



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 05/27/2014, 9:00 AM, Voting Session

**Prepared By/Phone Number:** Victoria Ramirez, Planning and Budget, 854-6039

**Elected/Appointed Official/Dept. Head:** Jessica Rio, Budget Director, Planning and Budget

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

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

- A. Amendment to the contract with the Office of the Governor, Criminal Justice Division to extend the grant period for the Indigent Defense Systems Evaluation Project in the Criminal Courts to September 30, 2014;
- B. New contract with the Texas Historical Commission for the Travis County Historical Commission to complete a survey of the southwest quadrant of Travis County;
- C. New contract with the National 4-H Council to enhance the Travis County 4-H CAPITAL after-school program with the Exploring Your Environment After-School Grant in Health and Human Services and Veterans Service; and
- D. Amendment to the contract with the Corporation for National and Community Service (through the OneStar Foundation) for Health and Human Services and Veterans Service to deobligate unspent funds from the FY 2013 award for the AmeriCorps program.

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

Item A is a grant adjustment extending the end date of the grant to September 30, 2014. Items B & C are new contracts to enhance services. Item D is a contract amendment to deobligate unspent AmeriCorps funds due to program attrition.

### **STAFF RECOMMENDATIONS:**

PBO recommends approval.

### **ISSUES AND OPPORTUNITIES:**

Additional information is provided on the grant summary sheets.

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

No County match required for Items A & C. Item B requires a cash match of \$7,500 and is requested to be funded by the Allocated Reserve under the Budget Amendments and Transfers agenda item on 05/27/2014. No further County funds are required for Item D; the match of \$474,435 was approved by Commissioners Court on September 4, 2012.

### **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Jessica Rio  
David Salazar

TRAVIS COUNTY

5/27/2014

GRANT APPLICATIONS, CONTRACTS, AND PERMISSIONS TO CONTINUE  
 FY 2014

The following list represents those actions required by the Commissioners Court for departments to apply for, accept, or continue to operate grant programs.  
 This regular agenda item contains this summary sheet, as well as backup material that is attached for clarification.

| Dept.    | Grant Title  | Grant Period        | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs  | PBO Notes | Auditor's Assessment | Page # |
|----------|--|---------------------|-------------|-------------------|---------------------|----------------------|---------------|-------|-----------|----------------------|--------|
| <b>A</b> | 124 Indigent Defense System Evaluation Project*                          | 09/01/12 - 08/31/14 | \$230,318   | \$0               | \$0                 | \$0                  | \$230,318     | 1.00  | R         | MC                   | 10     |
| <b>B</b> | 117 Southwest Travis County Historical Survey                            | 05/15/14 - 09/30/15 | \$8,500     | \$0               | \$7,500             | \$1,000              | \$17,000      | 0.00  | R         | MC                   | 17     |
| <b>C</b> | 158 National 4-H Council - Exploring Your Environment After-School Grant | 04/01/14 - 12/15/14 | \$20,000    | \$0               | \$0                 | \$0                  | \$20,000      | 3.50  | R         | S                    | 43     |
| <b>D</b> | 158 AmeriCorps*  | 08/01/12 - 07/31/13 | \$291,671   | \$487,203         | \$0                 | \$0                  | \$778,874     | 31.00 | R         | EC                   | 67     |

\* Amended from original.

**PBO Notes:**

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed
- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

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

**FY 2014 Grant Summary Report  
Grant Applications Approved by Commissioners Court**

*The following is a list of grants for which application has been submitted since October 1, 2013, and the notification of award has not yet been received.*

| <b>Dept</b> | <b>Name of Grant</b>  | <b>Grant Term</b>   | <b>Grant Award</b> | <b>County Cost Share</b> | <b>County Contribution</b> | <b>In-Kind Contribution</b> | <b>Program Total</b> | <b>FTEs</b> | <b>Approval Date</b> |
|-------------|---|---------------------|--------------------|--------------------------|----------------------------|-----------------------------|----------------------|-------------|----------------------|
| 117         | Southwest Travis County Historical Survey                                   | 10/01/13 - 09/30/15 | \$8,500            | \$0                      | \$7,500                    | \$1,000                     | \$17,000             | 0.00        | 11/12/2013           |
| 119         | Underage Drinking Prevention grant  | 10/01/14 - 09/30/15 | \$161,204          | \$0                      | \$35,951                   | \$55,000                    | \$252,155            | 3.00        | 11/26/2013           |
| 137         | Bystander Intervention Conference   | 10/01/13 - 12/31/14 | \$37,450           | \$0                      | \$0                        | \$0                         | \$37,450             | 0.00        | 1/28/2014            |
| 145         | Juvenile Accountability Block Grant: Local Assessment Center                | 09/01/14 - 08/31/15 | \$47,903           | \$5,323                  | \$0                        | \$0                         | \$53,226             | 0.00        | 1/28/2014            |
| 147         | Emergency Management Performance Grant                                      | 10/01/13 - 09/30/14 | \$69,699           | \$69,699                 | \$0                        | \$0                         | \$139,398            | 0.00        | 1/28/2014            |
| 124         | Travis County Veterans' Court   | 09/01/14 - 08/31/15 | \$184,020          | \$0                      | \$0                        | \$0                         | \$184,020            | 2.00        | 2/11/2014            |
| 124         | Indigent Defense System Evaluation Project                                  | 10/01/14 - 09/30/15 | \$122,813          | \$0                      | \$0                        | \$0                         | \$122,813            | 1.00        | 2/11/2014            |
| 145         | Streamlining Assessment Practices to Improve Youth Substance Abuse Outcomes | 09/01/14 - 08/31/15 | \$82,123           | \$0                      | \$0                        | \$0                         | \$82,123             | 0.00        | 2/18/2014            |
| 145         | Enhancing Services for Victims of Crime                                     | 09/01/14 - 08/31/15 | \$66,761           | \$16,690                 | \$0                        | \$0                         | \$83,451             | 1.20        | 2/18/2014            |
| 145         | Drug Court & In-Home Family Services  | 09/01/14 - 08/31/15 | \$241,596          | \$26,844                 | \$0                        | \$0                         | \$268,440            | 2.30        | 2/18/2014            |
| 145         | Trauma Informed Assessment and Response Program                             | 09/01/14 - 08/31/15 | \$110,745          | \$0                      | \$0                        | \$0                         | \$110,745            | 0.50        | 2/18/2014            |
| 142         | State Drug Court Training Grant   | 09/01/14 - 08/31/15 | \$197,000          | \$0                      | \$0                        | \$0                         | \$197,000            | 0.00        | 2/25/2014            |
| 145         | The Eagle Soars: An Educational and Career Development Program              | 09/01/14 - 08/31/15 | \$75,822           | \$0                      | \$0                        | \$0                         | \$75,822             | 0.00        | 2/25/2014            |
| 142         | Drug Diversion Court  | 09/01/14 - 08/31/15 | \$132,586          | \$0                      | \$0                        | \$0                         | \$132,586            | 0.00        | 2/25/2014            |
| 139         | Adult Probation DWI Court   | 09/01/14 - 08/31/15 | \$242,175          | \$0                      | \$0                        | \$0                         | \$242,175            | 4.00        | 2/25/2014            |
| 119         | Family Violence Accelerated Prosecution Program                             | 09/01/14 - 08/31/15 | \$85,874           | \$34,217                 | \$0                        | \$17,088                    | \$137,179            | 2.23        | 2/25/2014            |
| 122         | Family Drug Treatment Court   | 09/01/14 - 08/31/15 | \$142,657          | \$0                      | \$0                        | \$0                         | \$142,657            | 0.00        | 2/25/2014            |

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*The following is a list of grants for which application has been submitted since October 1, 2013, and the notification of award has not yet been received.*

| Dept | Name of Grant   | Grant Term          | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs  | Approval Date |
|------|---|---------------------|-------------|-------------------|---------------------|----------------------|---------------|-------|---------------|
| 145  | Continuing the Culture of Safety  | 10/01/14 - 03/30/16 | \$17,338    | \$17,338          | \$0                 | \$0                  | \$34,676      | 0.00  | 3/4/2014      |
| 149  | FY 14 Section 6 Nontraditional Grant-Balcones Canyonland Preserve                         | 06/01/14 - 05/31/17 | \$2,000,000 | \$3,301,450       | \$0                 | \$0                  | \$5,301,450   | 0.00  | 3/4/2014      |
| 158  | Parenting in Recovery II  | 09/30/13 - 09/29/14 | \$618,816   | \$333,209         | \$0                 | \$0                  | \$952,025     | 2.00  | 3/4/2014      |
| 139  | Travis County Adult Probation Co-occurring Re-Entry Services                              | 10/01/14 - 09/30/16 | \$599,941   | \$0               | \$0                 | \$0                  | \$599,941     | 4.00  | 3/11/2014     |
| 145  | Opening Doors to Future Opportunities   | 10/01/14 - 09/30/15 | \$349,376   | \$0               | \$0                 | \$0                  | \$349,376     | 0.00  | 3/11/2014     |
| 158  | National 4-H Council - Exploring Your Environment After-School Grant                      | 08/31/14 - 12/31/14 | \$20,000    | \$0               | \$0                 | \$0                  | \$20,000      | 0.00  | 3/18/2014     |
| 145  | Residential Substance Abuse Treatment (RSAT) Program                                      | 10/01/14 - 09/30/15 | \$188,510   | \$62,841          | \$0                 | \$0                  | \$251,351     | 2.90  | 3/25/2014     |
| 158  | Coming of Age (DADS)  | 09/06/13 - 03/31/14 | \$24,484    | \$0               | \$0                 | \$0                  | \$24,484      | 0.00  | 3/25/2014     |
| 137  | SCATTF - Sheriff's Combined Auto Theft Task Force   | 09/01/14 - 08/31/15 | \$973,494   | \$134,925         | \$143,986           | \$153,522            | \$1,405,927   | 12.00 | 4/22/2014     |
| 137  | Maternal Bonding Program  | 07/01/14 - 12/31/14 | \$585       | \$0               | \$0                 | \$0                  | \$585         | 0.00  | 4/29/2014     |
| 194  | Managed Assigned Counsel Program  | 10/01/14 - 09/30/15 | \$717,516   | \$175,862         | \$0                 | \$0                  | \$893,378     | 0.00  | 5/6/2014      |
| 145  | National School Lunch/Breakfast Program and USDA School Commodity Program                 | 07/01/14 - 06/30/15 | \$286,053   | \$0               | \$0                 | \$0                  | \$286,053     | 0.00  | 5/6/2014      |
| 158  | AmeriCorps  | 08/01/14 - 07/31/15 | \$295,662   | \$519,213         | \$0                 | \$0                  | \$814,875     | 31.00 | 5/6/2014      |
| 137  | State Criminal Alien Assistance Program - SCAAP 14  | 07/01/12 - 06/30/13 | \$483,085   | \$0               | \$0                 | \$0                  | \$483,085     | 0.00  | 5/13/2014     |
| 149  | Hazard Mitigation Grant Program - DR 4159 Acquisition and Demolition Project (Fast Track) | 06/16/14 - 06/16/17 | \$3,905,612 | \$1,301,871       | \$0                 | \$0                  | \$5,207,483   | 0.00  | 5/13/2014     |

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|------|---|------------------------|--------------|-------------------|---------------------|----------------------|---------------|-------|---------------|
| 149  | Hazard Mitigation Grant Program - DR 4159<br>Acquisition and Demolition Project (Regular Track) | 06/16/14 -<br>06/16/17 | \$1,934,797  | \$644,933         | \$0                 | \$0                  | \$2,579,730   | 0.00  | 5/13/2014     |
|      |   |                        | \$14,424,197 | \$6,644,415       | \$187,437           | \$226,610            | \$21,482,659  | 68.13 |               |

\*Amended from original agreement.

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Grants Approved by Commissioners Court**

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

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| Dept | Name of Grant   | Grant Term          | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs  | Approval Date |
|------|---|---------------------|-------------|-------------------|---------------------|----------------------|---------------|-------|---------------|
| 145  | Juvenile Drug Treatment Court-SAMHSA/CSAT                     | 09/30/13 - 09/29/14 | \$227,670   | \$0               | \$0                 | \$0                  | \$227,670     | 0.00  | 10/22/2013    |
| 145  | Trauma Informed Assessment and Response program               | 09/01/13 - 08/31/14 | \$154,132   | \$0               | \$0                 | \$0                  | \$154,132     | 0.50  | 10/29/2013    |
| 145  | The Eagle Soars program                                       | 09/01/13 - 08/31/14 | \$62,886    | \$15,722          | \$0                 | \$0                  | \$78,608      | 1.12  | 10/29/2013    |
| 145  | Enhancing Services for Victims of Crime Program               | 09/01/13 - 08/31/14 | \$104,222   | \$0               | \$0                 | \$0                  | \$104,222     | 0.00  | 10/29/2013    |
| 124  | Indigent Defense System Evaluation Project*                   | 09/01/12 - 08/31/14 | \$230,318   | \$0               | \$0                 | \$0                  | \$230,318     | 1.00  | 11/5/2013     |
| 145  | Juvenile Probation Pre-Doctoral Psychology Internship Program | 09/01/11 - 08/31/16 | \$578,449   | \$99,779          | \$0                 | \$0                  | \$678,228     | 11.00 | 11/5/2013     |
| 145  | Residential Substance Abuse Treatment Program                 | 10/01/13 - 09/30/14 | \$142,933   | \$47,644          | \$0                 | \$0                  | \$190,577     | 1.67  | 11/19/2013    |
| 137  | State Criminal Alien Assistance Program                       | 07/11/11 - 06/30/12 | \$483,085   | \$0               | \$0                 | \$0                  | \$483,085     | 0.00  | 11/26/2013    |
| 158  | Comprehensive Energy Assistance Program Amendment #2*         | 01/01/13 - 12/31/13 | \$2,898,329 | \$0               | \$0                 | \$0                  | \$2,898,329   | 6.00  | 11/26/2013    |
| 158  | Coming of Age (DADS)  | 11/15/13 - 03/31/14 | \$14,282    | \$0               | \$0                 | \$0                  | \$14,282      | 0.00  | 12/3/2013     |
| 137  | K9s4COPS  | 11/22/13 - 09/30/14 | \$12,000    | \$0               | \$0                 | \$0                  | \$12,000      | 0.00  | 12/10/2013    |
| 145  | Juvenile Probation Pre-Doctoral Psychology Internship Program | 07/01/14 - 07/31/15 | \$44,000    | \$0               | \$0                 | \$0                  | \$44,000      | 0.00  | 12/10/2013    |
| 135  | Accessible Parking Awareness Campaign                         | 01/01/14 - 06/30/14 | \$37,125    | \$12,375          | \$0                 | \$0                  | \$49,500      | 0.50  | 12/17/2013    |
| 157  | NEH Preservation Assistance for Smaller Institutions          | 02/01/14 - 07/31/15 | \$6,000     | \$0               | \$0                 | \$0                  | \$6,000       | 0.00  | 12/30/2013    |
| 124  | Veterans Commission Grant                                     | 01/01/14 - 12/31/14 | \$20,000    | \$0               | \$0                 | \$0                  | \$20,000      | 0.00  | 1/7/2014      |
| 158  | 2013 Phase 31 Emergency Food and Shelter Program              | 07/01/13 - 05/31/14 | \$25,000    | \$0               | \$0                 | \$0                  | \$25,000      | 0.00  | 1/7/2014      |

