



## Travis County Commissioners Court Agenda Request

**Meeting Date:** September 23, 2014

**Prepared By/Phone Number:** Jason G. Walker/44562; Marvin Brice, CPPB, Assistant Purchasing Agent

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Consider and take appropriate action regarding a request to amend a subrecipient agreement with Austin Tenants' Council, Inc. funded with Community Block Grant funds available through HUD for the time period of October 1, 2014 through September 30, 2015.

- **Purchasing Recommendation and Comments:** This procurement action meets the compliance requirements as outlined by the statutes.
- The Fair Housing Counseling and Tenant's Rights Program was approved by the Commissioners Court on August 6, 2013 as one of the programs from the Community Development Block Grant's (CDBG) Program Year 2013. This program will expand the existing fair housing and tenant's rights services, where fair housing services includes outreach, fair housing counseling, fair housing complaint processing, and testing in support of an individual complainant, and tenant's rights services includes telephone counseling and in-person mediation, as needed. Through this agreement, approximately 68 people will be served, which 51% must be at or below 80% of the Median Family Income (MFI).
- The continued funding of the fair housing project as an approved project for PY (Plan Year) 14 was approved by the Commissioners Court on August 5, 2014, as part of the PY 2014 – 2018 Consolidated Plan and PY14 Action Plan, in the amount of \$49,999.00. On August 26, 2014 the Commissioners Court approved another permission to continue for this program where the CDBG program will use Fiscal Year 2014 Department salary savings for this project until the PY14 grant agreement with HUD is executed. The new term of this agreement will be October 1, 2014 through September 30, 2015.

- On October 29, 2013, the Commissioners Court approved a permission to continue for this program, where it was to have begun on October 1, 2013, but due to an issue with confirmation of funding, the program notice of award was delayed until November, where then a grant agreement delayed it further until December. Then, the CDBG Office had to go through a substantial amendment process addressing a reduction in funding prior to being able to execute this agreement. The substantial amendment was approved on February 5, 2014. The time period for this agreement is November 1, 2013 through September 30, 2014.
- **Contract Expenditures:** Within the last 11 months \$6,942.00 has been spent against this contract/requirement.
- **Contract-Related Information:**
  - Award Amount: \$49,999.00
  - Contract Type: Professional Services
  - Contract Period: Through September 30, 2014.
- **Contract Modification Information: N/A**
  - Modification Amount: \$49,999.00
  - Modification Type: Professional Services
  - Modification Period: October 1, 2014 through September 30, 2015
- **Solicitation-Related Information: N/A**

Solicitations Sent:	Responses Received:
HUB Information:	% HUB Subcontractor:
- **Special Contract Considerations:**
  - Award has been protested; interested parties have been notified.
  - Award is not to the lowest bidder; interested parties have been notified.
  - Comments: N/A
- **Funding Information:**
  - Shopping Cart/Funds Reservation in SAP: TBD
  - Fund Center(s): TBD
  - Comments: Grant Number - TBD

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

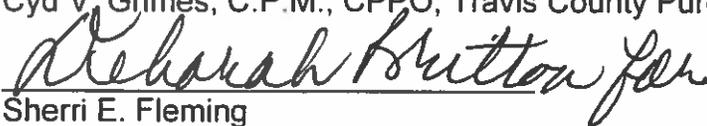


**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE  
502 E. Highland Mall Blvd.  
P. O. Box 1748  
Austin, Texas 78767**

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

**DATE:** September 2, 2014

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

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

**SUBJECT:** Request to amend the Subrecipient Agreement for CDBG funded Fair Housing and Tenant's Right's Program with Austin Tenant's Council . Contract Number: 4400002030

**Proposed Motion:**

Consider and take appropriate action regarding a request to amend a subrecipient agreement with Austin Tenants' Council funded with Community Block Grant funds available through HUD for the time period of October 1, 2014 through September 30, 2015.

**Background and Summary:**

On June 3, 2014, the Travis County Commissioners Court approved a subrecipient agreement with Austin Tenant's Council to provide Fair Housing Counseling and Tenant's Rights program. This program will provide fair housing and tenant's rights services in the CDBG service area, and proposes to serve approximately 68 people of which 51% must be at or below 80% MFI. Fair housing services include: outreach, fair housing counseling, fair housing complaint processing and testing in support of an individual complainant. Tenant's Rights services include: outreach, telephone counseling and in-person mediation, as needed.

The funding source for the agreement approved in June 2014 was Program Year 2013 Community Development Block Grant (CDBG) funds received from the U.S. Department of Housing and Urban Development (HUD) with an end date of service anticipated to be September 30, 2014.

