIC will negotiate contracts with fee-for-service rates or cost reimbursement rates with network service providers that include the 2014 Renewal Term. ATCIC will use up to a maximum of \$60,217.00 in Parenting in Recovery federal grant funds to purchase services from the network service providers and community-based vendors in accordance with this Work Statement.

(Milburn Trust Funds)

ATCIC will negotiate contracts with fee-for-service rates or cost reimbursement rates with network service providers that include the 2014 Renewal Term. ATCIC will use up to a maximum of \$33,998.00 from the Milburn Trust Funds to purchase services from the network service providers and community-based vendors in accordance with this Work Statement.

(The Children's Continuum Grant Funds)

ATCIC will negotiate contracts with fee-for-service rates or cost reimbursement rates with network service providers that include the 2014 Renewal Term. ATCIC will use up to a maximum of \$35,072.00 from The Children's Continuum to purchase services from the network service providers and community-based vendors in accordance with this Work Statement.

(Travis County Allocated Reserves)

ATCIC will negotiate contracts with fee-for-service rates or cost reimbursement rates with network service providers that include the 2014 Renewal Term. ATCIC will use up to \$52,488.00 to purchase services from the network providers and community-based vendors in accordance with this Work Statement.

C. *Billing Documentation and Request for Payment*

Per the terms and conditions of this Agreement, ATCIC will file a complete and correct (as reasonably determined by Department) Request for Payment and Status of Funds Report ("Request for Payment"), a Monthly Expenditure Report, and a Compliance Certification Form with the Department by the 30th of the month immediately following the month in which services have been rendered. The Request will itemize, in detail and per Department's reasonable specifications, services and supports provided to eligible clients and costs.

(Travis County General Fund)

During the 2014 Renewal Term, ATCIC will provide billing detail with each monthly Request for Payment showing the amount expended for direct services and supports to the target populations. The Office of Children's Services (OCS) Prevention and Intervention Manager or their designee will review the billing detail to ensure that all services billed comply with the service eligibility specified in this Agreement for Travis County general revenue dollars.

(Parenting in Recovery Grant Funds)

ATCIC will provide separate billing detail for Parenting in Recovery clients with each monthly Request for Payment. The billing detail shall reflect the amount expended for direct services and supports to the target populations. The OCS Prevention and Intervention Manager or their designee will review the billing detail to ensure that all services billed comply with the service eligibility specified in this Agreement for Parenting in Recovery federal grant funding.

(Milburn Trust Funds)

ATCIC will provide separate billing detail for Milburn Trust Fund clients with each monthly Request for Payment. The billing detail shall reflect the amount expended for direct services and supports to the target populations. The OCS Prevention and Intervention Manager or their designee will review the billing detail to ensure that all services billed comply with the service eligibility specified in this Agreement for Milburn Trust funding.

(The Children's Continuum Grant Funds)

ATCIC will provide separate billing detail for The Children's Continuum clients with each monthly Request for Payment. The billing detail shall reflect the amount expended for direct services and supports to the target populations. The OCS Prevention and Intervention Manager or their designee will review the

billing detail to ensure that all services billed comply with the service eligibility specified in this Agreement for The Children's Continuum federal grant funding.

(Travis County Allocated Reserves)

During the 2014 Renewal Term, ATCIC will provide billing detail with each monthly Request for Payment showing the amount expended for direct services and supports to the target populations. The Office of Children's Services (OCS) Prevention and Intervention Manager or their designee will review the billing detail to ensure that all services billed comply with the service eligibility specified in this Agreement for Travis County Allocated Reserve dollars.

ATCIC will cooperate with the Department throughout the 2014 Renewal Term in allocating Contract Funds for the target populations, as reasonably required by County.

D. Rate Setting

ATCIC will negotiate rates with providers consistent with Medicaid reimbursement when appropriate, according to ATCIC's rate setting procedures. Rates will be negotiated with the goal of cost effectiveness and development of sufficient capacity for network services. For services not reimbursable under Medicaid, negotiated rates will be used.

**FY'14 PERFORMANCE MEASURES
SYSTEM OF CARE**

A. MSO Outcomes

1. *Provider Network Development and Management*

- a. Contracts shall be developed, negotiated, and executed with network service providers in a timely manner. MSO will provide technical assistance to potential service providers, as needed to complete the credentialing and contracting process.
- b. 100% of providers who apply and meet the criteria will be credentialed within 30 days of the MSO receiving all required information from the provider.
- c. 100% of providers who have been credentialed will have contracts mailed to providers for signature within 30 days after the applicable credentialing date.
- d. A provider network directory shall be developed and made available to project staff via internet. Additionally, the MSO will update or make corrections to the directory as it becomes aware of any such changes. This directory shall include but is not limited to the following: name, address, phone number, licenses/credentials, information about the providers' specific skill sets (e.g., bilingual, ASL) or experience, population served, race/ethnicity, service location and schedule availability.
- e. A service gap analysis shall be conducted with input from System of Care partners, on an annual basis. This analysis will be used to enhance and improve the network. The results of the survey will be reported annually to include: compilation of results, analysis, and recommendations.

2. *Quality Management*

- a. 80% of the System of Care partnersⁱⁱⁱ will report satisfaction with the MSO as captured in the MSO Partner Satisfaction Survey. The survey shall be administered annually. The survey, at a minimum, shall capture feedback on the following: the application and credentialing process, and the capacity and quality of the network.
- b. 80% of the network providers responding to the MSO Network Provider Satisfaction Survey will report satisfaction with the MSO as captured therein. The survey shall be administered annually. The survey, at a minimum, shall capture feedback on the following: application/credentialing process, claims payment, training, contract monitoring and technical assistance processes.
- c. MSO will distribute surveys to 100% of active System of Care partners and providers.
- d. 60% of the annual satisfaction surveys distributed will be returned with the results being reported at the conclusion of the final quarter of the County's fiscal year.

3. *Management Information Services*

- a. ATCIC will maintain an Access Database for The Children's Partnership (TCP) that

will include:

- a. Ohio Scales (initial and follow-ups every three months);
 - b. Education Questionnaires (initial and follow-ups every three months); and
 - c. CRAFFT (only initially).
- b. Project Management Data shall be provided quarterly and year to date, by the 30th of the month following the end of the quarter for TCP and YFAC.
- a. The Children's Partnership
 - i. ATCIC will produce Quarterly MSO Reports for The Children's Partnership Board of Directors which include, but are not limited to:
 - (i) Executive summary;
 - (ii) Demographic information;
 - (iii) Diagnosis information;
 - (iv) Referral source;
 - (v) Insurance coverage;
 - (vi) Service Expenditures;
 - (vii) System involvement, and
 - (viii) Interagency funds.
 - b. Specifically, on a quarterly basis the MSO will report on the following for TCP:
 - i. Total number of children and their families that were served with the Wraparound approach since project inception (unduplicated);
 - ii. Number of newly enrolled children and their families served during the County's fiscal year (unduplicated);
 - iii. Total number of children and their families served during the quarter;
 - iv. Demographic information: Gender, Race/Ethnicity, Age group, Zip code;
 - v. Diagnosis information;
 - vi. Referral Source;
 - vii. Insurance Coverage;
 - viii. Service expenditures: Expenditures by service category;
 - ix. System involvement;
 - x. Interagency Funds: Expenditures by Partner Agencies;
 - xi. Cost analysis;
 - xii. Exit reasons and placement information; and
 - xiii. Average length of stay.
 - c. On an annual basis the MSO will report on the following for TCP:
 - i. Total number of children and their families that were served with the Wraparound approach since project inception (unduplicated);
 - ii. Number of newly enrolled children and their families served during the fiscal year (unduplicated);
 - iii. Total number of children and their families served during the fiscal year;
 - iv. Number of children improving school attendance and school performance as evidenced by reduction in absenteeism, improvement in grades, reduction in out-of school suspensions and expulsions. School attendance and school performance data (school absences, school performance, out-of school suspension and expulsion reported historically at intake, and subsequently during quarterly follow up);
 - v. Number of children served will demonstrate reduction in presentation of problem behaviors. Persistence of problem behaviors from Ohio Youth Problem Severity Scale (problem behaviors reported historically at intake, and subsequently during quarterly follow up);

- vi. Number of children served whose participation in delinquent behaviors (recidivism with at least a class B misdemeanor) is reduced. Arrests, probation and detention (reported historically at intake and subsequently during quarterly follow up);
 - vii. Number of children served maintained in their homes, with no out-of-home placement. Actual number of days spent in out-of-home care. (Reported historically at intake and subsequently during quarterly follow up);
 - viii. Actual number of living arrangements –single versus multiple placements- (reported historically at intake and subsequently during quarterly follow up); and
 - ix. Number of children, youth and their families demonstrating increased self-sufficiency as evidenced by their exiting the program due to family choice or having met identified goals.
- d. YFAC Reporting
- a. Service utilization data quarterly including:
 - i. Total project expenditures by service category;
 - ii. Average cost profile and
 - iii. Total service dollars leveraged in the community, analysis of the service utilization patterns according to information entered into TCM.
 - b. Contracting activities and status shall be reported quarterly to include the following:
 - i. number and type (traditional vs. non-traditional) of providers;
 - ii. number of new providers credentialed;
 - iii. number of providers dropped from network;
 - iv. number of application packets distributed;
 - v. number of application packets submitted by providers;
 - vi. percentage of providers who meet criteria that are credentialed within 30 days; and
 - vii. percentage of providers who have been credentialed and whose contracts have been mailed to said provider within 30 days.

4. *Fiscal Management*

- a. Payment requests shall be submitted each month by ATCIC to the Department by the 30th of the month immediately following the month in which services have been rendered. The Request for Payment must include these completed documents: Request for Payment and Status of Funds Report, Monthly Expenditure Report, and Compliance Certification Form, as well as billing detail.
- b. Submission of the Request for payment and accompanying documents (as indicated above) will be coordinated by a designated staff as identified by ATCIC. ATCIC will provide the name and contact information of the designated staff.

5. *Claims Adjudication and Management*

- a. 95% of provider invoice/claims shall be processed and paid within thirty days of the receipt of an accurate and complete invoice/claim.

ⁱ System of Care Partners refers collectively to these projects/programs: The Children's Partnership, Youth and Family Assessment Center, Community Partners for Children.

ⁱⁱ Additional youth, who do not meet these stated target populations, may be served at the direction of the YFAC project manager

ⁱⁱⁱ Partners include all those participants in the system of care (SOC) initiatives: Families, ATCIC, Travis County Health and Human Services and Veterans Service, Travis County Juvenile Probation Department, Austin, Manor, and Pflugerville Independent School Districts, Travis County Child Protective Services, Communities In Schools and any partner that joins the SOC during the 2014 Renewal Term.

ATTACHMENT C-2014
2014 PROGRAM BUDGET
GENERAL FUND
THE CHILDREN'S PARTNERSHIP, COMMUNITY PARTNERS FOR CHILDREN AND
THE YOUTH AND FAMILY ASSESSMENT CENTER

ATTACHMENT C.1
2014 PROGRAM BUDGET
PARENTING IN RECOVERY GRANT

ATTACHMENT C.2
2014 PROGRAM BUDGET
MILBURN TRUST

ATTACHMENT C.3
2014 PROGRAM BUDGET
THE CHILDREN'S CONTINUUM

ATTACHMENT C.4
2014 PROGRAM BUDGET
ALLOCATED RESERVES

**ATTACHMENT C
 FY'14 Budget System of Care MSO
 PROGRAM BUDGET DETAIL - GENERAL FUND**

Agency: Austin-Travis County Mental Health and Mental Retardation Center d.b.a. Austin-Travis County Integral Care

	Requested CITY OF AUSTIN Amount	Requested TRAVIS COUNTY Amount	Balance - Amounts Funded by All OTHER Sources	TOTAL Budget (ALL funding sources)
PERSONNEL				
Salaries (insert total from attached worksheet)				\$0.00
FICA: rate x salaries				0.00
Retirement				0.00
Insurance: cost/month X FTE's				0.00
Worker's Compensation: rate x salaries				0.00
Unemployment: rate x salaries				0.00
Other Benefits (specify)				0.00
				0.00
				0.00
A. TOTAL PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING EXPENSES				
Equipment Rental				0.00
Occupancy Expenses (including rent, utilities, building maintenance, etc.)				0.00
Postage				0.00
Telephone				0.00
Staff Travel				0.00
Printing/Duplication				0.00
Office Supplies and Related Costs (in support of agency operations)				0.00
Audit/Accounting				0.00
Consultants/Contractual (complete Subcontracted Expenses form)				0.00
Subscriptions/Memberships				0.00
Conferences/Seminars				0.00
Insurance/Bonding				0.00
Other (specify)				0.00
				0.00
				0.00
B. TOTAL OPERATING EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
DIRECT ASSISTANCE				
Drugs/Medicine				0.00
Food/Beverage				0.00
Specific Assistance to Individuals		477,104.00		477,104.00
Other: MSO FEE (.079429 of Specific Assistance to Individuals)		37,896.00		37,896.00
				0.00
C. TOTAL DIRECT ASSISTANCE	\$0.00	\$515,000.00	\$0.00	\$515,000.00
EQUIPMENT/CAPITAL OUTLAY				
(Specify)				0.00
				0.00
				0.00
D. TOTAL EQUIPMENT/CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL (A + B + C + D)	\$0.00	\$515,000.00	\$0.00	\$515,000.00

Note: Grand Total does not include program income

ATTACHMENT C.1
FY'14 Budget System of Care MSO
PROGRAM BUDGET DETAIL - PARENTING IN RECOVERY

Agency: Austin-Travis County Mental Health and Mental Retardation Center d.b.a. Austin-Travis County Integral Care
 Programs: Children's Partnership, Community Partners for Children, and Youth and Family Assessment Center