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Grants Approved by Commissioners Court**

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|------|--|---------------------|--------------|-------------------|---------------------|----------------------|---------------|-------|---------------|
| 137  | TxDOT Impaired Driving Mobilization  | 01/13/14 - 09/30/14 | \$20,100     | \$7,033           | \$0                 | \$0                  | \$27,133      | 0.00  | 1/28/2014     |
| 137  | Edward Byrne Justice Assistance Grant  | 11/13/13 - 09/30/16 | \$80,260     | \$0               | \$0                 | \$0                  | \$80,260      | 0.00  | 1/28/2014     |
| 149  | Pace Bend Park -Tournament Point Boat Ramp*  | 09/30/12 - 09/30/15 | \$111,075    | \$0               | \$37,025            | \$0                  | \$148,100     | 0.00  | 1/28/2014     |
| 145  | A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards* | 04/01/13 - 09/30/14 | \$100,000    | \$0               | \$0                 | \$0                  | \$100,000     | 0.00  | 2/25/2014     |
| 158  | Travis County Family Drug Treatment Court - The Children's Continuum*                | 10/01/11 - 09/30/14 | \$550,000    | \$0               | \$0                 | \$183,333            | \$733,333     | 3.05  | 3/11/2014     |
| 124  | Formula Grant - Indigent Defense Program   | 10/01/11 - 09/30/14 | \$1,494,376  | \$0               | \$0                 | \$0                  | \$1,494,376   | 0.00  | 3/11/2014     |
| 155  | Prostitution Prevention Program - Planning Grant                                     | 01/01/14 - 12/31/14 | \$40,000     | \$0               | \$0                 | \$0                  | \$40,000      | 0.00  | 3/18/2014     |
| 137  | 2010 Byrne Justice Assistance Grant*   | 10/01/09 - 09/30/14 | \$114,285    | \$0               | \$0                 | \$0                  | \$114,285     | 0.00  | 4/1/2014      |
| 145  | National School Lunch/Breakfast Program*   | 07/01/13 - 06/30/14 | \$307,204    | \$0               | \$0                 | \$0                  | \$307,204     | 0.00  | 4/29/2014     |
| 158  | Coming of Age (CNCS)   | 04/01/14 - 03/31/15 | \$50,495     | \$25,070          | \$0                 | \$0                  | \$75,565      | 0.69  | 5/6/2014      |
| 158  | Comprehensive Energy Assistance Program (CEAP) #58140001819                          | 01/01/14 - 12/31/14 | \$2,302,248  | \$0               | \$0                 | \$0                  | \$2,302,248   | 7.00  | 5/6/2014      |
| 158  | Comprehensive Energy Assistance Program (CEAP) #58130001980                          | 04/01/14 - 09/30/14 | \$536,639    | \$0               | \$0                 | \$0                  | \$536,639     | 7.00  | 5/6/2014      |
| 137  | Bystander Intervention Conference  | 10/01/13 - 12/31/14 | \$37,450     | \$0               | \$0                 | \$0                  | \$37,450      | 0.00  | 5/20/2014     |
| 159  | Capital Area Trauma Regional Advisory Council  | 05/01/13 - 06/30/14 | \$9,721      | \$0               | \$0                 | \$0                  | \$9,721       | 0.00  | 5/20/2014     |
| 158  | AmeriCorps*  | 08/01/13 - 07/31/14 | \$292,671    | \$500,191         | \$0                 | \$0                  | \$792,862     | 31.00 | 5/20/2014     |
|      |  |                     | \$12,958,215 | \$1,156,003       | \$71,664            | \$183,333            | \$14,369,215  | 84.86 |               |

\*Amended from original agreement.



**FY 2014 Grants Summary Report  
Permissions to Continue Approved by Commissioners Court**

*Amount requested for PTC*

| <b>Dept</b> | <b>Name of Grant</b>   | <b>Grant Term per Application</b> | <b>Personnel Cost</b> | <b>Operating Transfer</b> | <b>Total Request</b> | <b>Filled FTEs</b> | <b>PTC Expiration Date</b> | <b>Approval Date</b> | <b>Has the General Fund been Reimbursed?</b> |
|-------------|--|-----------------------------------|-----------------------|---------------------------|----------------------|--------------------|----------------------------|----------------------|--|
| 158         | AmeriCorps Grant Program   | 08/01/13 - 07/31/14               | \$100,540             | \$7,300                   | \$107,840            | 31.00              | 9/30/2013                  | 7/30/2013            | Yes  |
| 119         | Family Violence Accelerated Prosecution Program                                | 09/01/13 - 08/31/14               | \$13,150              | \$0                       | \$13,150             | 1.00               | 10/31/2013                 | 8/27/2013            | Yes  |
| 119         | Other Victim Assistance Grant Program  | 09/01/13 - 08/31/14               | \$9,286               | \$0                       | \$9,286              | 1.00               | 10/31/2013                 | 8/27/2013            | Yes  |
| 122         | Family Drug Treatment Court  | 09/01/13 - 08/31/14               | \$5,422               | \$0                       | \$5,422              | 1.00               | 9/30/2013                  | 8/27/2013            | Yes  |
| 124         | Veterans' Court Program  | 09/01/13 - 08/31/14               | \$13,801              | \$0                       | \$13,801             | 2.00               | 10/31/2013                 | 8/27/2013            | Yes  |
| 137         | Child Abuse Victim Services Personnel Program                                  | 09/01/13 - 08/31/14               | \$8,852               | \$0                       | \$8,852              | 1.00               | 10/31/2013                 | 8/27/2013            | Yes  |
| 142         | Drug Diversion Court Program   | 09/01/13 - 08/31/14               | \$10,376              | \$0                       | \$10,376             | 1.00               | 10/31/2013                 | 8/27/2013            | Yes  |
| 145         | Juvenile Accountability Block Grant Local Assessment Center Program            | 09/01/13 - 08/31/14               | \$9,800               | \$0                       | \$9,800              | 1.00               | 10/31/2013                 | 8/27/2013            | Yes  |
| 145         | Trauma Informed Assessment and Response Program                                | 09/01/13 - 08/31/14               | \$5,966               | \$0                       | \$5,966              | 0.50               | 10/31/2013                 | 8/27/2013            | Yes  |
| 145         | Austin/Travis County Integral Care Community Partners for Children Coordinator | 09/01/13 - 08/31/14               | \$10,250              | \$0                       | \$10,250             | 1.00               | 10/31/2013                 | 8/27/2013            | Yes  |
| 145         | Texas Juvenile Justice Department Grants                                       | 09/01/13 - 08/31/14               | \$405,477             | \$0                       | \$405,477            | 72.00              | 10/31/2013                 | 8/27/2013            | Yes  |
| 139         | Adult Probation DWI Court  | 09/01/13 - 08/31/14               | \$52,519              | \$0                       | \$52,519             | 4.00               | 11/30/2013                 | 9/10/2013            | Yes  |

2

**FY 2014 Grants Summary Report  
Permissions to Continue Approved by Commissioners Court**

*Amount requested for PTC*

| Dept          | Name of Grant   | Grant Term per Application | Personnel Cost   | Operating Transfer | Total Request      | Filled FTEs   | PTC Expiration Date | Approval Date | Has the General Fund been Reimbursed? |
|---------------|---|----------------------------|------------------|--------------------|--------------------|---------------|---------------------|---------------|---------------------------------------|
| 124           | Travis County Veterans' Court   | 09/01/13 - 08/31/14        | \$13,801         | \$0                | \$13,801           | 2.00          | 10/31/2013          | 9/24/2013     | Yes                                   |
| 122           | Family Drug Treatment Court   | 09/01/13 - 08/31/14        | \$5,566          | \$0                | \$5,566            | 1.00          | 10/31/2013          | 9/24/2013     | Yes                                   |
| 145           | Residential Substance Abuse Treatment Program                             | 10/01/13 - 09/30/14        | \$10,098         | \$0                | \$10,098           | 1.67          | 11/30/2013          | 9/24/2013     | Yes                                   |
| 158           | Parenting in Recovery II  | 09/30/13 - 09/29/14        | \$22,909         | \$0                | \$22,909           | 1.00          | 12/31/2013          | 9/24/2013     | Yes                                   |
| 158           | Comprehensive Energy Assistance Program                                   | 01/01/14 - 12/31/14        | \$63,805         | \$500,000          | \$563,805          | 7.00          | 3/31/2014           | 12/10/2013    | No                                    |
| 158           | Low Income Home Energy Assistance Act Weatherization Assistance Program** | 01/01/14 - 03/31/14        | \$0              | \$200,000          | \$200,000          | 0.00          | 6/30/2014           | 4/8/2014      | No                                    |
| <b>Totals</b> |   |                            | <b>\$761,618</b> | <b>\$707,300</b>   | <b>\$1,468,918</b> | <b>129.17</b> |                     |               |                                       |

\*\* This request will temporarily use General Fund resources for grant program related operating expenses. Expenses will be made in the General Fund and reclassified against the grant once funds are available.

### GRANT SUMMARY SHEET

|                              |  |  |
|------------------------------|--|--|
| <b>Check One:</b>            | Application Approval: <input type="checkbox"/>         | Permission to Continue: <input type="checkbox"/> |
|                              | Contract Approval: <input checked="" type="checkbox"/> | Status Report: <input type="checkbox"/>          |
| <b>Check One:</b>            | Original: <input type="checkbox"/>                     | Amendment: <input checked="" type="checkbox"/>   |
| <b>Check One:</b>            | New Grant: <input checked="" type="checkbox"/>         | Continuation Grant: <input type="checkbox"/>     |
| <b>Department/Division:</b>  | Travis County Criminal Courts                          |  |
| <b>Contact Person/Title:</b> | Debra Hale, Director of Court Management               |  |
| <b>Phone Number:</b>         | 512-854-9224   |  |

|  |   |  |                                 |
|--|---|--|---------------------------------|
| <b>Grant Title:</b>  | Indigent Defense System Evaluation Project        |  |                                 |
| <b>Grant Period:</b>   | From: 09/01/12                                    | To: 08/31/14                               |                                 |
| <b>Fund Source:</b>  | Federal: <input type="checkbox"/>                 | State: <input checked="" type="checkbox"/> | Local: <input type="checkbox"/> |
| <b>Grantor:</b>  | Office of the Governor, Criminal Justice Division |  |                                 |
| <b>Will County provide grants funds to a subrecipient?</b>                                   | Yes: <input type="checkbox"/>                     | No: <input checked="" type="checkbox"/>    |                                 |
| <b>Are the grant funds pass-through another agency? If yes list originating agency below</b> | Yes: <input type="checkbox"/>                     | No: <input checked="" type="checkbox"/>    |                                 |
| <b>Originating Grantor:</b>  | OOG-CJD   |  |                                 |

| Budget Categories  | Grant Funds      | County Cost Share | County Contribution | In-Kind     | TOTAL            |
|--------------------|------------------|-------------------|---------------------|-------------|------------------|
| Personnel:         | \$198,511        | 0                 | 0                   | 0           | \$198,511        |
| Operating:         | \$27,290         | 0                 | 0                   | 0           | \$27,290         |
| Capital Equipment: | 0                | 0                 | 0                   | 0           | \$0              |
| Indirect Costs:    | \$4,517          | 0                 | 0                   | 0           | \$4,517          |
| <b>Total:</b>      | <b>\$230,318</b> | <b>\$0</b>        | <b>\$0</b>          | <b>\$0</b>  | <b>\$230,318</b> |
| <b>FTEs:</b>       | <b>1.00</b>      | <b>0.00</b>       | <b>0.00</b>         | <b>0.00</b> | <b>1.00</b>      |

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

| Department      | Review                              | Staff Initials | Comments |
|-----------------|-------------------------------------|----------------|----------|
| County Auditor  | <input checked="" type="checkbox"/> | RP             |          |
| County Attorney | <input checked="" type="checkbox"/> | JC             |          |

| Performance Measures<br>Applicable Depart.<br>Measures  | Projected<br>FY 13<br>Measure  | Progress To Date: |         |         |         | Projected<br>FY 14<br>Measure  |
|---|--|-------------------|---------|---------|---------|--|
|   |  | 12/31/13          | 3/31/14 | 6/30/14 | 9/30/14 |  |
| # of misdemeanor cases evaluated for case outcome, access to attorney, and ability to post bond.  | 36,777<br>Proj. misd.<br>dispositions<br>for FY13  | 8,285             | 16,570  | N/A     | N/A     | 33,140<br>Proj. misd.<br>dispositions<br>for FY14  |
| # of felony cases evaluated for case outcome, access to attorney, and ability to post bond.   | 11,007<br>Proj. felony<br>dispositions<br>for FY13   | 2,751             | 5,503   | N/A     | N/A     | 12,613<br>Proj. felony<br>dispositions<br>for FY14   |
| <b>Measures For Grant</b>   |  |                   |         |         |         |  |
| Participate as a pilot site with the National Legal Aid and Defense Association/North Carolina Office of Indigent Defense Services to collect and analyze indigent defense data to develop performance measures for indigent defense systems. | 47,784<br>Proj. felony<br>and misd<br>dispositions<br>to be<br>reviewed<br>across 3<br>key areas | 11,438            | 22,876  | N/A     | N/A     | 45,753<br>Proj. felony<br>and misd<br>dispositions<br>to be<br>reviewed<br>across 3<br>key areas |

**PBO Recommendation:**

The Criminal Courts were awarded discretionary funding by the Governor's Office to evaluate Travis County's indigent defense system as part of an interstate evaluation project. This request is to extend the grant end date from August 31, 2014 to September 30, 2014 because of a delay in hiring the evaluator. There is no County match associated with this grant and the Governor's Office concurs with the requested extension. PBO recommends approval.

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

The Travis County Criminal Courts have been selected as a pilot site to work with the National Legal Aid and Defender Association/North Carolina Office of Indigent Defense Services to evaluate our Indigent Defense System. The project will encompass evaluating our Indigent Defense System in three key areas: case outcomes, access to attorney, and ability to post bond. Part of the project will be to develop a tool kit for other jurisdictions to use for effective evaluation of their indigent defense outcomes and criminal justice outcomes on a regular basis. Participation in this evaluation project requires an FTE researcher who is dedicated to analyzing Travis County data and working with the other sites in the nation participating in this project. The Governor's Office Criminal Justice Division provided Travis County the funding via a discretionary grant in order to employ an FTE to conduct research for the initial project period (9/01/12 – 3/31/14) as well as necessary software and hardware for the project. The Travis County portion of the project has met or exceeded all deadlines and requirements. However, the overall project has been delayed because of data access limitations at two of the other sites.

Therefore a continuation grant application has been submitted for FY15, however, a one month extension is needed to bridge the gap for the month of September 2014.

Since the FTE researcher was not hired until 1/01/13, there is sufficient budget remaining in the grant for the continuation of the project until 9/30/14. The Office of the Governor has been consulted and they are in agreement with the requested extension.

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

There are no long term County funding requirements for this grant.

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

There is no county match for this grant.

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

Yes, we are requesting a 2% indirect cost allocation.

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

This project will end when the Indigent Defense Systems Evaluation Project has been completed.

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

It has been a long term goal of the County to develop performance indicators for our Indigent Defense System. Participating in this project will give Travis County the opportunity to analyze and develop performance measures for ourselves as well as other Indigent Defense Systems in the nation.