On August 5, 2014, the Commissioner's Court approved the PY 2014-2018 Consolidated Plan and PY14 Action Plan, which included the continued funding of the fair housing project as an approved project for PY14. On August 26, 2014, the Commissioners Court approved a permission to continue for the CDBG program using Fiscal\*Year 2014 Department salary savings for this project until the PY14 grant agreement with HUD is executed.

The drafted amendment to the subrecipient agreement is attached, including the PY14 Scope of Work and Budget. The amendment reflects the new term of the subrecipient agreement of October 1, 2014 through September 30, 2015, and relevant dates for expenditure of funds and invoicing.

**Recommendations:**

Staff recommends approval of the amendment of the subrecipient agreement to Austin Tenant's Council to administer Travis County's PY14 CDBG Fair Housing Counseling and Tenant's Rights Program totaling \$49,999.

**Issues and Opportunities:**

Execution of this amendment allows for an on-time start date for the program with no lapse in services. All funds are anticipated to be expended by September 2015.

**Fiscal Impact and Source of Funding:**

\$49,999 of funding is to be awarded from the PY14 CDBG grant. Once the PY14 CDBG grant agreement is executed, all of the appropriate general fund expenditures resulting from the permission to continue will be reclassified as CDBG grant expenditures when the grant budget is established by the County Auditor's office, resulting in a zero impact on the general funds resources.

Funds Reservation: To be provided by September 5, 2014 by separate memo.

Cc: Janice Cohoon, Financial Analyst Travis County Auditor  
Michelle Gable, Financial Analyst Travis County Auditor  
Mary Etta Gerhardt, Assistant County Attorney  
Marvin G. Brice, CPPB, Assistant Purchasing Agent, Travis County Purchasing Office  
Jason Walker, Purchasing Agent Assistant, Travis County Purchasing Office  
Aerin Toussaint, Analyst, Planning and Budget Office  
Kendra Tolliver, TCHHS/VS, Finance Accountant  
Christy Moffett, CDBG Project Manager

**MODIFICATION OF CONTRACT NUMBER: 4400002030, Fair Housing and Tenants' Rights Counseling**

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ISSUED BY: PURCHASING OFFICE P.O. BOX 1748 AUSTIN, TX 78767	PURCHASING AGENT ASST: Jason G. Walker TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: September 3, 2014
ISSUED TO: Austin Tenants' Council 1640-B E. 2 <sup>nd</sup> St., Suite 150 Austin, TX 78702	MODIFICATION NO.: 1	EXECUTED DATE OF ORIGINAL CONTRACT: November 1, 2013

ORIGINAL CONTRACT TERM DATES: 11/1/13 - 9/30/14      CURRENT CONTRACT TERM DATES: 11/1/13 - 9/30/14

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
Original Contract Amount: \$49,999.00      Current Modified Amount \$49,999.00.

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

1. Pursuant to the attached Amendment of Contract (Attachment 1), in summary:
- A. The contract will renew for an additional one-year term, beginning October 1, 2014 and continuing through September 30, 2015.
  - B. The contract not-to-exceed remains the same for the PY14 Renewal Term, \$49,999.00.
  - C. Reference Section 5.2, Attachments, 5.2-(i), (i. - iv. (Attachments B, C, K, M, & T) are made a part of the Contract, as included with the Amendment as Exhibit 1.

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

LEGAL BUSINESS NAME: <u>Austin Tenants Council</u>	<input type="checkbox"/> DBA
BY: <u>[Signature]</u>	<input type="checkbox"/> CORPORATION
SIGNATURE	<input checked="" type="checkbox"/> OTHER
BY: <u>Catherine Stark</u>	DATE: <u>9/10/14</u>
PRINT NAME	
TITLE: <u>Ex. Director</u>	
ITS DULY AUTHORIZED AGENT	

TRAVIS COUNTY, TEXAS	DATE:
BY: <u>[Signature]</u>	
CYD V. GRIMES, C.F.M., CPPO, TRAVIS COUNTY PURCHASING AGENT	

TRAVIS COUNTY, TEXAS	DATE:
BY: _____	
SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

ATTACHMENT 1

**2014-15 RENEWAL AND AMENDMENT FOR PROGRAM YEAR 2014 FOR  
CONTRACT BETWEEN  
TRAVIS COUNTY AND  
AUSTIN TENANTS' COUNCIL, INC.**

**PARTIES**

This 2014-15 Renewal and Amendment for Program Year 2014 ("PY14" Renewal) of Contract is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County"), and Austin Tenants' Council, Inc. ("Contractor").