	Requested CITY OF AUSTIN Amount	Requested TRAVIS COUNTY Amount	Balance - Amounts Funded by All OTHER Sources	TOTAL Budget (ALL funding sources)
PERSONNEL				
Salaries (insert total from attached worksheet)				\$0.00
FICA: rate x salaries				0.00
Retirement				0.00
Insurance: cost/month X FTE's				0.00
Worker's Compensation: rate x salaries				0.00
Unemployment: rate x salaries				0.00
Other Benefits (specify)				0.00
				0.00
				0.00
A. TOTAL PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING EXPENSES				
Equipment Rental				0.00
Occupancy Expenses (including rent, utilities, building maintenance, etc.)				0.00
Postage				0.00
Telephone				0.00
Staff Travel				0.00
Printing/Duplication				0.00
Office Supplies and Related Costs (in support of agency operations)				0.00
Audit/Accounting				0.00
Consultants/Contractual (complete Subcontracted Expenses form)				0.00
Subscriptions/Memberships				0.00
Conferences/Seminars				0.00
Insurance/Bonding				0.00
Other (specify)				0.00
				0.00
				0.00
B. TOTAL OPERATING EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
DIRECT ASSISTANCE				
Drugs/Medicine				0.00
Food/Beverage				0.00
Specific Assistance to Individuals		60,217.00		60,217.00
Other: MSO FEE (.052626 of Specific Assistance to Individuals)		3,169.00		3,169.00
				0.00
C. TOTAL DIRECT ASSISTANCE	\$0.00	\$63,386.00	\$0.00	\$63,386.00
EQUIPMENT/CAPITAL OUTLAY				
(Specify)				0.00
				0.00
				0.00
D. TOTAL EQUIPMENT/CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL (A + B + C + D)	\$0.00	\$63,386.00	\$0.00	\$63,386.00

Note: Grand Total does not include program income

ATTACHMENT C.2
FY'14 Budget System of Care MSO
PROGRAM BUDGET DETAIL - MILBURN TRUST

Agency: Austin-Travis County Mental Health and Mental Retardation Center d.b.a. Austin-Travis County Integral Care
 Programs: Children F.I.R.S.T. and Healthy Families

	Requested CITY OF AUSTIN Amount	Requested TRAVIS COUNTY Amount	Balance - Amounts Funded by All OTHER Sources	TOTAL Budget (ALL funding sources)
PERSONNEL				
Salaries (insert total from attached worksheet)				\$0.00
FICA: rate x salaries				0.00
Retirement				0.00
Insurance: cost/month X FTE's				0.00
Worker's Compensation: rate x salaries				0.00
Unemployment: rate x salaries				0.00
Other Benefits (specify)				0.00
				0.00
				0.00
A. TOTAL PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING EXPENSES				
Equipment Rental				0.00
Occupancy Expenses (including rent, utilities, building maintenance, etc.)				0.00
Postage				0.00
Telephone				0.00
Staff Travel				0.00
Printing/Duplication				0.00
Office Supplies and Related Costs (in support of agency operations)				0.00
Audit/Accounting				0.00
Consultants/Contractual (complete Subcontracted Expenses form)				0.00
Subscriptions/Memberships				0.00
Conferences/Seminars				0.00
Insurance/Bonding				0.00
Other (specify)				0.00
				0.00
				0.00
B. TOTAL OPERATING EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
DIRECT ASSISTANCE				
Drugs/Medicine				0.00
Food/Beverage				0.00
Specific Assistance to Individuals		33,998.00		33,998.00
Other: MSO FEE		0.00		0.00
				0.00
C. TOTAL DIRECT ASSISTANCE	\$0.00	\$33,998.00	\$0.00	\$33,998.00
EQUIPMENT/CAPITAL OUTLAY				
(Specify)				0.00
				0.00
				0.00
D. TOTAL EQUIPMENT/CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL (A + B + C + D)	\$0.00	\$33,998.00	\$0.00	\$33,998.00

Note: Grand Total does not include program income

**ATTACHMENT C.3
 FY'14 Budget System of Care MSO
 PROGRAM BUDGET DETAIL - THE CHILDREN'S CONTINUUM**

Agency: Austin-Travis County Mental Health and Mental Retardation Center d.b.a. Austin-Travis County Integral Care
 Programs: Children's Partnership, Community Partners for Children, and Youth and Family Assessment Center

	Requested CITY OF AUSTIN Amount	Requested TRAVIS COUNTY Amount	Balance - Amounts Funded by All OTHER Sources	TOTAL Budget (ALL funding sources)
PERSONNEL				
Salaries (insert total from attached worksheet)				\$0.00
FICA: rate x salaries				0.00
Retirement				0.00
Insurance: cost/month X FTE's				0.00
Worker's Compensation: rate x salaries				0.00
Unemployment: rate x salaries				0.00
Other Benefits (specify)				0.00
				0.00
				0.00
A. TOTAL PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING EXPENSES				
Equipment Rental				0.00
Occupancy Expenses (including rent, utilities, building maintenance, etc.)				0.00
Postage				0.00
Telephone				0.00
Staff Travel				0.00
Printing/Duplication				0.00
Office Supplies and Related Costs (in support of agency operations)				0.00
Audit/Accounting				0.00
Consultants/Contractual (complete Subcontracted Expenses form)				0.00
Subscriptions/Memberships				0.00
Conferences/Seminars				0.00
Insurance/Bonding				0.00
Other (specify)				0.00
				0.00
				0.00
B. TOTAL OPERATING EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
DIRECT ASSISTANCE				
Drugs/Medicine				0.00
Food/Beverage				0.00
Specific Assistance to Individuals		35,072.00		35,072.00
Other: MSO FEE (.052643 of Specific Assistance)		1,846.00		1,846.00
				0.00
C. TOTAL DIRECT ASSISTANCE	\$0.00	\$36,918.00	\$0.00	\$36,918.00
EQUIPMENT/CAPITAL OUTLAY				
(Specify)				0.00
				0.00
				0.00
D. TOTAL EQUIPMENT/CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL (A + B + C + D)	\$0.00	\$36,918.00	\$0.00	\$36,918.00

Note: Grand Total does not include program income

**ATTACHMENT C.4
 FY'14 Budget System of Care MSO
 PROGRAM BUDGET DETAIL - ALLOCATED RESERVES**

Agency: Austin-Travis County Mental Health and Mental Retardation Center d.b.a. Austin-Travis County Integral Care