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

Participation in this project will provide us the opportunity to analyze our Indigent Defense System and develop performance indicators. This in turn will allow us to determine if our current indigent defense delivery system is effective and where improvements may be made.

**TRAVIS COUNTY  
DISTRICT AND COUNTY  
CRIMINAL COURTS**

**DEBRA HALE  
DIRECTOR OF COURT  
MANAGEMENT**



**BLACKWELL-THURMAN  
CRIMINAL JUSTICE CENTER  
P. O. BOX 1748  
AUSTIN, TX. 78767  
(512) 854-9244  
FAX: (512) 854-4464**

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**Date:** May 13, 2014

**To:** Members of the Commissioners Court

**From:** Debra Hale, Director of Court Management

**Re:** Request to Extend Indigent Defense Evaluation Project Grant  
SAP Grant # 800206

The Indigent Defense Systems Evaluation Project was implemented in FY13 with grant funding received from the Governor's Office of Criminal Justice Division. The original grant period was from September 1, 2012, to March 31, 2014. The grant was then extended five months with an end date of August 31, 2014. The Criminal Courts would like to request an additional extension until September 30, 2014, for the reasons detailed below. It should be noted that sufficient funds are currently available within the grant budget for the proposed extension.

The Indigent Defense Systems Evaluation Grant was awarded to allow Travis County to hire a FTE researcher to participate in a nationwide initiative to develop standards for indigent defense evaluation. The other sites participating in the study are North Carolina, Connecticut, and Knoxville, Tennessee. There are three components to the study: case outcomes, access to attorneys, and pre-trial release. The group is currently on the first of these, the case outcomes study. While the Travis County portion of the project has met or exceeded all deadlines and requirements, the overall project has been delayed because of data access limitations at two of the other sites. In order to guarantee the future success of this important national research project, Travis County has been asked to take the lead. The nationwide project is expected to last beyond September 30, 2015. Travis County has applied for a continuation grant for FY15.

Because of this delay, and because the FTE researcher was not hired until January 1, 2013, the Travis County Criminal Courts are requesting an extension for the use of grant funds. The Governor's Office has been contacted and will allow such an extension. The Criminal Courts request permission to extend Grant # 800206 for one additional month with a new end date of September 30, 2014. Additionally, we respectfully request the extension of grant position # 30050244, Business Analyst III until September 30, 2014. Travis County has applied for a continuation grant to carry on the program, with a start date of October 1, 2014. The extension of the additional month will allow the position and research to continue seamlessly. As noted above, sufficient funds currently exist within the grant budget to fund this extension.

9:34 AM

Agency Name: Travis County  
Project Title: Indigent Defense System  
Evaluation Project

Grant/App: 2636801  
Status: Pending Grantee Certification

Start Date: 9/1/2012  
End Date: 8/31/2014

Fund Source: SF-State Criminal Justice  
Planning (421) Fund

Current Grant Manager: Helen Martinez    Current Program Manager: Judy Switzer    Liquidation Date: 11/29/2014  
CFDA: NONE

Eligibility   Profile   Narrative   Activities   Measures   Budget   Documents   Conditions of Funding   Certify Adjustment   Summary   Monitoring   My Mail   My Home  
Details   Financial Status Report   Request Advance   Request Adjustment   Source of Match   Budget Summary

**General Information and Instructions**

[View Introduction](#)

[View Guidelines](#)

[View Instructions](#)

**Financial Status Summary for this Project**

This section displays your grant project's financial status to date.

Today's Date: 5/15/2014  
Grant Start Date: 9/1/2012  
Grant End Date: 8/31/2014  
Grant Liquidation Date: 11/29/2014

Current Grant Award Amount: \$230,318.00  
Total Expenditures Reported to Date: \$157,510.70  
Total Reimbursement(s) and Advance Payment Request(s) Paid to Date: \$157,510.70  
Maximum Reimbursement Amount Available: \$0.00  
Total Unexpended Balance to Date: \$72,807.30

Date This Adjustment Request was Created by Grantee: 5/15/2014 9:41:30 AM  
Date This Adjustment Request was Submitted to OOG:  
Adjustment Request Status: New Request

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**Programmatic and Budget Adjustments**

**Request Authorization for a Grant Official Change or Modify the Project's Identifying Information**

Designate a new Grant Official or modify the existing information for the:

- Authorized Official (Note: Supporting documentation may need to be submitted to OOG, such as the Resolution.)
- Financial Officer
- Project Director
- Grant Writer

Modify the project's Identifying Information for the:

- Applicant Agency Name (Note: Supporting documentation may need to be submitted to OOG, such as the Resolution, Nonprofit Documentation, etc.)
- Project Title
- Project's Official Address
- System for Award Management (SAM) Expiration Date
- Data Universal Numbering System (DUNS)

**Request Authorization for a Change Project Scope or Impact Area**

Request a modification to the Project's Scope and / or Impacted Area or other Supporting Programmatic and Fiscal Documentation for the following:

- Project Narrative
- Project Activities and / or Performance Measures
- Supporting Documents
- Impacted Target Population or Geographic Area
- Fiscal Capability (Nonprofit Corporations only)

**Request Authorization for a Budget Modification**

Budget Adjustments (will not result in an increase or decrease to the OOG grant award amount):

- Click here to modify the budget:

**Extension, Supplemental / De-obligation, and Other Grant Adjustments**

**Request Authorization for an Extension of the Grant Period**

This section allows grantees to request an extension grant period end date.

Request an extension of project's End Date to expend the following:

- Existing Funds
- Supplemental Funds
- Spend Down Generated Program Income (GPI)
- Other (specify below under Adjustment Justification)

Enter the Revised End Date: 9/30/2014

**Request Authorization for a Budget Modification**

**Budget Supplements:**

- Modify budget line items that will result in an increase to the Total Project Cost amount

**Budget De-obligations:**

- Modify budget line items that will result in a decrease to the Total Project Cost amount

**Apply GPI earned to this budget (might result in decrease to the OOG Funds award amount):**

- GPI to be applied to this budget is a result of a Court Forfeiture
- GPI to be applied to this budget is a result of Other Sources (e.g., fees, interest)

15



**Grant Adjustment Justification**

**Created Date:** 5/15/2014 9:41:30 AM

**Adjustment Status:** New Request

**Enter the Adjustment Justification:**

We have applied for a continuation grant for this project that starts 10/1/14. This extension will allow continuous operation of the program. We currently have enough funding to extend the grant for another month.

[Delete](#) [Add Item\(s\) to Adjustment](#)

[Go to the Certify Adjustment tab...](#)

**Notes by Grantee to OOG:**

Note from Grantee to OOG

[Save Note from Grantee to OOG](#)

Please complete the **Adjustment Request**, and then click on the **Certify Adjustment** tab to submit your changes to OOG.

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**TRAVIS COUNTY  
FY 14 GRANT SUMMARY SHEET**

Contract #:

SAP #:

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

|  |   |   |                                 |
|--|---|---|---------------------------------|
| Grant Title:   | Southwest Travis County Historical Survey                         |   |                                 |
| Grant Period:  | From: <input type="text"/> May 15, 2014                           | To: <input type="text"/> September 30, 2015 |                                 |
| Fund Source:   | Federal: <input checked="" type="checkbox"/>                      | State: <input type="checkbox"/>             | Local: <input type="checkbox"/> |
| Grantor:   | Texas Historical Commission                                       |   |                                 |
| Will County provide grant funds to a sub-recipient?  | Yes: <input type="checkbox"/>                                     | No: <input checked="" type="checkbox"/>     |                                 |
| Are the grant funds pass-through from another agency? If yes, list originating agency below. | Yes: <input checked="" type="checkbox"/>                          | No: <input type="checkbox"/>                |                                 |
| Originating Grantor:   | U.S. Department of the Interior through the National Park Service |   |                                 |

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

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

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

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

**PBO Recommendation:**

The Historical Commission is requesting Commissioners Court approval to accept an award for a grant originating from the United States Department of the Interior, through the National Park Service, that will fund a historical survey of the Southwest portion of Travis County. The survey will complete the ongoing historical survey of the county by the Historical Commission.

The grant requires a cash match from the County. The department hopes to fulfill this with \$7,500 cash from the County, and in-kind funding from volunteer hours, not to exceed \$1,000 worth. The Historical Commission has a total budget for FY 2014 of \$1,942, which is not sufficient to cover the cash portion of the match internally. The grant application was presented with the notation that the department would need to request a transfer of \$7,500 from the Allocated Reserve to cover the amount, should the grant be awarded. A budget amendment for the associated transfer is also before the Commissioners Court for approval as a separate item.

PBO recommends approval of this grant award.

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

The Travis County CLG has been participating in the CLG grant program since receiving our designation in 2004. Our previous grants include historical surveys of East Austin, the City of Manor, Northeast Travis County, the Webberville Corridor survey and a grant to provide education curriculum for historical and archaeological materials related to the Ransom and Sarah Williams Farmstead. The proposed grant request is meant to further complete our ongoing historical inventory of the county and, if approved, will provide data on the southwest quadrant of Travis County. This area is in dire need of being inventoried due to the projected expansion of State 45 through the area and continued expansion/development from both Austin and Buda. The National Park Service requires a matching grant from the county. This NPS grant is passed through the Texas Historical Commission. We are requesting a \$8,500 grant from the NPS with a county match of \$7,500 from the county and the Travis County Historical Commission/CLG is to provide \$1,000 of in-kind services.

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

County funding requirements extend only to the completion of the project/survey, which is December 31, 2015.

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

The National Park Service requires a matching amount from the county. We are requesting a \$8,500 grant from the NPS which will require a county match of \$7,500 from the county. The Travis County Historical Commission/CLG is to provide \$1,000 of in-kind services through documented volunteer time.

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

No, the grant does not provide for indirect cost allocation.

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

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

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

This is an ongoing program. See #1.

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

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



Travis County  
Historical Commission

May 12, 2014

Travis County Commissioners Court  
Judge Sam Biscoe

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

The Travis County Historical Commission requests to be included on the May 27th Commissions Court agenda to present our latest CLG award. Attached is the award letter from the Texas Historical Commission, the original grant contracts will be presented for signatures at the court session. The Texas Historical Commission (THC) administers the Texas CLG Grant Program utilizing federal funding it receives from the U.S. Department of the Interior, National Park Service Historic Preservation Fund Program. The program serves as a resource for local governments desiring to maintain historical preservation projects. Permission to apply for the grant was given by the court on November 12, 2013.

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

Please review this item and place it on the May 27, 2013, Commissioner's Court agenda for their consideration and signature.

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

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

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

May 7, 2014

Bob Ward  
Travis County Historical Commission  
1707 Romeria Drive  
Austin, TX 78757

Re: 2014 Certified Local Government Award (TX-14-024).

The Texas Historical Commission, the state agency responsible for administering the Certified Local Government (CLG) program, is pleased to assist your community with FY2014 grant award. By now, you should have received an award letter. The U.S. Department of the Interior, National Park Service, provided funding for this grant under the provisions of the National Historic Preservation Act of 1966.

Please review the enclosed grant contracts and sign all documents where noted. Return one (1) complete contract packet and retain one copy for your records no later than 60 days upon receipt of this award letter. Failure to submit a signed contract before the commencement of any work (as well as participation in a grant orientation meeting, if applicable) for this project will forfeit the grant allocation and cause the Texas Historical Commission to reallocate the funds to another eligible grant recipient.

All grant recipients that have not received a previous CLG grant award must contact me at 512-463-7812 to schedule an orientation meeting involving the local project supervisor and the grant recipient's fiscal officer. The purpose of the orientation is to establish project priorities, formalize a budget, develop a timetable for completion, and discuss reimbursement procedures. The orientation meeting shall be scheduled following receipt of your contract documents. Also, please remember to include your CLG project number referenced above on all future correspondence.

We look forward to working with you on this worthwhile preservation endeavor. **Should you have any questions or if we can be of further assistance, please contact me at 512-463-7812.**

Sincerely,



Marcus W. Watson  
State CLG Coordinator



**FISCAL YEAR 2014 CERTIFIED LOCAL GOVERNMENT (CLG)  
GRANT CONTRACT  
TX-14-024**

**I. PARTIES**

The parties of this contract are the Texas Historical Commission, an agency of the State of Texas, hereinafter referred to as Commission; and **Travis County** hereinafter referred to as Grantee.

**II. PURPOSE**

This contract is entered into pursuant to a grant made to the Commission for fiscal year **2014** by the U.S. Department of the Interior, National Park Service, under the provisions of the National Historic Preservation Act of 1966, P.L. 89-665 (16 U.S.C. Sec. 470 f). This grant is made for the purpose of funding a project or projects to be undertaken by Grantee as a participant in the Certified Local Government program.

**III. SERVICES TO BE PROVIDED**

The following services are to be provided within the contract period on a schedule to be agreed upon by the parties to this contract. However, the services designated with specific deadlines must comply with those deadlines.

Products developed under this agreement must conform to the requirements of the Commission and the Project Proposal, as stipulated in the **Expected Products of Survey/Inventory Projects (Attachment B)**. Grantee will complete a survey and inventory report of Southwest Travis County, as described in the grant application. Survey data and report will comply with the Texas Historical Commission's state inventory form and standards.

Project personnel employed by the Grantee shall meet the **Standards for Professional Qualifications** as outlined in **36 CFR 61 (Attachment C)**, as appropriate to the scope of the project, and be employed by competitive procurement. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally-assisted programs on the basis of race, color, and/or national origin. Therefore the Grantee must sign **DI Form 1350 U.S. Department of the Interior Civil Rights Assurance (Attachment D)** and return the signed form to the Commission with this contract. In all cases the person(s) employed by the Grantee to complete the work specified in this contract must meet with the approval of the Commission. The professional staff hired must also contact the Commission's Certified Local Government staff prior to commencing work.

**IV. AMOUNT OF THE CONTRACT**

The total amount of this contract shall not exceed **\$8,500.00**. The Commission shall reimburse the Grantee exclusively from U.S. Department of the Interior grant-in-aid funds for historic preservation (Certified Local Government), and this contract is subject to the availability of those funds.

**V. PERIOD**

This contract shall commence on **May 15, 2014** and shall terminate on **December 31, 2015**. It is further agreed that all work associated with this project shall be completed by **September 30, 2015** and all materials stipulated in Attachments A and B and all reimbursement requests shall be submitted to the Commission by **October 31, 2015**.

An extension for completing materials stipulated in Attachment B may be granted by the Commission upon review and approval of a written extension request by the Grantee, provided that a draft of the grant product(s) has been previously reviewed and approved. The final product must be received by the Commission no later than **December 31, 2015**. All expenses incurred by the Grantee associated with work completed after **September 30, 2015** shall be considered ineligible for reimbursement under this grant contract.

Contract amendments may be submitted in writing using the **Contract Amendment Form (Attachment E)** at any time between **May 15, 2014** and **August 31, 2015** at the option of the Commission.

## **VI. INDEPENDENT CONTRACTOR**

The Grantee is a political subdivision. It is not an agency of the State of Texas. It is expressly understood and agreed that any subcontractor is an independent contractor and not an employee of the Texas Historical Commission. The Grantee or any subcontractor shall not be considered the agent, the servant, or the employee of the Commission for any purpose whatsoever.

## **VII. DOCUMENTATION AND PAYMENT**

Grantee may submit to the Commission, for its approval, a properly completed invoice for services rendered in compliance with all requirements of the contract as specified in the **Reimbursement Request Procedures and Required Records (Attachment F)**. Grantee will provide invoices to the Commission as costs are incurred and work is completed, but not more frequently than monthly.

It is further agreed that the Grantee will provide written quarterly updates on the Grant Product Quarterly Report Form as provided by the Commission on the progress of the grant product. Each update will outline the tasks completed and expenses incurred on the project and provide a timeline and status of the overall project. The Grant Product Quarterly Report will be due on **August 30, 2014, December 31, 2014, April 30, 2015, and August 30, 2015**. **Failure to submit quarterly reports as required on a timely basis may constitute breach of this grant contract and result in forfeiture of the grant.**

Reimbursement to the Grantee shall be on a matching basis as outlined in the Project Notification's Budget section, if applicable, subject to receipt of funds from the National Park Service and successful completion of all project work activities. The Commission agrees to pay the Grantee up to **\$8,500.00** in federal funds. The Grantee agrees to contribute matching share, either donated services or cash match, for a minimum total of **\$8,500.00** or **50%** of eligible costs, whichever is less.

Such payments shall be made as requested for services actually rendered, or if mutually agreed, in one lump sum upon completion and approval of all the requirements set forth in this agreement. It is further agreed that a sum not to exceed 25% of the total grant award will be retained by the Commission until the following have occurred: (a) Commission review of the draft project materials and comments incorporated into the project; (b) receipt of two (2) detailed and documented final completion reports; and (c) receipt of properly documented reimbursement materials.

Subject to the limitations of the contract, the Commission's payments will be made in accordance with the Texas Prompt Payment Act.

## **VIII. OWNERSHIP OF PRODUCTS OF THIS CONTRACT**

All material, concepts and products produced, developed or conceived by the Grantee during or arising out of the contract shall remain the property of the Commission. The Grantee shall have an unrestricted right to use any or all materials so produced, developed, or conceived at no additional cost. **Pursuant to the stipulations in Attachment B a minimum of two (2) copies of all final products and completion reports, if applicable (Attachment H)** 23



are to be supplied to the Commission before final reimbursement is made. All materials published, printed or used for public distribution funded in whole or in part by this grant shall note the following on the materials:

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

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

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

## **IX. TERMINATION**

Either party to this contract may terminate by giving seven days written notice to the other party. In the event notice of termination is given, all work by Grantee shall cease and no amount shall be paid by the Commission for work performed following receipt of notice of termination by Grantee. Grantee shall be paid for all work performed prior to the notice of termination in accordance with the terms of the contract. Final invoices shall be submitted to the Commission not later than 30 days following the date of termination of this contract.

## **X. APPLICABLE LAWS**

This contract shall be governed by and construed in accordance with the laws of the State of Texas and the rules and policies of the Commission. All projects funded under the Certified Local Government program must meet the Secretary of the Interior's Standards. The Standards can be accessed at the National Park Service web site: [www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](http://www.nps.gov/history/local-law/arch_stnds_0.htm).

## **XI. AUDIT**

The Commission may audit the Grantee's records to verify the costs or expenses incurred in the performance of this contract or may, at its option, require an audit of the Grantee's records by an independent accounting firm, at the Grantee's expense, or by Federal auditors to verify costs or expenses incurred in the performance of the contract. The Grantee shall keep accurate financial records available for audit for three years from the project end date. In addition to the terms detailed in this Agreement, all federal requirements governing grants (Office of Management and Budget Circulars A-87 or A-122, A-102 or A-110, A-133, and A-128) are applicable.

## ATTACHMENTS

The following documents are included in and shall be a part of this contract for all purposes:

- Attachment A: Project Notification
- Attachment B: Expected Products
- Attachment C: 36 CFR 61, Standards for Professional Qualifications
- Attachment D: DI Form 1350, Civil Rights Assurance
- Attachment D.1: Assurances for Consultants or Subcontractors
- Attachment E: Fiscal Year 2013 Certified Local Government (CLG) Contract Amendment
- Attachment F: Reimbursement Request Procedures & Required Records
- Attachment G: Grant of Easement
- Attachment H: Completion Report
- Attachment I: Equal Opportunity Clause
- Attachment J: Standard Federal Equal Employment Opportunity Construction Contract Specification
- Attachment K: Certification of Non-Segregated Facilities
- Attachment L: Construction Specification Terms

This contract is the entire agreement between the parties. Any changes, deletions, extensions, or amendments to this contract shall be in writing and signed by both parties to the contract. Any other attempted changes, including oral modifications, written notices that have not been signed by both parties, or other modifications of any type, shall be invalid. In some cases, adjustment of the contractual requirements may be necessary pursuant to recommendations by the Certified Local Government Program, Texas Historical Commission, with the approval of the U.S. Department of the Interior.

The parties to the contract accept the terms of this contract. Persons signing are expressly authorized to obligate the parties to the terms of this contract.

**TEXAS HISTORICAL COMMISSION:**

**GRANTEE:**

Mark Wolfe  
Signature

\_\_\_\_\_  
Signature

Mark Wolfe, Executive Director  
Typed Name & Title

\_\_\_\_\_  
Typed Name & Title of Chief Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**THIRD PARTY DESIGNEE: (IF APPLICABLE)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name & Title of Delegated Third Party

\_\_\_\_\_  
Date

**APPROVED AS TO FORM BY:**

Joe H. Thrash  
Signature

Joe H. Thrash, Assistant Attorney General  
Typed Name & Title

4/25/14  
Date

Texas Historical Commission  
P.O. Box 12276  
Austin, TX 78711-2276  
512.463.6100  
fax 512.475.4872  
thc@thc.state.tx.us



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## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT B

### EXPECTED PRODUCTS OF HISTORIC RESOURCES SURVEY AND INVENTORY PROJECTS

Surveys are a process of identifying and gathering data on a community's historic resources. In as comprehensive a manner as possible, surveys document all potentially historic buildings, objects, structures, sites and districts within a given geographical boundary. Surveys assign high, medium or low priority rankings to these resources. Initial identification is followed by a phase that concentrates on high priority properties, generally those which may be eligible for inclusion in the National Register of Historic Places. Such resources are of significance in American history, architecture, archeology and culture, and generally are more than 50 years of age. The full range of products for a historic resources survey includes the following, with representative samples appended.

**Two (2) copies (one bound hard copy and one electronic copy archival CD or DVD-R) of the report and all photographic documentation, maps, etc. shall be submitted.**

- A **Texas Historic Sites Inventory Form** must be provided for every NRHP-eligible (e.g. individual or contributing to a district) property in the survey area. Utilize the THC survey database form (in Microsoft Access software format).
- **Photo documentation** for all surveyed sites must be provided. Color digital images, saved in 8-bit (or larger) color format, must be used and named in a manner which will help identify them in isolation from the survey. Save survey images as JPGs, but do not alter the images (other than naming the files) before saving them to a CD or portable media for submission to the THC. In addition, a second set of digital images are encouraged which shall include all NRHP-eligible properties and representative streetscapes. Digital format shall consist of: JPEG; 300dpi resolution; 3000x2000 in size; and submitted on archival CD or DVD-R. Proper identification of each view must be provided with all photo documentation, utilizing the standard 2-letter Texas county abbreviations recognized by TARL. Photos taken with camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution will not be accepted.
- **Detailed Maps** must identify the location of all surveyed properties and districts. Local maps (preferably with building footprints) or USGS 7.5 series maps may be used to identify clearly surveyed sites and their site numbers. A figure for the total number of acres surveyed must also be provided. Maps developed using GIS data is encouraged but not required.
- A **Final Report** must outline the survey's purpose and methodology. In addition, observations about the background history of the area, patterns of settlement, development trends and resource distribution shall be included. Results should discuss analysis, implications and recommendations for local, state and federal historical designation and other appropriate preservation methods. This report must be in conformance with the *U.S. Secretary of the Interior's Guidelines for Identification*.
- All of the above-mentioned products become the property of the THC upon completion of the grant project. Survey and inventory projects may modify the full range of products, as specified by the attached Project Proposal.

# TEXAS HISTORICAL COMMISSION

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## ATTACHMENT C

### STANDARDS FOR PROFESSIONAL QUALIFICATIONS

To insure that appropriate historical, architectural, archeological and cultural properties are identified for public benefit through grant-in-aid assistance, the following minimal professional standards for historical, architectural and archeological documentation have been established by the Preservation Assistance Division of the National Park Service. Persons supervising grant projects must be professionally qualified in accordance with 36 CFR 61 as follows:

#### Appendix A to Part 61 — Professional Qualifications Standards

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

- (a) **History.** The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:
- (1) At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
  - (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
- (b) **Archeology.** The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:
- (1) At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
  - (2) At least four months of supervised field and analytic experience in general North American archeology; and
  - (3) Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

- (c) **Architectural history.** The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

- (1) At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
  - (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
- (d) **Architecture.** The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a State license to practice architecture.
- (e) **Historic Architecture.** The minimum professional qualifications in historic architecture are a professional degree in architecture or State license to practice architecture, plus one of the following:
- (1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
  - (2) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.

**TEXAS HISTORICAL COMMISSION**

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**ATTACHMENT D**

**U.S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE**

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and sub-recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

|   |                                       |
|---|---------------------------------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE                                 |
| APPLICANT/ORGANIZATION                      | DATE SUBMITTED                        |
| APPLICANT/ORGANIZATION MAILING ADDRESS      | BUREAU OF OFFICE EXTENDING ASSISTANCE |

## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT D.1

### ASSURANCES FOR CONSULTANTS OR SUBCONTRACTORS

The consultant or subcontractor will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulations (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the consultant or subcontractor receives financial assistance from Department of the Interior, National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

This Assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property discounts, or other federal financial assistance extended after the date hereof to the consultant or subcontractor, including installment payments after such date on account of arrangements for federal financial assistance which were approved before such date. The consultant or subcontractor recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the consultant or subcontractor, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the consultant or subcontractor.

DI 1350 Addendum. Also agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the consultant or subcontractor receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

18 USC 1913. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, will be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to Members of Congress on the request of any Member of Congress, thorough the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

Whoever, being an officer or employee of the United States or of any department or agency thereof, violates or attempts to violate this section, shall be fined not more than \$500 or imprisoned not more than one year, or both; and after notice and hearing by the superior officer vested with the power of removing him, shall be removed from office or employment. (June 25, 1948, ch. 645, 62 Stat. 792.)

DI 1954. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. Lower Tier Cover Transactions.



This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.5.10, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18<sup>th</sup> and C streets, N.W., Washington, D.C. 20240.

- (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.

\_\_\_\_\_  
Consultant/Subcontractor

\_\_\_\_\_  
Date

TEXAS HISTORICAL COMMISSION

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**ATTACHMENT E**

**FISCAL YEAR 2014 CERTIFIED LOCAL GOVERNMENT (CLG)  
CONTRACT AMENDMENT**

Amendment to CLG Grant Number:

Title:

1. Subgrantee:

Contact:

Address:

Phone:

2. Amendment Type (Please select one below)

Matching Share – must include revised Budget Summary

Budget – must include revised Budget Summary

Scope – must include revised Project Description

30 Day No Cost Extension\* – must include explanation

**\* 30 Day No Cost Extension does not extend September 30 deadline for expending CLG funds. Regardless of extension all CLG funds must be expended by September 30 and reimbursements submitted to the THC no later than October 31.**

**Note: Contract Amendment will not be effective until approved in writing by the Texas Historical Commission. The change must be noted in the future quarterly report.**

**SUBMITTED BY:**

\_\_\_\_\_  
Signature of Grantee

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature of Third Party Designee

\_\_\_\_\_  
Signature Date

**APPROVED BY:**

\_\_\_\_\_  
Signature of State Historic Preservation Officer

\_\_\_\_\_  
Approval Date

## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT F

### REIMBURSEMENT REQUEST PROCEDURES AND REQUIRED RECORDS

The required reimbursement procedures and format are found in this chapter. Requests must be received by THC no later than October 31, 2015, and may be submitted electronically as a pdf file or hard copy by US mail, or local land-carrier service. Each request must be separated accordingly per grant number. Requests for payment shall be accompanied by complete documentation, including receipts for all expenses and all products identified in the approved application. Non-federal or match share should be documented in the same method as federal expenditures. Acceptable documentation must show:

1. invoices in the name of the CLG;
2. invoice dates within the project/contract period;
3. purchase price compatible with the estimated budget costs;
4. purchase(s) relevant to the scope of the project/contract;
5. copies of properly endorsed cancelled checks (**both front and back**);
6. evidence that invoices were properly approved for payment including evidence that discounts and other credits were deducted and evidence that merchandise/services were received;
7. copies of daily time records including supervisor's verification of time worked, and evidence of employees' rates of pay including justification for rates paid;
8. evidence that work was accomplished in accordance with the terms of the grant agreement and evidence that the method for selecting professional services was accomplished in accordance with federal procurement requirements.

Grant participants should maintain any other documentation that might be useful to an auditor in verifying the propriety of the procedures used and compliance with federal and state regulations.

CLG's must retain financial records, supporting documents, statistical records, and all other records pertinent to a grant for a period of three years or until an acceptable audit has been performed and resolved. The three-year retention period begins from the date of the submission of the final expenditure report. The grant participant will provide access to, and the right to examine, all records, books, papers or documents related to the grant to authorized representatives of the Texas Historical Commission. Only items listed in the approved Budget and Application will be approved for payment.

Under the "Single Audit Act of 1984," a single, comprehensive, organization-wide audit of local governments receiving any federal funds will be conducted. Governments that receive \$100,000 or more in federal funds from all sources during their fiscal year will be required to have a single audit. Governments receiving between \$25,000 and \$100,000 federal assistance have the option of having a single audit or complying with any applicable audit requirements of the individual grants they have received. Governments receiving less than \$25,000 are exempt from the act. The CLG is responsible for covering the cost of the audit.

# TEXAS HISTORICAL COMMISSION

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## 1. Time Sheets

Each employee or volunteer engaged in activities to be claimed against the grant must submit a time sheet signed by the employee/volunteer and the supervisor. Such records must show the actual hours worked, date worked and the specific duties performed. The records should also indicate the basis for determining the rate of the volunteer's contributions. Employees can claim their regular hourly wage. Time sheets must certify no other federal funds were used to pay salaries and that their salaries were not used as match for other federal grants.

Volunteers must claim a reasonable wage rate. Professionals may claim their standard professional wage if volunteering professional services. In any case, hourly wages may not exceed the maximum rate of \$74.92/hour. A sample volunteer time sheet is attached under miscellaneous forms attached.

## 2. Travel

The miscellaneous forms include a travel record. This identifies traveler, dates of travel, mileage, lodging, costs of meals and other miscellaneous travel expenses. Receipts for all expenses are required. See attached allowable travel rates for limits.

## 3. Miscellaneous Expenses

Proper documentation for miscellaneous expenses includes that information identified in the beginning of this attachment. Following this attachment are additional sample records for miscellaneous volunteer costs.

## 4. Subcontracts

All services and products must be procured according to federal procurement standards set forth in OMB Circulars A-87 and A-112. If the government is not doing the actual work, it must execute a contract with the subgrantee – i.e., professional consultant, local historical society, individuals, etc.