	Requested CITY OF AUSTIN Amount	Requested TRAVIS COUNTY Amount	Balance - Amounts Funded by All OTHER Sources	TOTAL Budget (ALL funding sources)
PERSONNEL				
Salaries (insert total from attached worksheet)				\$0.00
FICA: rate x salaries				0.00
Retirement				0.00
Insurance: cost/month X FTE's				0.00
Worker's Compensation: rate x salaries				0.00
Unemployment: rate x salaries				0.00
Other Benefits (specify)				0.00
				0.00
				0.00
A. TOTAL PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING EXPENSES				
Equipment Rental				0.00
Occupancy Expenses (including rent, utilities, building maintenance, etc.)				0.00
Postage				0.00
Telephone				0.00
Staff Travel				0.00
Printing/Duplication				0.00
Office Supplies and Related Costs (in support of agency operations)				0.00
Audit/Accounting				0.00
Consultants/Contractual (complete Subcontracted Expenses form)				0.00
Subscriptions/Memberships				0.00
Conferences/Seminars				0.00
Insurance/Bonding				0.00
Other (specify)				0.00
				0.00
				0.00
B. TOTAL OPERATING EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
DIRECT ASSISTANCE				
Drugs/Medicine				0.00
Food/Beverage				0.00
Specific Assistance to Individuals		52,488.00		52,488.00
Other: MSO FEE (.052641 of Specific Assistance to Individuals)		2,763.00		2,763.00
				0.00
C. TOTAL DIRECT ASSISTANCE	\$0.00	\$55,251.00	\$0.00	\$55,251.00
EQUIPMENT/CAPITAL OUTLAY				
(Specify)				0.00
				0.00
				0.00
D. TOTAL EQUIPMENT/CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL (A + B + C + D)	\$0.00	\$55,251.00	\$0.00	\$55,251.00

Note: Grand Total does not include program income

ATTACHMENT G-2014

INSURANCE REQUIREMENTS
ETHICS AFFIDAVIT

INSURANCE REQUIREMENTS

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

I. General Requirements Applicable to All Contractors' Insurance.

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

A. The minimum types and limits of insurance indicated below shall be maintained throughout the duration of the Contract.

B. Prior to commencing work under this Contract, the required insurance shall be in force as evidenced by a Certificate of Insurance issued by the writing agent or carrier. A copy of the Certificate of Insurance shall be forwarded to County immediately upon execution of this Contract. For purposes of this contract, the "verification of insurance" issued by the Texas Council Risk Management Fund is acceptable in lieu of the "certificate of insurance.

C. Certificates of Insurance shall include the endorsements outlined below and shall be submitted to the Travis County Purchasing Agent within ten (10) working days of execution of the contract by both parties or the effective date of the Contract, whichever comes first. The Certificate(s) shall show the Travis County contract number and all endorsements by number.

D. Insurance required under this Contract which names Travis County as Additional Insured shall be considered primary for all claims.

E. Insurance limits shown below may be written as Combined Single Limits or structured using primary and excess or umbrella coverage that follows the form of the primary policy.

F. County shall be entitled, upon its request and without expense, to receive certified copies of policies and endorsements.

G. County reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services has been expanded.

H. Contractor shall not allow any insurance to be cancelled or lapse during any term of this Contract. Contractor shall not permit the minimum limits of coverage to erode or otherwise be reduced. Contractor shall be responsible for all premiums, deductibles and self-insured retention. All deductibles and self-insured retention shall be shown on the Certificates of Insurance.

I. Insurance coverage specified in this Contract is not intended and will not be interpreted to limit the responsibility or liability of the Contractor or subcontractor(s).

II. Specific Requirements

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

A. Workers' Compensation and Employers' Liability Insurance

1. Coverage shall be consistent with statutory benefits outlined in the Texas Workers' Compensation Act.
2. Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Travis County and City of Austin:
 - a. Waiver of Subrogation (Form 420304)
 - b. Thirty (30) day Notice of Cancellation (Form 420601)

B. Commercial General Liability Insurance

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

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

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

C. Business Automobile Liability Insurance†

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

† **Alternative Insurance Requirement**

If NO transportation services of any type is provided, and use of a motor vehicle is strictly limited to travel to and from work or work sites, evidence of Personal Auto Policy coverage with limits of

\$ 100,000/\$300,000/\$50,000

may be provided in lieu of Business Automobile Liability Insurance

D. Professional Liability/E & O Insurance

1. Coverage shall be provided with a minimum limit of \$1,000,000 per claim /\$3,000,000 aggregate to cover injury in the care of Contractor or Subcontractor and to cover negligent acts, sexual harassment, errors, or omissions arising out of Professional Services under this Contract. Sexual misconduct with a limit of \$100,000 per claim /\$300,000 is acceptable.
2. If coverage is written on a claims made policy, the retroactive date shall be prior to the date this Contract is signed and/or effective, whichever comes first. Coverage shall include a three (3) year extended reporting period from the date this Contract expires or is terminated. Certificate of Insurance shall clarify coverage is claims made and shall contain the retroactive date of coverage.
3. Subcontractor(s) who are not covered under Contractor's professional liability insurance shall provide Contractor with current certificates of insurance annually on the renewal date of their insurance policy.

E. Blanket Crime Policy Insurance

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

ETHICS AFFIDAVIT

STATE OF TEXAS
COUNTY OF TRAVIS

ETHICS AFFIDAVIT

Date: 4/30/14
Name of Affiant: David Evans
Title of Affiant: Chief Executive Officer
Business Name of Proponent: Austin Travis County Integral Care
County of Proponent: Travis

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by Proponent to make this affidavit for Proponent.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. Proponent has received the list of key contracting persons associated with this solicitation which is attached to this affidavit as Exhibit "1".
5. Affiant has personally read Exhibit "1" to this Affidavit.
6. Affiant has no knowledge of any key contracting person on Exhibit "1" with whom Proponent is doing business or has done business during the 365 day period immediately before the date of this affidavit whose name is not disclosed in the solicitation.

[Signature]
Signature of Affiant
1430 Collier Street, Austin TX 78704
Address

SUBSCRIBED AND SWORN TO before me by David Evans on April 30, 2014.

[Signature]
Notary Public, State of Texas

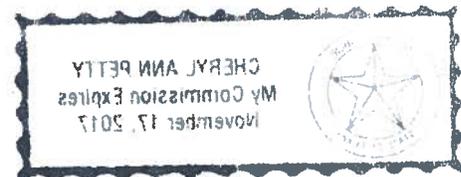
Typed or printed name of notary
My commission expires: 11-17-2017