All subcontracts must include the Assurances for Consultants and Subcontractors, attached. A very simple letter of agreement to be used as a guide is found in Attachment C. Since each local government may have different requirements, the appropriate local official should review this letter.

A copy of the contract between the CLG and a subgrantee must be sent to the SHPO for audit purposes.

## 5. Payment Schedule

Reimbursement payments to the CLG will be made according to the schedule outlined in the contract:

- (a.) after an acceptable billing and final product have been approved by the SHPO; and
- (b.) when federal funds become available to the State.

6. If there is more than one activity identified under the grant, each expense must be attributed to a specific activity to evaluate actual costs versus proposed costs. For example, if a grant funded both National Register nominations and survey, the billing must show each expense allocated to either nominations or survey.

7. For your guidance, the following is the checklist used by the SHPO to evaluate a CLG's billing:

- \_\_\_\_\_ (a.) Signed invoice from the local government to the SHPO with federal tax identification number.

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## TEXAS HISTORICAL COMMISSION

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- \_\_\_\_\_ (b.) Copies of vendors' invoices showing evidence that:
  - i. invoices are in the name of the CLG.
  - ii. invoice dates are within the project period.
  - iii. purchase price is compatible with the estimated budget cost.
  - iv. purchases are relevant to the project's scope.
  
- \_\_\_\_\_ (c.) Copies of receipts or properly endorsed cancelled checks (**front and back**).
  
- \_\_\_\_\_ (d.) Evidence of approved extensions and amendments to CLG subcontracts.
  
- \_\_\_\_\_ (e.) Evidence that invoices were properly approved for payment including:
  - i. evidence that discounts and other credits were deducted.
  - ii. evidence that merchandise/services were received.
  
- \_\_\_\_\_ (f.) Copies of daily time records (including supervisor's verification).
  
- \_\_\_\_\_ (g.) Evidence of employees' rates of pay (including justification for rate paid), and verification no other federal funds are used for this purpose.
  
- \_\_\_\_\_ (h.) Evidence that work was accomplished in accordance with the terms of the grant Memorandum of Agreement (final project report or products) and records to document the process are submitted).
  
- \_\_\_\_\_ (i.) Evidence that the method for selecting professional services was in accordance with Federal procurement requirements.
  
- \_\_\_\_\_ (j.) Comparisons schedule showing proposed costs vs. actual costs.

## TEXAS HISTORICAL COMMISSION

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### ALLOWABLE TRAVEL RATES

The Commission will reimburse a participant traveling for purposes of the program when identified in the Application. Since travel allowances may vary among federal, state or local organizations, a traveler will be reimbursed the lowest allowed amount. Check with a representative of your local government to verify local rates. Receipts for all expenses must accompany request for reimbursement.

Lodging: \$83/night\*

Mileage: \$0.465/mile

Meals: \$46/day\*

\* Lodging and meal rates may vary upon location. To check the current rates for your location, please visit the U.S. General Services Administration web site at: [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)

### MISCELLANEOUS FORMS

The following are versions of time sheets, travel records and donated materials forms. Although it is not necessary to use these specific forms, it is necessary to record the name of the laborer, name of supervisor, date of donation to ensure it falls within the grant period and value of donation on any form used. If desired, SHPO staff will review any proposed format to ensure compliance with these requirements.

TEXAS HISTORICAL COMMISSION

BILLING STATEMENT FORMAT

[Date]

TO: Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276

FROM: [Name & Address of Certified Local Government]
TAX IDENTIFICATION NUMBER: \_\_\_\_\_

RE: CLG Billing

Enclosed is documentation to support a billing for \$[amount] to cover work done under the grant contract number TX-11-[XXX] dated [initial date of contract] for [activity] as identified in the Project Notification received as part of the contract. I certify no other Federal funds were used for either the match or actual expenditures incurred during the execution of this project.

Please send the above amount to:

[Name & Address of CLG and/or department to receive funds]

Table with 5 columns: Activity, PROPOSED (Federal, Match), ACTUAL (Federal, Match). Rows for Activity.

Sincerely,

\_\_\_\_\_ (Original Signature)

[Name]
[Title/Office]

- Enclosures:
time sheets
receipts
cancelled checks or copies of bank statements
copies of final products

# TEXAS HISTORICAL COMMISSION

\_\_\_\_\_ Historic Preservation Commission

VOLUNTEER'S NAME \_\_\_\_\_

### TIME SHEET

| Date          | Project _____ | Project _____ | Project _____ | Hours X Rate = Total |
|---------------|---------------|---------------|---------------|----------------------|
|               |               |               |               |                      |
|               |               |               |               |                      |
|               |               |               |               |                      |
|               |               |               |               |                      |
|               |               |               |               |                      |
|               |               |               |               |                      |
|               |               |               |               |                      |
|               |               |               |               |                      |
| <b>Totals</b> |               |               |               |                      |

### PROJECT OR ACTIVITY EXPENSES

| Date | Project number | Item (attach receipt) | Amount |
|------|----------------|-----------------------|--------|
|      |                |                       |        |
|      |                |                       |        |
|      |                |                       |        |
|      |                |                       |        |

### MILEAGE RECORD

| Date | Project number | Odometer Start | Odometer Finish | Total Miles X \$.445 |
|------|----------------|----------------|-----------------|----------------------|
|      |                |                |                 |                      |
|      |                |                |                 |                      |
|      |                |                |                 |                      |
|      |                |                |                 |                      |

Project 1: \_\_\_\_\_ Project 2: \_\_\_\_\_  
 Project 3: \_\_\_\_\_ Project 4: \_\_\_\_\_

I certify that the work donated towards the completion of this project was not used as match for any other project and that it was completed during the grant period.

\_\_\_\_\_  
 Volunteer Date Supervisor Date



**TEXAS HISTORICAL COMMISSION**

---

**TRAVEL RECORD**

Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

| DATE AND TIME OF DEPARTURE | ORIGIN/ DESTINATION | MEALS | LODGING | OTHER (IDENTIFY) | TRANSPORTATION |
|----------------------------|---------------------|-------|---------|------------------|----------------|
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
|                            |                     |       |         |                  |                |
| Totals:                    |                     |       |         |                  |                |

Auto miles: \_\_\_\_\_ miles X \$.465/mile = \_\_\_\_\_

Total Amount for Travel: \_\_\_\_\_

\_\_\_\_\_  
Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Enc.: Receipts

**TEXAS HISTORICAL COMMISSION**

**DONATED LABOR TIME SHEET**

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Name of Volunteer

\_\_\_\_\_  
Type of Work Performed

Hourly rate based on \_\_\_\_\_  
\_\_\_\_\_

A person donating time to a project will be paid at minimum wage unless professionally skilled in the work being performed on the project (photographer taking pictures or data entry done by skilled person). When this is the case, the wage rate the individual is normally paid for performing this service may be charged to the project.

| DATE               | DESCRIPTION OF WORK | NUMBER OF HOURS X RATE = |
|--------------------|---------------------|--------------------------|
|                    |                     |                          |
|                    |                     |                          |
|                    |                     |                          |
|                    |                     |                          |
|                    |                     |                          |
|                    |                     |                          |
|                    |                     |                          |
|                    |                     |                          |
|                    |                     |                          |
|                    |                     |                          |
|                    |                     |                          |
|                    |                     |                          |
| Value of Donation: |                     |                          |

I certify that the work donated towards the completion of this project was not used as match for any other project and was completed during the grant period.

\_\_\_\_\_  
Signature of Volunteer                      Date

\_\_\_\_\_  
Signature of Supervisor                      Date

TEXAS HISTORICAL COMMISSION

**VALUE OF DONATED MATERIAL AND EQUIPMENT**

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Donor

| Description of Material Donated | Date of Donation | Fair Value | Basis of Value |
|---------------------------------|------------------|------------|----------------|
|                                 |                  |            |                |
|                                 |                  |            |                |
|                                 |                  |            |                |
|                                 |                  |            |                |
|                                 |                  |            |                |
|                                 |                  |            |                |
|                                 |                  |            |                |
|                                 |                  |            |                |
|                                 |                  |            |                |
|                                 |                  |            |                |
| Total Value of Donation:        |                  |            |                |

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Supervisor

\_\_\_\_\_  
Date



**TRAVIS COUNTY  
FY 14 GRANT SUMMARY SHEET**

Contract #:

SAP #:

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

|  |  |   |  |
|--|--|---|--|
| Grant Title:   | National 4-H Council - Exploring Your Environment After-school Grant |   |  |
| Grant Period:  | From: <input type="text" value="Apr 1, 2014"/>                       | To: <input type="text" value="Dec 15, 2014"/> |  |
| Fund Source:   | Federal: <input type="checkbox"/>                                    | State: <input type="checkbox"/>               | Local: <input checked="" type="checkbox"/> |
| Grantor:   | National 4-H Council   |   |  |
| Will County provide grant funds to a sub-recipient?  | Yes: <input type="checkbox"/>  | No: <input checked="" type="checkbox"/>       |  |
| Are the grant funds pass-through from another agency? If yes, list originating agency below. | Yes: <input checked="" type="checkbox"/>                             | No: <input type="checkbox"/>                  |  |
| Originating Grantor:   | Disney Worldwide Conservation Fund                                   |   |  |

| Budget Categories  | Grant Funds | County Cost Share | Budgeted County Contribution #595010 (Cash Match) | In-Kind | TOTAL     |
|--------------------|-------------|-------------------|---|---------|-----------|
| Personnel:         | \$ 20,000   | \$ 0              | \$ 0  | \$ 0    | \$ 20,000 |
| Operating:         | \$ 0        | \$ 0              | \$ 0  | \$ 0    | \$ 0      |
| Capital Equipment: | \$ 0        | \$ 0              | \$ 0  | \$ 0    | \$ 0      |
| Indirect Costs:    | \$ 0        | \$ 0              | \$ 0  | \$ 0    | \$ 0      |
| Totals:            | \$ 20,000   | \$ 0              | \$ 0  | \$ 0    | \$ 20,000 |
| FTEs:              | 3.50        | 0.00              | 0.00  | 0.00    | 3.50      |

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

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

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| Performance Measures                 |  |  |                         |                         |                         |
|--------------------------------------|--|--|-------------------------|-------------------------|-------------------------|
| #                                    | Measure                                    | Actual FY 12 Measure                                   | Projected FY 13 Measure | Projected FY 14 Measure | Projected FY 15 Measure |
| + - Applicable Departmental Measures |  |  |                         |                         |                         |
| 1.                                   | Educational Contacts                       | 296,367  | 260,000                 | 280,000                 | 280,000                 |
| 2.                                   |  |  |                         |                         |                         |
| 3.                                   |  |  |                         |                         |                         |
| + - Measures for the Grant           |  |  |                         |                         |                         |
| 1.                                   | Students enrolled in after-school programs | NA   | NA                      | NA                      | 200                     |
| Outcome Impact Description           |  | Number of students served by National 4-H grant funds. |                         |                         |                         |
| 2.                                   |  |  |                         |                         |                         |
| Outcome Impact Description           |  |  |                         |                         |                         |
| 3.                                   |  |  |                         |                         |                         |
| Outcome Impact Description           |  |  |                         |                         |                         |

**PBO Recommendation:**

Health and Human Services and Veterans Service is requesting Commissioners Court approval for a grant to expand and enhance the 4-H CAPITAL after-school program.

Travis County 4-H CAPITAL is an existing program within HHSVS. The grant, for \$20,000, does not require a County Match and the grant does not allow indirect costs. There are no long-term funding requirements of this grant and PBO recommends approval of this grant award acceptance.

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

National 4-H Council and the Disney Worldwide Conservation Fund are providing grants for programs that encourage youth in urban markets to explore nature and the outdoors via afterschool and/or day camp programs. The target audiences are urban, diverse, or underserved youth. These youth will be provided with opportunities to learn about the environment through indoor and outdoor activities that will help them develop lifelong habits of conservation. The program can be tailored to complement current after-school programs in the key target markets. These are the key markets:

- California - Los Angeles, Anaheim, San Francisco
- New York - New York City
- Texas - Austin
- Hawaii - Oahu
- Florida - Orlando, Kissimmee.

Travis County 4-H CAPITAL currently provides after-school enrichment programs at various elementary and middle schools each week during the school year and at summer camps. These programs focus on science and technology, environmental education, outdoor education, and life skills. 4-H CAPITAL uses a combination of county money, revenue contracts with certain schools, and an AmeriCorps grant to fund these programs. The National 4-H grant will help make up for an anticipated reduction in the amount coming in from revenue contracts during the 2014-2015 school year. The National 4-H grant funds will be spent during the fall semester of 2014.

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

None.

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

There is no cash or in-kind match requirement.

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

This grant does not allow indirect costs.

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

Travis County 4-H CAPITAL will continue to offer after-school programs once the grant ends but probably not at as many locations.

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

This grant enhances the work already being done by Travis County 4-H CAPITAL.

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

The grant will allow 4-H CAPITAL to maintain the number of sites where it offers after-school programs without increasing General Fund expenditures. This helps maintain the departmental performance measure for educational contacts.



**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:** May 5, 2014

**TO:** Members of the Commissioners Court

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

**SUBJECT:** National 4-H Council grant

**Proposed Motion:**

Consider and take appropriate action to approve a \$20,000 grant from the National 4-H Council to help fund the 4-H CAPITAL after-school program.

**Summary and Staff Recommendations:**

National 4-H Council and the Disney Worldwide Conservation Fund are providing grants for programs that encourage youth in urban markets to explore nature and the outdoors via afterschool and/or day camp programs. The target audiences are urban, diverse, or underserved youth. These youth will be provided with opportunities to learn about the environment through indoor and outdoor activities that will help them develop lifelong habits of conservation. The program can be tailored to complement current after-school programs.

Travis County 4-H CAPITAL currently provides after-school enrichment programs at various elementary and middle schools each week during the school year and at summer camps. These programs focus on science and technology, environmental education, outdoor education, and life skills. 4-H CAPITAL uses a combination of Travis

County money, revenue contracts with certain schools, and an AmeriCorps grant to fund these programs. The National 4-H grant will help make up for an anticipated reduction in funding coming from revenue contracts during the 2014-2015 school year.

TCHHSVS staff recommends approving this grant.

**Budgetary and Fiscal Impact:**

The grant is \$20,000. There is not a cash or in-kind match. The grant is revenue neutral. It will not increase the General Fund budget. The \$20,000 will be used during the 2014 fall semester.

**Issues and Opportunities:**

Studies show that students who participate in after-school programs have fewer behavior problems, handle conflict better, show improved social skills and enhanced academic performance. Travis County 4-H CAPITAL programs differ from more traditional programs by offering hands-on activities that reinforce key concepts in the curriculum.

**Background:**

Travis County 4-H CAPITAL is a non-profit organization affiliated with the Texas A&M AgriLife Extension Service. The Extension Service provides a variety of educational programs for county youth and adults.

Cc: Dolores Sandmann, Director, Texas A&M AgriLife Extension Service  
Nicki Riley, CPA, CMA, Travis County Auditor  
Patty Lennon, 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





**NATIONAL 4-H  
COUNCIL**

2014 Exploring Your Environment Program

Sub-grant Agreement

Between

Travis County, through

Travis County Health and Human Services and Veterans Service

and

National 4-H Council

Made by and between Travis County, through Travis County Health and Human Services and Veterans Service, having offices at 700 Lavaca St., Austin, Texas 78701, and other locations, (hereinafter "Sub-grantee"), and National 4-H Council, having offices at 7100 Connecticut Avenue, Chevy Chase, Maryland 20815 (hereafter "Council")(also "Party" or "Parties" as appropriate).

WHEREAS, Council wishes to obtain, and Sub-grantee wishes to furnish, the program services described in Attachment A (Request for Proposal) and Attachment B (Proposal), in accordance with the terms and conditions of this Agreement and said Attachments. This Agreement and all attachments hereto shall be collectively referred to as the "Sub-grant Documents."

NOW, THEREFORE, in consideration of the mutual promises, covenants, undertakings and agreements set forth herein, the Parties mutually agree as follows:

1. The period for performance hereunder commences on April 1, 2014, when signed by all Parties, and expires on December 15, 2014.
2. The Sub-grantee will perform the activities and provide the services described in Attachments A and B (together referred to as the "Services") during the periods set forth therein.
3. (A) In consideration of performing the Services, Council will pay to Sub-grantee the sum of \$20,000.00 (the "Sub-grant"), as follows:
  - 75% of the Sub-grant within 10 business days after Council's receipt and acceptance of a properly executed Sub-grant Agreement;
  - 25% of the Sub-grant within 10 business days after Council's receipt and acceptance of the required Final Project Report (due December 5, 2014).

(B) The compensation set forth in this paragraph 3 represents the entire financial responsibility of Council and Sub-grantee and Sub-grantee's consultants, agents, servants and employees, if any, will not be entitled to receive any severance, retirement or other employee benefits from Council. Council will not be responsible for federal, state, or local income tax wage withholdings, Social Security and unemployment insurance payments or workers' compensation benefits.

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(C) Notwithstanding the foregoing, in the event that Sub-grantee fails to perform its obligations hereunder or otherwise materially breaches this Agreement, Council shall be entitled to reimbursement of the amount paid hereunder or such lesser amount as the parties may agree. Sub-grantee will provide access to and Council will have the right to examine any of the Sub-grantee's directly pertinent records involving transactions related to this Agreement, during normal business hours and with reasonable advance notice for a period of three (3) years following expiration or termination of this Agreement.

4. Grant funds awarded under this Agreement may not be used for the renovation or refurbishment of facility space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition or construction of buildings or facilities. In addition, there is no provision for indirect costs or administrative overhead expenses to be covered with grant funds. Sub-grantee's failure to adhere to the foregoing or to furnish acceptable evidence of compliance with the approved budget or financial reporting requirements shall constitute cause for return of all or a portion of payments made hereunder.

5. Sub-grantee must ensure that its program does not violate any rules, regulations or laws as applicable or appropriate within its state.

6. If Sub-grantee wishes to make any change in (1) approved goals or objectives, (2) approved project leadership or other key project personnel, (3) payment provisions, (4) method of performing substantive programmatic work, (5) budget, or (6) schedule or period of performance, Sub-grantee shall submit a request for approval in writing to Council's Account Manager. In no event shall Sub-grantee undertake any such change unless prior written approval has been received. No approval will be granted for any change outside the scope of the original approved project or inconsistent with the terms of the Sub-grant Documents.

7. Sub-grantee is an independent entity in the performance of this Agreement. As an independent entity, the Sub-grantee will be free to decide the means by which required services will be furnished; provided that Sub-grantee must furnish the services for which it is responsible. Sub-grantee may not subcontract or assign any of the services to be performed by it hereunder without the prior written consent of Council. Nothing contained in this Agreement shall be construed (1) as creating any representative, agency or employment relationship between the Parties, (2) as granting a Party any authority or right to assume, create or undertake any obligation of any kind whatsoever, expressed or implied, on behalf of or in the name of the other Party without the express prior written consent of the other Party, or (3) as creating any fiduciary relationship of any nature between the parties, except that the parties shall act in good faith in all dealings with each other.

8. (A) Each party shall carry at its expense the types of insurance or self-insurance, including general comprehensive liability insurance, as are in accordance with industry standards and/or as may be required by any applicable laws or regulations, to cover itself, its employees, consultants and agents.

(B) Upon request, Sub-grantee shall furnish to Council a Certificate of Insurance showing the date(s) of expiration and limits of liability for all such insurance and will notify Council promptly in the event of any cancellation or modification of such insurance.

(C) Sub-grantee acknowledges and represents that it will be responsible for any claim for personal injury or property damage asserted by a third party and arising out of or related to the Services which it has furnished hereunder, to the extent that a court of competent jurisdiction determines Sub-grantee to be at fault or otherwise legally responsible for such claim.

(D) Nothing set forth herein with respect to the type or limits of insurance coverage shall limit a Party's obligations hereunder for claims determined to be its responsibility.

9. All information concerning Council, and its officers, directors and members, whether prepared by Council, its advisors or otherwise and regardless of the form of communication, which has been or is furnished to Sub-grantee by or on behalf of Council or which Sub-grantee learns during the term of this Agreement shall be treated as confidential, shall not be disclosed in any manner without the prior written consent of Council and shall not be used to the detriment of the Council or its officers, directors or members, unless such disclosure is required by law. The Parties agree that this Subgrant, all performance under this Subgrant, and all information obtained by County in connection with this Subgrant is subject to applicable provisions of the Texas Public Information Act, TEX. GOVT. CODE, Chapter 552, and all legal authorities relating to such Act, including decisions and letter rulings issued by the Texas State Attorney General's Office; and Contractor agrees to provide County, citizens, public agencies, and other interested parties with reasonable access to all records pertaining to this Subgrant subject to and in accordance with the Texas Public Information Act.

10. Council may assert copyright on materials received as deliverables in the performance of the work of this agreement. Sub-grantee shall have the right to a non-transferable, irrevocable, worldwide, royalty-free, non-exclusive license to use, reproduce, publish or re-publish, or otherwise disseminate such copyrighted materials for educational purposes.

11. This Agreement shall terminate immediately if (i) Council is dissolved, (ii) Sub-grantee is dissolved, or (iii) Sub-grantee fails or is unable to perform the Services in the manner and according to the schedule set forth herein. In addition, either Party may terminate this Agreement for any reason upon thirty (30) days written notice to the other Party. In the event that this Agreement terminates or is terminated per items (ii) or (iii) hereof or is terminated by Sub-grantee without cause, Council shall be entitled to reimbursement of all amounts paid hereunder except to the extent of the value of program deliverables actually received prior to termination.

12. Sub-grantee will not assign any of its rights or delegate any of its duties hereunder without the prior written approval of Council.

13. Sub-grantee represents that it is not prohibited from entering into this Agreement and performing in accordance with its terms, and that Sub-grantee's actions in connection with this Agreement are, and at all times will be, in compliance with all applicable laws and regulations.

14. This Agreement represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. Any changes or modifications to this Agreement shall be mutually agreed and shall be in writing and executed by both Parties.

15. Any and all notices required shall be in writing. Notices will be deemed received as of the earlier of (a) date of actual receipt (b) the next business day when notice is sent via express delivery or personal delivery or (c) three days after mailing in the case of Certified US Mail. The date of receipt shall constitute the date from which any time periods specified herein begin to run.

Notices sent to Sub-grantee shall be addressed as follows:

Program:

Lydia Domaruk  
County Extension Agent - Urban Youth Development  
1600 B Smith Rd  
Austin Texas 78721  
Tel: 512-854-9609  
Email: [LRDomaruk@ag.tamu.edu](mailto:LRDomaruk@ag.tamu.edu)

With a copy to:

Sherri Fleming, County Executive  
Travis County Health & Human Services and Veterans Service  
P. O. Box 1748  
Austin, Texas 78767

Fiscal:  
Patty Lennon, Financial Analyst  
Travis County Auditor's Office  
700 Lavaca St., Suite 1200  
Austin Texas 78701  
Tel: 512-854-4705  
Email: [Patty.Lennon@co.travis.tx.us](mailto:Patty.Lennon@co.travis.tx.us)

Notices sent to Council shall be addressed as follows:

Julie Conn  
Account Manager  
National 4-H Council  
7100 Connecticut Avenue  
Chevy Chase, Maryland 20815  
Tel: 301 961 2819  
Fax: 301 961 2894  
Email: [jconn@fourhcouncil.edu](mailto:jconn@fourhcouncil.edu)

16. Sub-grantee represents that it has the authority and capacity to enter into this Agreement.

17. The obligations, covenants and agreements set forth in paragraphs 3 (C), 4, 5, 8, 9, 10 and 11 of this Agreement shall continue in full force and effect after expiration or termination of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives on the date first set forth above.

For Sub-grantee: Travis County through Travis County Health and Human Services and Veterans Service

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

Name & Title: Samuel T. Biscoe, Travis County Judge

For Council: National 4-H Council

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Sally Miske, Director, Financial Management

\_\_\_\_\_ Date: \_\_\_\_\_  
Julie Conn, Account Manager

\_\_\_\_\_ Date: \_\_\_\_\_  
Paul Koehler, Senior Vice President & General Manager - Center Operations



# **NATIONAL 4-H COUNCIL**

Request for Application

## **Exploring Your Environment Program**

Presented by National 4-H Council in collaboration with Disney  
Worldwide Conservation Fund

**Application Deadline: Friday, March 14, 2014 at 12:00pm noon  
EST**

Contact Information:

Julie Conn, Account Manager  
jconn@fourhcouncil.edu  
301.961.2819

## Overview

National 4-H Council and Disney Worldwide Conservation Fund are pleased to launch a new program focused around empowering youth in urban markets to explore nature and the outdoors. This program will deliver outdoor exploration through the *Exploring Your Environment* 4-H curriculum via afterschool and/or day camp programs. The target audience for participants should be on urban, diverse, or underserved youth. These youth will be provided with opportunities to learn about the environment through indoor and outdoor activities that will help be the building block for developing lifelong habits to conservation. The program can be tailored by each site to complement current Afterschool programs in the key target markets.

## Afterschool Sites:

National 4-H Council will select 4-H urban afterschool programs and summer day camp programs from five states in eight of Disney Worldwide Conservation's key markets:

- California - Los Angeles, Anaheim, San Francisco
- New York - New York City
- Texas - Austin
- Hawaii - Oahu
- Florida - Orlando, Kissimmee

## Goals:

- To facilitate an educational opportunity that will allow youth to develop lifelong conservation habits by impacting approximately 800 underserved youth in 5 states in 8 key markets with quality 4-H Urban Science after-school clubs, Summer Day Camps, and Camping experiences (in Florida and New York) and other environment focused learning opportunities.
- Promote the Disney Worldwide Conservation 4-H Exploring Your Environment program and its achievements.

## Successful Outcomes:

- Connect urban youth to nature through outdoor exploration
- Increase knowledge in environmental sciences
- Increase interest in exploring career paths in environmental sciences
- Establish a hands-on educational camping experience
- Encourage creative problem solving skills for environmental issues
- Provide visibility of the program to Disney Worldwide Conservation

## Funding Information and Eligibility

National 4-H Council will award the below funding levels during this pilot year for the grant. Successful applicants will be expected to execute the grant during the allotted time frame, reach the minimum number of youth listed, report back with mid-term and final reports, and spend funds within the described budget.

## Eligibility:

- LGU applicants must be located in California, Texas, New York, Hawaii, and Florida
- Applicant must identify a Principal Investigator.(PI) to work with Council to execute the program locally
- Applicant must meet National 4-H Council's fiscal eligibility requirements
- Applicant must complete submission of application in Webgrants by deadline
- Florida and New York will be eligible for the additional funding to provide summer camping experiences

## Funding:

An electronic fund transfer (ACH) or check for 75% of the total funding amount will be made within ten business days after Council's receipt of executed sub-grant agreement and other required documents; the remaining 25% will be transferred within ten business day upon receipt of the final report.

- California, Texas, and New York: \$20,000 and minimum reach of 200 youth per state
- Hawaii and Florida: \$10,000 and minimum reach of 100 youth per state
- Florida and New York Camps: \$40,000 for 2 camps in NY; \$11,750 for 1 camp in Florida

## Camping Experience:

Florida and New York have been specifically selected by the donor to receive pilot funding for an additional camping experience in addition to the Afterschool funding. Summer Camps supported by Disney Worldwide Conservation will provide scholarships for up to 100 underserved youth per camp both in Florida and New York with a unique opportunity to immerse themselves in nature and benefit from 4-H programs through a week-long camp experience. Youth will experience and explore nature first-hand through a tailored issue area, including environmental, marine, or conservation focuses.

## Grant Requirements/Deliverables

Afterschool sites may deliver the grant as best suited to their needs and capacity, but will be required to utilize activities from the *Exploring Your Environment* curriculum as the core of the program. It is strongly encouraged that sites incorporate local environmental resources to strengthen the program (local nature center or trails for nature walks, geospatial mapping projects, citizen science projects, guest speakers, field trips, etc.). To culminate the program, youth will participate in an Environmental Skillathon, or similar event, to demonstrate the knowledge they have gained by participating in the program.

### Deliverables:

- Youth should be upper elementary or middle school (grades 4-8)
- Afterschool programs will meet a minimum of once per week for 12 weeks (this can be 6 weeks in a summer day camp program and 6 weeks in the fall school semester)
- Use of any PR, marketing, or social media templates provided to promote the program locally
- Submit photos and success stories to be used in the mid-term and final-reports to donor
- Provide additional hands-on experiential opportunities for youth to share with their families and communities
- Completion of mid and final reports to be turned in by deadline dates
- Use and administration of Common Measures survey to measure impact
- Culmination of the program will result in youth participating in an Environmental Skillathon to demonstrate knowledge gained

### Requirements:

- Use of *Exploring Your Environment* curriculum from 4-H mall. About the curriculum: *The Exploring Your Environment: Facilitator's Guide* will provide training, supplemental activities and resources to ensure the high quality delivery of the curriculum to youth participants in the program. 4-H volunteers will inspire and engage youth with the environment utilizing the curricula:

*Exploring Your Environment: Ecosystem Services* provides youth with the opportunity to engage with hands-on activities that focus on how living and non-living organism interact within the ecosystem and provide benefits for human and other living beings.



*Exploring Your Environment: Earth's Capacity* will teach youth about environmental stewardship. Youth will learn scientific research techniques, responsible practices and innovative technologies that positively address environmental issues such as air and water quality, land use, carrying capacity, product life cycle and ecological sustainability.

- The physical location of the activity will be determined by the PI
- Develop narrative budget to describe how these funds will be used in compliance with grant deliverables

## Evaluation

Common Measures will be utilized to collect data and measure programmatic impact across all programs and delivery modes, directly addressing a system-wide need for accurate, comparable evaluation measures. Every National 4-H Council program utilizes Common Measures to determine program impact and success. A pre and post survey will be administered locally via online or paper survey to be collected by the state PI and entered into the Common Measures online system. Results will be used to highlight the success of the program to the donor. IRB approval is not required by Council, but may be required by the university. You will need to determine if your university will require this approval and take proper steps to receive approval.