EXHIBIT 1
LIST OF KEY CONTRACTING PERSONS
January 21, 2014

CURRENT

<u>Position Held</u>	<u>Name of Individual Holding Office/Position</u>	<u>Name of Business Individual is Associated</u>
County Judge	Samuel T. Biscoe	
County Judge (Spouse)	Donalyn Thompson-Biscoe	
Executive Assistant	Cheryl Brown	
Executive Assistant	Melissa Velasquez	
Executive Assistant	Josie Z. Zavala	
Executive Assistant	David Salazar	
Commissioner, Precinct 1	Ron Davis	
Commissioner, Precinct 1 (Spouse)	Annie Davis	Seton Hospital
Executive Assistant	Deone Wilhite	
Executive Assistant	Felicita Chavez	
Executive Assistant	Sue Spears	
Commissioner, Precinct 2	Bruce Todd*	
Commissioner, Precinct 2 (Spouse)	Elizabeth Christian	Consultant
Executive Assistant	Sara Krause*	
Executive Assistant	Joe Hon	
Executive Assistant	Peter Einhorn	
Commissioner, Precinct 3	Gerald Daugherty*	
Commissioner, Precinct 3 (Spouse)	Charyl Daugherty	Consultant
Executive Assistant	Bob Moore*	
Executive Assistant	Martin Zamzow*	
Executive Assistant	Madison A. Gessner*	
Commissioner, Precinct 4	Margaret Gomez	
Executive Assistant	Edith Moreida	
Executive Assistant	Norma Guerra	
County Treasurer	Dolores Ortega-Carter	
County Auditor	Nicki Riley	
County Executive, Administrative	Vacant	
County Executive, Planning & Budget	Leslie Browder	
County Executive, Emergency Services	Danny Hobby	
County Executive, Health/Human Services	Sherri E. Fleming	
County Executive, TNR	Steven M. Manilla, P.E.	
County Executive, Justice & Public Safety	Roger Jefferies	
Director, Facilities Management	Roger El Khoury, M.S., P.E.	
Chief Information Officer	Tanya Acevedo	
Director, Records Mgmt & Communications	Steven Broberg	
Travis County Attorney	David Escamilla	
First Assistant County Attorney	Steve Capelle	
Executive Assistant, County Attorney	James Collins	
Director, Land Use Division	Tom Nuckols	
Attorney, Land Use Division	Julie Joe	
Attorney, Land Use Division	Christopher Gilmore	
Director, Transactions Division	John Hille	
Attorney, Transactions Division	Daniel Bradford	
Attorney, Transactions Division	Elizabeth Winn	
Attorney, Transactions Division	Mary Etta Gerhardt	
Attorney, Transactions Division	Barbara Wilson	
Attorney, Transactions Division	Jim Connolly	
Attorney, Transactions Division	Tenley Aldredge	
Director, Health Services Division	Beth Devery	
Attorney, Health Services Division	Prema Gregerson	
Purchasing Agent	Cyd Grimes, C.P.M., CPPO	
Assistant Purchasing Agent	Marvin Brice, CPPB	
Assistant Purchasing Agent	Bonnie Floyd, CPPO, CPPB, CTPM	
Purchasing Agent Assistant IV	CW Bruner, CTP	



Purchasing Agent Assistant IVLee Perry
 Purchasing Agent Assistant IVJason Walker
 Purchasing Agent Assistant IVRichard Villareal
 Purchasing Agent Assistant IVPatrick Strittmatter
 Purchasing Agent Assistant IVLori Clyde, CPPO, CPPB
 Purchasing Agent Assistant IVScott Wilson, CPPB
 Purchasing Agent Assistant IVJorge Talavera, CPPO, CPPB
 Purchasing Agent Assistant IVLoren Breland, CPPB
 Purchasing Agent Assistant IVJohn E. Pena, CTPM
 Purchasing Agent Assistant IVRosalinda Garcia
 Purchasing Agent Assistant IVAngel Gomez
 Purchasing Agent Assistant IVJesse Herrera, CTP, CTPM, CTCM
 Purchasing Agent Assistant IIIShannon Pleasant, CTPM
 Purchasing Agent Assistant IIIDavid Walch
 Purchasing Agent Assistant IIIMichael Long, CPPB
 Purchasing Agent Assistant IIISydney Ceder
 Purchasing Agent Assistant IIIRuena Victorino*
 Purchasing Agent Assistant IIIRachel Fishback*
 Purchasing Agent Assistant II.....Vacant
 Purchasing Agent Assistant II.....L. Wade Laursen
 Purchasing Agent Assistant II.....Sam Francis
 HUB Coordinator.....Sylvia Lopez
 HUB SpecialistBetty Chapa
 HUB SpecialistJerome Guerrero
 Purchasing Business AnalystScott Worthington
 Purchasing Business AnalystVacant

FORMER EMPLOYEES

<u>Position Held</u>	<u>Name of Individual Holding Office/Position</u>	<u>Date of Expiration</u>
Commissioner, Precinct 2	Sarah Eckhardt	05/ 31/14
Purchasing Agent Assistant III	Nancy Barchus, CPPB	06/28/14
Purchasing Business Analyst	Jennifer Francis	11/29/14
Executive Assistant.....	Barbara Smith	01/15/15

* - Identifies employees who have been in that position less than a year.

GRANT ASSURANCES AND ACKNOWLEDGEMENTS
THE CHILDREN'S CONTINUUM

- (i) Standard Assurances
- (ii) Assurances – Non-Construction Programs
- (iii) Certifications Regarding Lobbying;
Debarment, Suspension and Other Responsibility Matters; and
Drug-Free Workplace Requirements
- (iv) Disclosure of Lobbying Activities

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

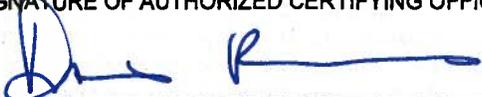
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE CEO
APPLICANT ORGANIZATION ATCIC	DATE SUBMITTED April 30, 2014 January 14, 2013

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CERTIFICATION REGARDING MAINTENANCE OF EFFORT

Was this page helpful?

In accordance with the applicable program statute(s) and regulation(s), the undersigned certifies that financial assistance provided by the Administration for Children and Families, for the specified activities to be performed under the _____

Program by ATCIC (Applicant Organization), will be in addition to, and not in substitution for, comparable activities previously carried on without Federal assistance.

YES NO


Signature of Authorized Certifying Official
CEO

Title _____
4/30/14
Date



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CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Was this page helpful?

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where Federally-funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

YES NO



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CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Was this page helpful?

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through

person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

U.S. Department of Health and Human Services
 370 L'Enfant Promenade, S.W.
 Washington, D.C. 20447

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

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Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

1. The dangers of drug abuse in the workplace;
2. The grantee's policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

1. Abide by the terms of the statement; and
2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

1430 Collin St.
Austin, Tx 78704

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

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CERTIFICATION REGARDING LOBBYING

Was this page helpful?

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

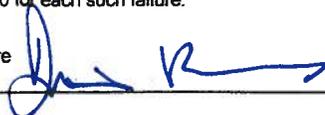
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature 

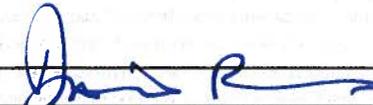
Title CEO

Organization ATCIC

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
 (See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known : Congressional District, if known : 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known :	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known :	9. Award Amount, if known : \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>DAVID EVANS</u> Title: <u>CEO</u> Telephone No.: <u>512-440-4031</u> Date: <u>4/30/14</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

U.S. Department of Health & Human Services



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CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS (LOWER TIER)

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Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a

Acknowledgement of Federal Funding

As required by U.S. Department of Health and Human Services (HHS) appropriations acts, all HHS recipients must acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds. Recipients are required to state (1) the percentage and dollar amounts of the total program or project costs financed with Federal funds and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources.

Activities Abroad

HHS recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Age Discrimination Act of 1975

The Age Discrimination Act of 1975, 42 U.S.C. 6101 *et seq.*, prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance. The HHS implementing regulations are codified at 45 CFR part 91.

Civil Rights Act of 1964 (Title VI)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The HHS implementing regulations are codified at 45 CFR part 80.

Confidentiality of Patient/Client Records

Section 543 of the PHS Act, 42 U.S.C. 290dd-2, requires that records of substance abuse patients be kept confidential except under specified circumstances and purposes. The covered records are those that include the identity, diagnosis, prognosis, or treatment of any patient maintained in connection with any program or activity relating to substance abuse education, prevention, training, treatment, rehabilitation, or research that is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States. This requirement is implemented in 42 CFR part 2.

Controlled Substances

Grantees are prohibited from knowingly using appropriated funds to support activities that promote the legalization of any drug or other substance included in Schedule I of the schedule of controlled substances established by section 202 of the Controlled Substances

Act, 21 U.S.C. 812. This limitation does not apply if the recipient notifies the GMO that there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

If controlled substances are proposed to be administered as part of a research protocol or if research is to be conducted on the drugs themselves, applicants/recipients must ensure that the DEA requirements, including registration, inspection, and certification, as applicable, are met. Regional DEA offices can supply forms and information concerning the type of registration required for a particular substance for research use. The main registration office in Washington, DC, may be reached at 800-882-9539. Information also is available from the National Institute on Drug Abuse at 301-443-6300.

Education Amendments of 1972 (Title IX)

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, 1682, 1683, 1685, and 1686, provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. The HHS implementing regulations are codified at 45 CFR part 86.

Hatch Act

The Hatch Act restricts political activity of executive branch employees of the federal government and District of Columbia government employees (5 U.S.C. 7321–7328) and State or local officers or employees (5 U.S.C. 1501–1528). “State or local officer or employee” means an individual employed by a State or local agency whose principal employment is in connection with an activity that is financed in whole or in part by loans or grants made by the United States or a Federal agency. (Certain State educational or research institutions are excluded from this definition.)

Health Insurance Portability and Accountability Act (HIPAA)

The “Standards for Privacy of Individually Identifiable Health Information” (the Privacy Rule) implement the Health Insurance Portability and Accountability Act (HIPAA) of 1996, 42 U.S.C. 1320d *et seq.*, which governs the protection of individually identifiable health information. The Privacy Rule is administered and enforced by HHS’s OCR and is codified at 45 CFR parts 160 and 164. Not all HHS recipients are subject to the Privacy Rule. The Privacy Rule applies only to “covered entities,” as defined by the rule, which include health plans and most health-care providers.

The OCR Web site (<http://www.hhs.gov/ocr/hipaa>) provides information on the Privacy Rule, including the complete text of the regulation and a set of decision tools for determining whether a particular entity is subject to the rule. An educational booklet, *Protecting Health Information in Research: Understanding the HIPAA Privacy Rule*, is available through OCR’s Web site and at <http://privacyruleandresearch.nih.gov/>. That

Web site also includes other educational materials approved by OCR and the HHS Office of the General Counsel.

Limited English Proficiency

Recipients of Federal financial assistance must take reasonable steps to ensure that people with limited English proficiency have meaningful access to health and social services and that there is effective communication between the service provider and individuals with limited English proficiency. To clarify existing legal requirements, HHS published "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons." This guidance, which is available at <http://www.hhs.gov/ocr/lep/revisedlep.html>, provides a description of the factors that recipients should consider in determining and fulfilling their responsibilities to individuals with limited English proficiency under Title VI of the Civil Rights Act of 1964.

Pro-Children Act

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Any questions concerning the applicability of these provisions to an HHS grant should be directed to the GMO.

Rehabilitation Act of 1973 (Section 504)

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended, provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment. The HHS implementing regulations are codified at 45 CFR parts 84 and 85.

Resource Conservation and Recovery Act

Under RCRA (42 U.S.C. 6901 *et seq.*), any State agency or agency of a political subdivision of a State using appropriated Federal funds must comply with 42 U.S.C. 6962. This includes State and local institutions of higher education or hospitals that receive direct HHS awards. Section 6962 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA (40 CFR parts 247–254).

Restriction on Abortions

HHS funds may not be spent for an abortion.

Restriction on Distribution of Sterile Needles

Funds appropriated for HHS may not be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

Uniform Relocation Assistance and Real Property Acquisition Policies Act

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the Uniform Relocation Act), 42 U.S.C. 4601 *et seq.*, applies to all programs or projects undertaken by Federal agencies or with Federal financial assistance that cause the displacement of any person.

The HHS requirements for complying with the Uniform Relocation Act are set forth in 49 CFR part 24. Those regulations include uniform policies and procedures regarding treatment of displaced people. They encourage entities to negotiate promptly and amicably with property owners so property owners' interests are protected and litigation can be avoided.

U.S. Flag Air Carriers

Recipients must comply with the requirement that U.S. flag air carriers be used by domestic recipients to the maximum extent possible when commercial air transportation is the means of travel between the United States and a foreign country or between foreign countries. This requirement must not be influenced by factors of cost, convenience, or personal travel preference. The cost of travel under a ticket issued by a U.S. flag air carrier that leases space on a foreign air carrier under a code-sharing agreement is allowable if the purchase is in accordance with GSA regulations on U.S. flag air carriers and code shares (see http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/110304_FTR_R2QA53_0Z5RDZ-i34K-pR.pdf). (A code-sharing agreement is an arrangement between a U.S. flag carrier and a foreign air carrier in which the U.S. flag carrier provides passenger service on the foreign air carrier's regularly scheduled commercial flights.)

USA Patriot Act

The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act) amends 18 U.S.C. 175–175c. Among other things, it prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose. The act also establishes restrictions on access to specified materials. “Restricted persons,” as defined by the act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent (see “Public Health Security and Bioterrorism Preparedness and Response Act”).

Public Health Security and Bioterrorism Preparedness and Response Act

The Public Health Security and Bioterrorism Preparedness and Response Act of 2002, 42 U.S.C. 201 Note, is designed to provide protection against misuse of select agents and toxins, whether inadvertent or the result of terrorist acts against the U.S. homeland, or other criminal acts (see 42 U.S.C. 262a). The act was implemented, in part, through regulations published by CDC at 42 CFR part 73, Select Agents and Toxins. Copies of these regulations are available from the Import Permit Program and the Select Agent Program, respectively, CDC, 1600 Clifton Road, MS E-79, Atlanta, GA 30333; telephone: 404-498-2255. These regulations also are available at <http://www.cdc.gov/od/ohs/biosfty/shipregs.htm>.

Retention and access requirements for records

Sub-recipient shall comply with retention and access requirements for records as codified in 45 CFR 92 .42.