## Award Selection

Application must include:

- Completed copy of Council's ACH Transfer Authorization Form covering this program (if an appropriate ACH Transfer Authorization is not already on file with Council) if electronic transfer of funds is desired
- Copy of the "Letter of Qualification" issued by National 4-H Council with respect to the fiscal representative designated in the application
- Required Components:
  - 1) **Executive Summary:** Provide an overview of the state plan to implement this grant opportunity in targeted urban afterschool location and description of any partner organizations.
  - 2) **Action Plan :** Provide an overall description of the action plan that will meet the requirements/deliverables. Include at least the following:
    - Description of afterschool program(s) and how the curriculum will be integrated.
    - Identify the potential number of youth reach at each program.
    - Describe how the Common Measures pre and post survey will be implemented
    - Describe how you will strive to develop lifelong conservation habits in the participating youth.
    - Provide examples of ways youth will be exposed to outdoor activities.
    - Explain how an event, such as a Skillathon, will be developed as the culmination of the program to demonstrate youth's gained knowledge.
    - Explain how you will raise awareness and visibility of the program in the local community
  - 3) **Timeline:** Provide a detailed timeline for the implementation of this sub-grant.
  - 4) **Budget / Budget Narrative:** Provide a detailed budget and budget narrative identifying plans to use the funds awarded.

## Grant Timeline

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|  |                                      |
|--|--------------------------------------|
| Application Deadline                                   | Friday, March 14, 2014, 11:59 PM ET  |
| Award Notification via email                           | Monday, March 18, 2014               |
| Sub-Grant agreement & ACH form (if required) Submitted | Wednesday, March 26, 2014            |
| Common Measures Pre Survey Administered                | June, and/or August, 2014            |
| Summer Day Camps or Summer Camp (NY & FL)              | June-August, 2014                    |
| Implementation of afterschool programs                 | August-November, 2014                |
| Mid-Term Reports                                       | October 1, 2014                      |
| Common Measures Post Survey                            | April, August, and/or November, 2014 |
| Final State Report to Council                          | December 5, 2014                     |
| Final Report to donor from Council                     | December 19, 2014                    |

## How To Apply

- Applications must be submitted using the National 4-H Council Web Grants portal at <http://grants.4-h.org> by **March 14, 2014, 12:00pm noon Eastern Time**
- All applications **MUST** be approved by the State 4 H Program Leader
- National 4-H Council will only make grants to applicants through fiscal representatives which meet the criteria for fiscal eligibility for receiving grants from National 4-H Council as outlined in the Fiscal Representative Eligibility Criteria for National 4-H Council - Grant and Fund Distributions (full criteria are available by emailing [jconn@fourhcouncil.edu](mailto:jconn@fourhcouncil.edu))
- Confirmation from applicant that the program is in compliance with state 4-H policies and regulations governing background checks for adult professionals, volunteers, and leaders

Tips on writing a successful proposal can be viewed at: <http://4-h.org/grants.html>. Grantees will be notified via e-mail.

## Contact For Questions

Please direct any questions regarding the grant to Julie Conn, Account Manager, at [jconn@fourhcouncil.edu](mailto:jconn@fourhcouncil.edu) or 301-961-2819. For questions regarding the application process on the Web Grants portal, please contact Cathy Hare, Administrative Assistant, at [chare@fourhcouncil.edu](mailto:chare@fourhcouncil.edu) or 301-961-12995.

**Attachment B**  
**Sub-grantee's Proposal**



**Application**

06201 - Exploring Your Environment Afterschool Grant, supported by Disney

06208 - 4-H CAPITAL Project: Exploring Your Environment

Science, Engineering, and Technology

Status: Under Review

Submitted Date: 03/18/2014 9:59 AM

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**Primary Contact**

Name:\* Dr. Lydia Domaruk  
Salutation First Name Middle Name Last Name

Title: County Extension Agent - Urban Youth Development

Email: LRDomaruk@ag.tamu.edu

Address: 1800 B Smith Rd

Austin Texas 78721  
City State/Province Postal Code/Zip

Phone:\* 512-854-9609  
Phone Ext

Fax:

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**Organization Information**

Name: Lydia Domaruk

LGU Type: Land Grant University - 1862

Tax ID: 74-6000192

County/Parish/Club Name

Organization Website: 4-HCapital.org

Address: 1600-B Smith Rd

\* AUSTIN Texas 78721  
City State/Province Postal Code/Zip

Phone:\* 512-854-9600 Ext.

Fax: 512-885-9611

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### Principle Investigator

Principle Investigator's Name Lydia Domanuk  
Organization Name Texas A&M AgriLife Extension Service  
Address 1600 B Smith Rd.

City Austin  
State Texas  
Zip Code 78721  
Phone 5128549600  
Fax 5128549611  
Email LRDomanuk@ag.tamu.edu

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### Principle Investigator's Direct Supervisor

Name Dolores Sandmann  
Organization Texas A&M AgriLife Extension Service  
Title/Position County Extension Director  
Address 1600 B Smith Rd.

City Austin

State Texas  
Zip Code 78721  
County/Parish Travis  
Phone Number 5128549802  
Fax 5128549811  
Email DSandmann@ag.tamu.edu

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### Payment Recipient

To whom will checks/payments be made out?

Organization Name Travis County Health and Human Services  
Primary Contact Patty Lennon  
Title/Position Financial Analyst  
Address 700 Lavaca St.

City Austin State Texas Zip Code 78701  
County/Parish Travis County  
Phone Number 5128544705  
Fax  
Email Patty.Lennon@co.travis.tx.us  
Tax ID

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### Executive Summary

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The mission of 4-H CAPITAL is to inspire youth to develop into inquiring scientists, citizens of character, partners in service, and engaged community members through participation in project-based learning experiences and collaborative community involvement. In 2013 4-H CAPITAL Clubs served over 1,700 youth at 38 school campuses. 4-H CAPITAL has received funding from AmeriCorps to support up to 30 AmeriCorps instructors each year. The program has been funded continuously for the past eleven years; our current grant period ends July 2015. Our program model involves utilizing teaching staff and AmeriCorps volunteers to provide regularly scheduled after school programming on school campuses each week. Groups meet at least once a week after school during the course of the school year. Youth develop their 4-H Projects as a group in one of the following STEM-based curriculum areas: Natural Resources, Engineering, Animal Science, and Youth Gardening. 4-H Projects incorporate youth driven learning experiences, hands-on activities, exploration of the scientific method through the incorporation of the 4-H SET Science model, and youth led culminating events that share lessons learned with their community. 4-H CAPITAL focuses on outcomes related to increasing school engagement and increasing youth engagement in science. To make these programs possible, 4-H CAPITAL partners with the Texas ACE 21<sup>st</sup> Century Community Learning Centers (federal after school grants) at two local school districts to coordinate program implementation. The Del Valle Independent School District will no longer receive these federal funds beginning June 2014, and therefore will no longer be able to support 4-H CAPITAL programming at those school sites. During the fall of 2013, 4-H CAPITAL served 282 students in the Del Valle School District. We are applying for the Exploring Your Environment Afterschool Grant, supported by Disney, in the amount of \$20,000 in order to continue serving 264 of those youth during the fall 2014 semester.

The schools we serve in DVISD have a high percentage of youth that are considered low socio-economic status (SES) ranging from 83% to 97%. Primarily, DVISD serves youth outside the city limits of Austin, but who still reside in Travis County creating a combination of urban and rural residents within schools. Over the past 10 years, the amount of students qualifying for free and reduced lunch in Del Valle ISD has increased by 87%. There is a great need for working families in Del Valle to receive low cost or free after school programming for their students. It is for these reasons that we have selected Del Valle ISD as our partner in this program implementation.

The program design for the implementation of this program would involve weekly after school Club meetings at 8 elementary schools and 3 middle school locations within the Del Valle school district at no cost to participants. The campuses will provide our instructors with classroom space and outdoor space to utilize during after school time as well as an individual campus contact to assist with program coordination on site. Using the Exploring Your Environment curriculum as the foundation for the after school clubs, staff instructors and AmeriCorps instructors will lead students through experiential hands on learning experiences that will increase their desire for outdoor exploration, build their knowledge of environmental sciences, expose them to a diverse range of career paths in the environmental sciences, and encourage their persistence in solving scientific problems.

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## Action Plan

### Action Plan

*Provide an overall description of the action plan that will meet the requirements/deliverables. Include at least the following:*

*Description of afterschool program(s) and how the curriculum will be integrated*

*Identify the potential number of youth reach at each program*

*Describe how the Common Measures pre and post survey will be implemented*

*Describe how you will strive to develop lifelong conservation habits in the participating youth*

*Provide examples of ways youth will be exposed to outdoor activities*

*Explain how an event, such as a Skitathon, will be developed as the culmination of the program to demonstrate youth's gained knowledge*

*Explain how you will raise awareness and visibility of the program in the local community*

### Program Description

Our program model utilizes teaching staff and AmeriCorps instructors to provide after school programming. Groups meet weekly during the school year. Youth develop their 4-H Projects as a group in the following STEM-based curriculum areas: Natural Resources, Engineering, Animal Science, and Youth Gardening. 4-H Projects incorporate youth driven learning experiences, hands-on activities, exploration of the scientific method, and culminating events that share lessons learned with their community. 4-H CAPITAL focuses on outcomes related to increasing school engagement and increasing youth engagement in science.

Implementing the *Exploring Your Environment* curriculum will involve free weekly after school meetings at 8 elementary schools and 3 middle schools within the Del Valle school district. The campuses will provide classroom space and outdoor space and a campus contact to assist with program coordination. Using the *Exploring Your Environment* curriculum as the foundation for the after school clubs, instructors will lead students through experiential learning experiences that will increase outdoor exploration, build knowledge of environmental sciences, expose youth to a diverse range of career paths in the environmental sciences, and encourage persistence in solving scientific problems.

4-H CAPITAL has a strong Natural Resources curriculum focus area. Since the program has the infrastructure and staff support in place for this curriculum area, there are no foreseeable conflicts with fully integrating the curriculum.

### Target Audience

4-H CAPITAL will serve 22 youth per campus at 11 campuses (8 Elementary Schools, 3 Middle Schools) for a total of 242 youth.

### Common Measures

4-H CAPITAL currently distributes pre and post surveys to our youth participants that gathers feedback from youth on the following indicators: School Engagement (Interest in Learning; Relationship with Peers; Connection Between School and Future; Persistence in Solving Problems; Active Participation) and Science Engagement (Appreciation of Science; Confidence in Learning Science; Interest in pursuing science careers)

4-H CAPITAL instructors are trained on each indicator and on utilizing our 4-H curriculum and youth development principles to achieve the desired outcomes in youth participants. Instructors receive instructions on how to distribute the pre- and post-surveys including timelines for distribution, scripts to read to youth explaining the purpose of the surveys, and instructions on how to complete the forms.

4-H CAPITAL will incorporate the 4-H General Common Measures and the 4-H Science Common Measures into the pre- and post-surveys as well as into our instructor training. All of our currently measured outcomes are a part of the Common measures already, so the program will adapt easily to this enhancement.

### Life-long Conservation Habits

4-H CAPITAL has a strong existing Natural Resources program that is managed by a full-time Natural Resource Specialist. The curriculum is a hands-on, guided, inquiry-based course uniting science, engineering, technology, and social studies that can be framed within the context of the students' own community. This curriculum introduces students to natural resources and raises their appreciation for their environment. Activities reinforce critical thinking, problem solving, and service learning in addition to addressing many science TEKS (Texas Essential Knowledge and Skills). Natural resource themes have included: alternative energy production, green city design, water quality and conservation, geologic formations, Citizen Science, forestry, wildlife management, recycling and waste management, and GIS. The project culminates in service learning project.

4-H CAPITAL courses are designed to include youth-led projects that involve the students doing the thinking, planning, implementation, and reflection on their own projects. When youth are involved at this level, they learn the skills needed to develop lifelong conservation habits. The program also introduces them to local resources in their communities where they can enjoy their appreciation for nature.

Service Learning is an integral part of the Natural Resources program. These projects provide real world opportunities for youth to practice what they've learned and to build up their communities. 4-H CAPITAL has strong relationships within the community, from the Austin Nature and Science Center to McKinney Falls State Park. Youth are able to take advantage of local experts for guest speakers, and incorporate outdoor field trips into their project.

### Outdoor Activities

Many Del Valle students live outside the Austin city limits where there are not many public parks. However, the school district surrounds McKinney Falls State Park. 4-H CAPITAL has a long history of field trips to the state park for fishing trips and nature study and is usually able to have entrance fees waived. Additionally located in the area is the Center for Environmental

Research at Hornsby Bend and the Hornsby Bend Bird Observatory. Using these sites as field trip locations, along with near-by County parks, will teach participants about outdoor resources in their own community.

Currently, 4-H CAPITAL manages school gardens at 4 of the 8 elementary sites. Activities in the garden include creation of wildlife habitat, nature study, and understanding of ecosystems. These gardens will continue to be incorporated into our curriculum development. Also, many of our school sites have outdoor classrooms on campus that make learning about the outdoors that much more relevant.

#### Culminating Events

All of our programs are required to complete a culminating event with their students. We define a culminating event as: a project or activity that demonstrates/utilizes what students have learned during the semester. The event might be: 1) A presentation about what they have learned to the School Principal, 2) Completing a service project in the school or community if it applies learning and skills, 3) Participating in a competition where learned skills are exhibited, 4) Participating in a 4-H CAPITAL science fair or 5) A field trip where students utilize the skills and knowledge acquired during the course of the year.

#### Community Awareness

As a member of the Del Valle ISD community task force, 4-H CAPITAL collaborates with community partners and school district staff on meeting the needs of Del Valle youth. This group is currently working on filling the gap in services created by the end of their federally funded 21<sup>st</sup> Century Community Learning Center grant. Other partners in the task force will learn about the *Exploring Your Environment* curriculum, but this partnership allows us access to the campuses to promote the program directly to the students and their families.

4-H CAPITAL is an organizational member of the Central Texas Afterschool Network that provides public awareness, professional development, and community engagement opportunities for out of school time providers. CTAN hosts an out of school time providers' conference each year. 4-H CAPITAL presents a session on best practices in after school science program implementation. This fall, the session will focus on sharing the success of this program to other professionals in the out of school time community.

4-H CAPITAL has over 300 views on our website and Facebook page each month. We update our social media pages weekly to share with our community the success of our program. 4-H CAPITAL provides quarterly interpretation to local officials. The *Exploring Your Environment* Program will be highlighted during the winter interpretation in order to share program results. Finally, 4-H CAPITAL will submit an article to the quarterly *Extension Matters* newsletter highlighting the program throughout Travis County. The newsletter is distributed to partner organizations, local community leaders, and elected officials.

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## Timeline

Provide a detailed timeline for the implementation of this sub-grant.