GRANT ASSURANCES AND ACKNOWLEDGEMENTS
THE CHILDREN'S CONTINUUM

- (i) Standard Assurances
- (ii) Assurances – Non-Construction Programs
- (iii) Certifications Regarding Lobbying;
Debarment, Suspension and Other Responsibility Matters; and
Drug-Free Workplace Requirements
- (iv) Disclosure of Lobbying Activities



OMB APPROVAL NO. 1121-0140
EXPIRES 06/30/2009

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity--
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature Date

Date

4/30/14

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE CEO
APPLICANT ORGANIZATION ATCIC	DATE SUBMITTED April 30, 2014 January 14, 2013

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS
AND
DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

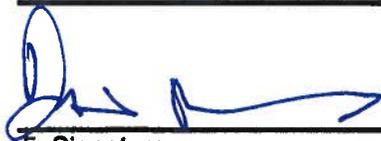
1. Grantee Name and Address:

ATCIC PO Box 3548 Austin, Tx 78764

2. Application Number and/or Project Name:

3. Grantee IRS/Vendor Number _____

4. Type/Print Name and Title of Authorized Representative



5. Signature

4/30/14

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
 (See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

see previous page signed p.48

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



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

**Sherri E. Fleming
County Executive
for TCHHSVS
(512) 854-4100
Fax (512) 279-1608**

DATE: April 29, 2014

TO: Cyd Grimes, Travis County Purchasing Agent, CPM, CPPO

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

SUBJECT: ATCIC System of Care contract (4400000374)

Proposed Motion:

Consider and take appropriate action to approve the FY'14 ATCIC System of Care contract.

Summary and Staff Recommendations:

Travis County Health and Human Services and Veterans Service (TCHHSVS) uses a contract with Austin Travis County Integral Care (ATCIC) to fund a variety of programs, known as the System of Care, for children and their families experiencing mental and behavioral challenges. Various agencies provide services through three collaborations: The Children's Partnership, Community Partners for Children, and The Youth and Family Assessment Center. Each of these collaborations serves a target population. ATCIC acts as the managed services organization (MSO), overseeing the services provided through these collaborations. The programs are demand driven and the utilization of services fluctuates each year with the different number of eligible children and families needing assistance and the level of complexity of the issues that need to

be addressed. The System of Care contract also serves clients enrolled in the grant funded Parenting in Recovery and The Children's Continuum programs.

TCHHSVS staff recommends approving this contract.

Budgetary and Fiscal Impact:

The FY'14 contract has a total of \$704,553 from the following sources:

General Fund - \$515,000	(Funds Reservation #300001072)
Allocated Reserves - \$55,251	(Funds Reservation #300001073)
PIR Grant - \$63,386	(Funds Reservation #300001074)
The Children's Continuum Grant - \$36,918	(Funds Reservation #300001075)
Milburn Trust Funds - \$33,998	(Funds Reservation #300001146)

Issues and Opportunities:

The System of Care contract pays for services for children, adolescents and families referred by the following:

1. The Children's Partnership (TCP) - a collaborative of agencies serving children and adolescents with complex mental health needs and their families in Travis County. These agencies include TCHHS/VS, Travis County Juvenile Probation Department, Austin/Travis County MHMR Center, Region VII Department of Protective and Regulatory Services, Austin, Manor and Pflugerville Independent School Districts, Texas Health and Human Services Commission, and Casey Family Programs.

2. Community Partners for Children (CPC) - a group of more than 20 agencies providing a single point of community collaboration for children with complex needs and their families. Participants receive an individualized plan of care, connection to community-based services, and access to flexible funding.

3. Youth and Family Assessment Center (YFAC) - a collaboration that provides comprehensive services and supports to children and adolescents at risk of serious behavior problems and dropping out of school. Partners include TCHHS/VS, City of Austin, The Austin Project, Communities in Schools, ATCIC, Travis County Truancy Court, Travis County Juvenile Probation Department, Region XIII Educational Services Center, and Austin Independent School District.

Background:

The collaborations funded through the System of Care contract provide strength-based, comprehensive services and supports to youth with serious behavior problems and at risk of dropping out of school. The goal is to keep youth in school, out of jail, out of the Child Protective Services substitute care system, and safely functioning in the community. If residential treatment is needed, the goal is to keep those placements short in duration. The Parenting in Recovery and The Children's Continuum grants allow these same services to be offered to clients enrolled in those programs.

Cc: Jim Lehrman, Acting Director, Office of Children's Services, TCHHSVS
Nicki Riley, CPA, CMA, Travis County Auditor

Janice Cohoon, Financial Analyst, Travis County Auditor's Office
Mary Etta Gerhardt, Assistant County Attorney
Leroy Nellis, Acting County Executive, Planning and Budget Office
Aerin Toussaint, Analyst, Planning and Budget Office
Cyd Grimes, C.P.M., Travis County Purchasing Agent
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing
Office



Travis County Commissioners Court Agenda Request

Meeting Date: September 24, 2013

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

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

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Consider and Take Appropriate Action on Request to Renew Certain Health and Human Services and Veterans Services Social Service Contracts which Expire September 30, 2013.

Travis County Health and Human Services and Veteran Services (TCHHSVS) Department has requested the Purchasing Office to place on the Court's Agenda the attached list of Social Services Contracts which will expire September 30, 2013. TCHHSVS is currently working with the County Attorney's office on finalizing the Statement of Work and funding of these contracts; and as such they were not ready for presentation to the Court at the time of this agenda preparation. Once the contracts are finalized, and funding secured, those contracts which require Court approval will be presented for the Judge's signature. However, in order to prevent contract expiration, the attached list (Attachment A) is being presented for approval.

REQUESTED ACTION:

APPROVE (4) DISAPPROVE ()

Samuel T. Biscoe

Samuel T. Biscoe, County Judge

9-24-13

Date

➤ Contract-Related Information: See Attachment A

#9423

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



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

**Sherri E. Fleming
County Executive
for TCHHSVS
(512) 854-4100
Fax (512) 279-1608**

DATE: September 9, 2013

TO: Cyd Grimes, Travis County Purchasing Agent, CPM, CPPO

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

SUBJECT: Contract renewals

Proposed Motion:

Consider and take appropriate action to approve start dates for certain TCHHSVS contract renewals that have been drafted but are still in the process of being reviewed either by the vendor, a third party (ATCIC or the City of Austin) or one of the various county departments involved in the contracting process and will not be completed in time to be posted on the 9/24/13 Commissioners Court agenda. Final approval of the contracts will be based on the submitting of final documents to the Commissioners Court upon completion and execution by other parties.

Summary and Staff Recommendations:

1) Encompass Medical Management, Inc.
Contract Number: 4400000683
Contract Period: 9/30/13 – 9/29/14
Contract Amount: \$81,800

Funded through the Parenting in Recovery (PIR) grant, this contract provides data management, monitoring and processing services as well as training for the PIR project. TCHHSVS is waiting for the notice of grant award for the 9/30/13 – 9/29/14 grant year.

While TCHHSVS fully expects to receive another year's worth of grant funds, it will not execute this contract if the grant funds are not awarded.

2) Foundation Communities

Contract Number: 4400000694
 Contract Period: 9/30/13 – 9/29/14
 Contract Amount: \$15,144

Also funded through the PIR grant, this contract provides case management for PIR clients. This contract is in the same situation as the one for Encompass. TCHHSVS is waiting for the notice of grant award for the 9/30/13 – 9/29/14 grant year. While TCHHSVS fully expects to receive another year's worth of grant funds, it will not execute this contract if the grant funds are not awarded.