March 18<sup>th</sup>: Submission deadline  
 March 18<sup>th</sup>: Award announcement  
 March 19<sup>th</sup>:  
 -Notify Del Valle school district of award receipt  
 -Begin coordination of services for fall  
 May:  
 -Purchase *Exploring Your Environment* curriculum  
 -Review curriculum and creating supplemental activities  
 -Coordinate with campus site contact to make a plan for starting the fall semester  
 June:  
 -Begin developing training materials  
 -Create material / supply list  
 July:  
 -Finalize training materials  
 -Prepare and adapt pre- and post-surveys to meet Common Measures  
 August 1<sup>st</sup>: Purchase materials for the semester  
 August 13<sup>th</sup> – August 29<sup>th</sup>: Conduct training with staff and AmeriCorps instructors on curriculum implementation  
 September 2<sup>nd</sup>: Program start date  
 September 2<sup>nd</sup> – 12<sup>th</sup>: Distribute pre-surveys  
 September 19<sup>th</sup>: Final project plan due from instructors for the semester  
 October / November: Program Implementation  
 November: Family Day at McKinney Falls State Park  
 December 8<sup>th</sup> – 12<sup>th</sup>: Distribute post-surveys  
 December 12<sup>th</sup>: Program end date  
 December 15<sup>th</sup> – 18<sup>th</sup>: Prepare and submit final report to National 4-H Council

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### Budget

| Expenditure     | Grant Request | Leveraged Resources: Cash | Leveraged Resources: In-Kind | Total    |
|-----------------|---------------|---------------------------|------------------------------|----------|
| Salaries        | \$16,840      | \$0                       | \$0                          | \$16,840 |
| Fringe Benefits | \$3,160       | \$0                       | \$0                          | \$3,160  |
|                 | \$20,000      | \$0                       | \$0                          | \$20,000 |

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### Budget

| Expenditure | Grant Request | Leveraged Resources: Cash | Leveraged Resources: In-Kind | Total |
|-------------|---------------|---------------------------|------------------------------|-------|
|             | \$0           | \$0                       | \$0                          | \$0   |

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### Budget Narrative

Budget Narrative

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**SALARIES**

Grant Request:  $\$16,839.51 = ((\$572.56 \times 8 + \$114.51) \times 3) + ((\$335.92 \times 8) + \$67.18)$

Stipends would be paid for three of our Full Time AmeriCorps Volunteers and 1 Half Time AmeriCorps Volunteer. Full Time AmeriCorps Members earn \$572.56 a pay period and Half Time Members earn \$335.92 a pay period; this would cover the time period August 13 December 15, which includes 8 full pay periods and a prorated amount for 3/15th of pay period of \$114.51 for Full Timers and \$67.18 for Half Timers. The AmeriCorps Members will be responsible for leading and assisting in the after-school programs at 4 campuses each 4 days a week. They will also be responsible for creating lesson and unit plans, gathering materials, planning field trips and guest speakers, and all other aspects of leading the classes. **FRINGE**

Grant Request:  $\$3,160.01 = \$1,332.01 + \$1840$   
 $\$1,321.06 = (\$16,839.51 \times .062) + (\$16,839.51 \times .0145) + (\$16,839.51 \times .75 \times .0026)$   
FICA and Medicare are fringe benefits paid on the stipends at the rate of .062 for FICA, .0145 for Medicare, and .75\*.0026 for Workers Compensation. Those rates are multiplied by the total stipend amount in the grant request.  $\$1840 = \$230 \times 4 \times 2$

Health Insurance is budgeted for two Full Time AmeriCorps Member for the projected rate in Fall 2014 for the time period of August 13 December 15 (4 months). Because our AmeriCorps Members are typically recent college graduates, we often have Members that decline our health care coverage because of continued coverage on their parents plan. This is why weve only budgeted health insurance costs for two of the three Full Time AmeriCorps Member. We only offer health insurance to Full Time Members.

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**State**

Please select your state:

California

Florida

Hawaii

New York

Texas

Yes

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**Background Checks**

Yes

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**Attachment Verification**

Audited Financial Statement

Yes

IRS Form 990

Electronic Transfer Form to facilitate grant payments

Yes

If the Fiscal Agency is a 4-H Foundation, please attach Memoranda of Understanding with the participating Land-Grant University

If the Fiscal Agency is a 4-H Foundation, please identify the Foundation's Officers and members of the Board of Directors.

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**Attachments**

| File Name                         | Description                                      | File Size |
|-----------------------------------|--|-----------|
| ACHTransferAuthorizationForm.docx | Financial Transfer Authorization                 | 22 KB     |
| Travis County Audit FY'12.pdf     | Fiscal year 2012 Financial Audit - Travis County | 153 KB    |

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

Contract #: 12AC141263  
SAP #: 800217

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

|   |   |   |                                 |
|---|---|---|---------------------------------|
| <b>Grant Title:</b>   | AmeriCorps  |   |                                 |
| <b>Grant Period:</b>  | From: <input type="text" value="Aug 1, 2012"/>        | To: <input type="text" value="Jul 31, 2013"/> |                                 |
| <b>Fund Source:</b>   | Federal: <input checked="" type="checkbox"/>          | State: <input type="checkbox"/>               | Local: <input type="checkbox"/> |
| <b>Grantor:</b>   | OneStar Foundation                                    |   |                                 |
| <b>Will County provide grant funds to a sub-recipient?</b>  | Yes: <input type="checkbox"/>                         | No: <input checked="" type="checkbox"/>       |                                 |
| <b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b> | Yes: <input checked="" type="checkbox"/>              | No: <input type="checkbox"/>                  |                                 |
| <b>Originating Grantor:</b>   | Corporation for National and Community Service (CNCS) |   |                                 |

| Budget Categories  | Grant Funds       | County Cost Share | Budgeted County Contribution #595010 (Cash Match) | In-Kind     | TOTAL             |
|--------------------|-------------------|-------------------|---|-------------|-------------------|
| Personnel:         | \$ 259,200        | \$ 279,756        | \$ 0  | \$ 0        | \$ 538,956        |
| Operating:         | \$ 45             | \$ 127,981        | \$ 0  | \$ 0        | \$ 128,026        |
| Capital Equipment: | \$ 0              | \$ 0              | \$ 0  | \$ 0        | \$ 0              |
| Indirect Costs:    | \$ 0              | \$ 66,698         | \$ 0  | \$ 0        | \$ 66,698         |
| <b>Totals:</b>     | <b>\$ 259,246</b> | <b>\$ 474,435</b> | <b>\$ 0</b>                                       | <b>\$ 0</b> | <b>\$ 733,681</b> |
| FTEs:              | 14.00             | 17.00             | 0.00  | 0.00        | 31.00             |

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

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

| Performance Measures                    |  |   |                         |                         |                         |
|---|--|---|-------------------------|-------------------------|-------------------------|
| #                                       | Measure  | Actual FY 12 Measure  | Projected FY 13 Measure | Projected FY 14 Measure | Projected FY 15 Measure |
| <b>Applicable Departmental Measures</b> |  |   |                         |                         |                         |
| 1.                                      | Educational Contacts   | 296,367   | 260,000                 | 280,000                 | 280,000                 |
| 2.                                      |  |   |                         |                         |                         |
| 3.                                      |  |   |                         |                         |                         |
| 4.                                      |  |   |                         |                         |                         |
| <b>Measures for the Grant</b>           |  |   |                         |                         |                         |
| 1.                                      | AmeriCorps members successfully completing national service training   | 31  | 32                      | 32                      | 24                      |
| Outcome Impact Description              |  | The training gives AmeriCorps members knowledge about national service and their job duties that allows them to competently perform their service activities. The training develops an ethic of service among the members. All members must complete the training in order to serve in the program. |                         |                         |                         |
| 2.                                      | AmeriCorps member service hours  | 30,838  | 34,800                  | 34,800                  | 34,800                  |
| Outcome Impact Description              |  | This measure shows the number of service hours the AmeriCorps members are providing to the community.   |                         |                         |                         |
| 3.                                      | Students enrolled in after-school programs   | 1764  | 1,400                   | 1,400                   | 1,400                   |
| Outcome Impact Description              |  | This measure shows the number of students served by the AmeriCorps members.   |                         |                         |                         |
| 4.                                      | Number of students who complete an after-school program and show increased academic engagement (This measure is obtained by administering an attitude questionnaire at the beginning and end of the after-school program.) | 236   | 773                     | 773                     | 773                     |
| Outcome Impact Description              |  | AmeriCorps members are used to augment staff in after-school programs with the goal of increasing students' interest in academic subjects.  |                         |                         |                         |

**PBO Recommendation:**

This amendment is the close-out of the AmeriCorps grant from Fiscal Year 2013 that was successfully completed on July 31, 2013. There are four forms that must be signed by the County Judge and submitted to the grantor.

PBO recommends approval of this grant close-out.

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

Travis County 4-H CAPITAL uses the AmeriCorps members to expand its after-school programs.

The initial grant award was \$298,671. A deobligation reduced this by \$7,000 to \$291,671. Travis County spent \$259,246 of the reduced grant amount and provided \$474,435 of the \$487,203 budgeted for County Cost Share.

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

There are no county funding requirements once the grant ends. There is a match required while the grant is in progress.

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

The numbers shown in the budget reflect the final expenditures of Grant Funds and County Cost Share for FY'13. The AmeriCorps grant is revenue neutral. It does not increase the General Fund budget.

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

The 2012-2013 grant was year one in a three-year grant cycle. The grant allowed for a 4% indirect cost allocation for Travis County. However, TCHHSVS did not claim this because OneStar strongly encouraged current grantees not to increase the amount of grant funds requested during the three-year grant cycle.

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

Travis County 4-H CAPITAL will continue to offer after-school programs once the grant ends but not at as many locations.

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

NA.

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

The grant allows 4-H CAPITAL to increase the number of sites where it offers after-school programs without increasing General Fund expenditures. This increases the departmental performance measure for educational contacts.



**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:** May 12, 2014  
**TO:** Members of the Commissioners Court  
**FROM:** *Sherri E. Fleming*  
Sherri E. Fleming, County Executive for  
Travis County Health and Human Services and Veterans Service  
**SUBJECT:** AmeriCorps closeout documents

**Proposed Motion:**

Consider and take appropriate action to approve the closeout documents for the 2012 - 2013 AmeriCorps grant.

**Summary and Staff Recommendations:**

Travis County 4-H CAPITAL uses an AmeriCorps grant to increase the number of sites for its after-school programs. AmeriCorps members provide after-school enrichment programs each week during the school year at local schools as well as help staff summer camps. The programs focus on science and technology, environmental education, outdoor education, and life skills. Travis County staff provides program coordination and support for the day-to-day activities of the AmeriCorps members.

The grantor has sent the closeout documents for the 2012 - 2013 grant year. TCHHSVS staff recommends approving them.

**Budgetary and Fiscal Impact:**

The initial grant award was \$298,671. This was reduced by the grantor to \$291,671 due to staff vacancies and certain AmeriCorps members leaving before completing their

terms of service. Travis County spent \$259,246 (89%) of the reduced amount.

**Issues and Opportunities:**

Studies show that students who participate in after-school programs have fewer behavior problems, handle conflict better, show improved social skills and enhanced academic performance. AmeriCorps members provide much needed staff to increase the number of after-school programs in Travis County as well as enhance existing programs. Travis County 4-H CAPITAL programs differ from more traditional programs by offering hands-on activities that reinforce key concepts in the curriculum.

**Background:**

Travis County 4-H CAPITAL is a non-profit organization affiliated with the Texas AgriLife Extension Service. The Extension Service provides a variety of educational programs for county youth and adults.

Cc: Dolores Sandmann, Director, Texas A&M AgriLife Extension Service  
Nicki Riley, CPA, CMA, Travis County Auditor  
Patty Lennon, 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





# AmeriCorps\*Texas Contract Release Agreement

## Sub-Grantee Information

### Legal Applicant

Travis County through Travis County Health and Human Services  
and Veterans Services  
P.O. Box 1748  
Austin, TX 78767-1748

EIN: 746000192

### Program Name

Travis County CAPITAL AmeriCorps Project

### Primary Contact

Lydia Domaruk  
512-854-9609  
LRDomaruk@ag.tamu.edu

## Grant Award Information

|                        |                |                           |                      |
|------------------------|----------------|---------------------------|----------------------|
| CFDA Number            | 94.006         | Pre-Award Cost Start Date | August 1, 2012       |
| eGrants Grant Number   | 06AFHTX0010051 | Project Period            | 8/3/2012 – 7/31/2015 |
| eGrants Application ID | 12AC141263     | Budget Period             | 8/3/2012 – 7/31/2013 |

## Contract Release

This Contract Release Agreement is based on the following:

| Total Awarded | Total After Deobligation | Cash Paid to Sub-Grantee | Total Withheld for Commission Administration | Total Amount Expended | Total Unexpended and Recaptured by Grantee |
|---------------|--------------------------|--------------------------|--|-----------------------|--|
| \$ 301,696    | \$ 294,625.29            | \$ 259,245.60            | \$ 2,618.78                                  | \$ 261,864.38         | \$ 32,760.91                               |

This Contract Release Agreement is made and entered into by and between OneStar Foundation National Service Commission, Inc. ("Grantee") and the above-designated Sub-Grantee.

The parties to this agreement expressly understand and agree that:

1. Grantee and Sub-Grantee entered into a grant award (see Grant Number and Budget Period listed above) by which Sub-Grantee agreed the terms of the grant award and Grantee agreed to reimburse Sub-Grantee, not to exceed the agreed upon Total Awarded (as listed above).
2. The costs incurred under the contract shall not exceed the Total Amount Expended. By execution of this agreement, Sub-grantee agrees that all allowable costs have been paid for this contract in full and Sub-grantee does hereby release and discharge Grantee, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever arising from Sub-Grantee's unpaid bills.
3. In case of a conflict between the terms contained in this Contract Release Agreement and the cited grant award, the terms of this release agreement shall govern and the conflicting terms shall be void and of no effect.
4. No provision of this Contract Release Agreement shall be construed as relieving Sub-Grantee of liability for costs ultimately disallowed as a result of a previous or later financial and/or compliance audits or other reviews of Sub-Grantee's program.
5. Sub-Grantee shall maintain all documents related to said grant award for a period of three (3) years after acceptance of the close-out by the grantor of this grant award, the Corporation for National and Community Service. OneStar will notify all Sub-Grantees of this date.

## Signature Authority

The person signing this Contract Release Agreement on behalf of the Sub-Grantee or representing himself/herself as signing this agreement on behalf of the Sub-Grantee, hereby agrees that he/she has been duly authorized by the Sub-Grantee to certify this agreement on behalf of the Sub-Grantee and to validly and legally bind Sub-Grantee to all the terms of this agreement.

### Grantee

### Sub-Grantee

Elizabeth Darling  
Chief Executive Officer  
OneStar Foundation

Date

BY:

Samuel Biscoe  
County Judge  
Travis County through Travis County Health and Human Services  
and Veterans Services

Date

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**Certification of Program Sub-Grant Closeout**

Legal Applicant Organization Name: Travis County through Travis County Health and Human Services and Veterans Services

Program Name: Travis County CAPITAL AmeriCorps Project

Grant Number: 06AFHTX0010051

Project Period: 8/3/2012 – 7/31/2013

Date of Submission: 6/5/14

**Please select the answer that is applicable to your program:**  
*(check one option only)*

**OPTION 1**

Our organization awarded Program Sub-grants under the above-referenced grant award number. A Program Sub-Grant is any AmeriCorps grant funds awarded to an organization by your organization under this grant award number.

- I certify that our organization has completed all closeout actions; accomplished all program and financial requirements; secured all reports; and reconciled all funding with respect to Program Sub-grants we have awarded under the above-referenced grant.

**OR**

**OPTION 2**

No Program Sub-grants were awarded under the above-referenced grant award number. A Program Sub-Grant is any AmeriCorps grant funds awarded to an organization by your organization under this grant award number.

- Our organization did not award any Program Sub-grants under the above-referenced grant award number.

Name of Authorized Representative: Samuel T. Biscoe

Title of Authorized Representative: Travis County Judge

Signature: By: \_\_\_\_\_ Date: \_\_\_\_\_