3) ATCIC SAMSO

Contract Number: 4400000372
 Contract Period: 10/1/13 – 9/30/14
 Contract Amount: \$1,285,851

Travis County, the City of Austin and Austin Travis County Integral Care (ATCIC) have a three-way interlocal agreement for the provision of substance abuse treatment services. Under the agreement, ATCIC manages a network which provides comprehensive clinical assessment, intervention services, residential treatment, day treatment, detoxification, and outpatient and continuing care services. Clients are linked or referred to case management and other support services as part of the treatment process.

Travis County is providing \$821,799 from the General Fund for the new contract. The City of Austin is expected to contribute \$310,921 and the PIR grant will contribute \$153,131. While TCHHSVS fully expects to receive another year's worth of PIR funds, the money will be taken out of this contract if the grant is not renewed.

4) ATCIC System of Care

Contract Number: 4400000374
 Contract Period: 10/1/13 – 9/30/14
 Contract Amount: \$723,002

TCHHSVS uses a contract with ATCIC to fund a variety of programs, known as the System of Care, for children and their families experiencing mental and behavioral challenges. ATCIC acts as the managed services organization, overseeing the services provided by a network of vendors. The contract also serves clients enrolled in the grant funded PIR project and The Children's Continuum (TCC).

The FY'14 contract has money from the following sources:

\$515,000 in General Fund money;
 \$75,000 from Allocated Reserves;

**\$32,698 from the Milburn Trust;
\$36,918 from TCC grant; and
\$63,386 in PIR grant money.**

While TCHHSVS fully expects to receive another year's worth of PIR funds, the money will be taken out of this contract if the grant is not renewed. TCC grant funds are in place.

5) Court Appointed Special Advocates (CASA)

**Contract Number: 4400000996
Contract Period: 10/1/13 – 9/30/14
Contract Amount: \$11,930**

Funded through the TCC grant, this contract provides 25% of the funding for a Child Advocate position to work as court-appointed guardian ad litem for children whose parents are involved with the Travis County Family Drug Treatment Court. The grant funds for this contract are in place.

6) ATCIC Child Therapist and Supervisor

**Contract Number: 4400001018
Contract Period: 10/1/13 – 9/30/14
Contract Amount: \$66,199**

Also funded through the TCC grant, this contract funds 100% of a Child Therapist position and 5% of a supervisor's position at ATCIC. The therapist works with children whose parents are involved with the Travis County Family Drug Treatment Court. The grant funds for this contract are in place.

7) PIR Child Therapist

**Contract Number: 4400001362
Contract Period: 9/30/13 – 9/29/14
Contract Amount: \$67,651**

Similar to #6 but funded through the PIR grant, this contract funds 100% of another Child Therapist position at ATCIC. While TCHHSVS fully expects to receive another year's worth of grant funds, it will not execute this contract if the PIR grant is not awarded.

8) Deaf Services contract with City of Austin (revenue contract)

**Contract Number: 4500000107
Contract Period: 10/1/13 – 9/30/14
Contract Amount: In negotiation with city**

Since 1996, Travis County and the City of Austin have had an interlocal agreement that allows Travis County Services for the Deaf and Hard of Hearing (TCSDHH) to provide interpreters for the City of Austin Health and Human Services Department, Community Care Services Department, and Municipal Court. The agreement allows TCSDHH to

provide interpreters for safety-net services such as clinic appointments and eligibility interviews in addition to hearings before Municipal Court.

9) Deaf Services contract with Communication Services for the Deaf

Contract Number: 4400000918

Contract Period: 10/1/13 – 9/30/14

Contract Amount: As needed

Communication Services for the Deaf (CSD) provides interpreter services in those situations where no staff interpreter from Travis County Services for the Deaf and Hard of Hearing (TCSDHH) is available. The contract also allows TCSDHH to provide interpreter services for CSD.

10) Ending Community Homelessness Coalition

Contract Number: 4400001133

Contract Period: 10/1/13 – 9/30/14

Contract Amount: \$50,000

Fund Reservation Number: 300000701

Contract provides office space and funds ECHO to oversee the Homeless Management Information System; coordinates the Continuum of Care application and advocates for homeless issues. ECHO is the HUD designated Continuum of Care for Austin and Travis County. ECHO coordinates the housing services system in ATX and applies for funding from HUD's competitive McKinney-Vento Act programs.

11) City/County, Public Health Interlocal Agreement

Contract Number: IL080042RE

Contract Period: 10/1/13 – 9/30/14

Contract Amount: \$3,138,560

Cost Center: 1580080001

Contract provides thirteen different health related programs for Austin and Travis County residents. Services include: Community Health Improvement Planning, Chronic Disease Prevention and Control, Communicable Disease prevention, Environmental Health Services, Epidemiology and Surveillance, Health Authority, Immunizations, Injury Prevention, Office of Vital Records and more.

12) City/County Animal Services Interlocal Agreement

Contract Number: 4400001169

Contract Period: 10/1/13 – 9/30/14

Contract Amount: 1,119,018

Cost Center: 1580080001

Contract provides animal control services including rabies and dispatch to the unincorporated areas of Travis County. Also provides prevention services, shelter services and spay and neuter clinics.

TCHHSVS staff recommends approving these renewals.

Budgetary and Fiscal Impact:

This information is included with each contract listed above.

Issues and Opportunities:

Once drafted by the Travis County Attorney's Office, these contracts get reviewed by TCHHSVS, the vendor, the City of Austin in the case of ATCIC SAMSO, the Travis County Auditor's Office and the Travis County Purchasing Office. The review process can take several weeks or even months depending on the complexity of the contract and response time of other parties.

The services provided by these contracts need to be continued while the drafts are reviewed. Those contracts funded solely by PIR grant money will not be executed if the grant is not renewed.

Background:

TCHHSVS is working with all parties concerned to get these contracts reviewed and executed as soon as possible.

Cc: Nicki Riley, Travis County Auditor
Janice Cohoon, Financial Analyst, Travis County Auditor's Office
Mary Etta Gerhardt, Assistant County Attorney, Travis County Attorney's Office
Leslie Browder, County Executive, Planning and Budget Office
Aerin Toussaint, Analyst, Planning and Budget Office
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office

Travis County Health and Human Services and Veteran Services Social Service Contracts**Attachment A**

Contract No.	Description	Renewal Period
4400000694	Foundation Communities	9/30/12 - 9/29/14
4400000372	Austin Travis County Integral Care - SAMSO	10/1/13 - 9/30/14
4400000374	Austin Travis County Integral Care - System of Care	10/1/13 - 9/30/14
4400000996	Court Appointed Special Advocates (CASA)	10/1/13 - 9/30/14
4400001018	Austin Travis County Integral Care - Child Therapist and Supervisor	10/1/13 - 9/30/14
4400001362	Austin Travis County Integral Care - Child Therapist	9/30/13 - 9/29/14
4500000107	City of Austin Deaf Interpreting Services	10/1/13 - 9/30/14
4400000918	Communication Services for the Deaf	10/1/13 - 9/30/14
4400001133	Ending Community Homelessness	10/1/13 - 9/30/14
4400000379	City of Austin Public Health Interlocal	10/1/13 - 9/30/14
4400001169	City of Austin Animal Services Interlocal	10/1/13 - 9/30/14