**RECITALS**

County and Contractor entered into an agreement to provide services for the care of indigents, for public health education and information and/or for other authorized services ("Contract") the Initial Term of which began November 1, 2013, and terminates September 30, 2014 ("Initial Contract Term").

Under the Contract, Contractor agreed to provide personal and professional services for the care of indigents and other qualified recipients and for public health education and information, in accordance with the terms of the Contract, thus providing services which further a public purpose.

The Contract provides for renewal of the agreement and changes to the agreement by the written agreement signed by both Parties.

County and Contractor desire to renew the Contract for an additional one-year term, beginning October 1, 2014, and ending September 30, 2015.

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

**1.0 GENERAL TERMS.**

1.1 **PY14 Renewal Term.** The Parties acknowledge and agree to renew the Contract for an additional one-year term beginning October 1, 2014, and terminating September 30, 2015 ("PY14 Renewal Term").

**2.0 CONTRACTOR PERFORMANCE**

2.1 **Contractor Services.** During the PY14 Renewal Term, Contractor shall perform, in a satisfactory manner as determined by County, through County Department, services and activities in accordance with the terms and conditions stated in this Contract as renewed and amended herein.

**3.0 FINANCIAL PROVISIONS**

3.1 **Contract Funds.** Contract Funds Amount. The Parties agree to amend Section 3.1, "Contract Funds Amount," by adding the following:

3.1-PY14. Subject to the requirements of the Contract, as amended, in consideration of the full and satisfactory performance of the services and activities provided by Contractor under the terms of the

Contract, as determined by County, County shall provide Contract Funds not to exceed the following amount during the PY14 Renewal Term:

**\$ 49,999.00**

3.2 **Maximum Funds.** The Parties agree to amend Section 6.1, "Maximum Funds," by adding the following:

6.1-PY14. Subject to the requirements of this Contract, as amended, County shall provide Contract Funds not to exceed the following amount during the PY14 Renewal Term:

**\$ 49,999.00**

#### 4.0 **OTHER PROVISIONS**

##### 4.1 **Initial Term Costs.**

4.1.1 **Costs and Billings.** The Parties understand and agree that all costs and expenses incurred as to Initial Term Contract Funds must be incurred no later than September 30, 2014 and invoiced no later than October 31, 2014.

4.1.2 **Unspent Contract Funds.** The Parties understand and agree that any Contract Funds allotted for the Initial Term which are not spent by September 30, 2014, and invoiced by October 31, 2014, will revert to County.

##### 4.2 **PY14 Renewal Term Costs.**

4.2.1 **PY14 Renewal Term Funds.** The Parties understand and agree that the funds provided under this PY14 Renewal are available for expenditure only during the PY14 Renewal Term.

4.2.2 **Costs and Billings.** The Parties understand and agree that all costs and expenses incurred as to the PY14 Renewal Term Contract Funds must be incurred no later than September 30, 2015 and invoiced no later than October 31, 2015.

4.2.3 **Unspent Contract Funds.** The Parties understand and agree that any Contract Funds allotted for the Initial Term which are not spent by September 30, 2015, and invoiced by October 31, 2015, will revert to County.

#### 5.0 **ENTIRE AGREEMENT**

5.1 **Attachments.** The Parties agree to amend Section 5.2, "Attachments," of the Contract, as to the PY14 Renewal Term, by adding the following:

- 5.2-(i)PY14
- |       |              |  |
|-------|--------------|--|
| (i)   | Attachment B | PY14 Program Work Statement - Form # 3 |
| (ii)  | Attachment C | PY14 Program Budget - Form # 4         |
| (iii) | Attachment K | Ethics Affidavit                       |
| (iv)  | Attachment M | Project Schedule                       |
| (v)   | Attachment T | FFATA Certification Form               |

The attachments listed in Section 5.1 above are included in this PY14 Renewal as Exhibit 1, and are hereby made a part of the Contract, as amended, and constitute promised performance by Contractor in accordance with all terms of the Contract, as amended.

5.2 **Promised Performance.** The Parties agree that, of those Attachments listed in Section 5.1 above, only those required by Department of Contractor specifically including changes from the Initial Term will be attached to this PY14 Renewal.

5.3 **Applicability.** IF any of the above Attachments (Section 5.1) are not included in Exhibit 1 to this PY14 Renewal, the cover page in this PY14 Renewal will state "Not Applicable," and the terms of the corresponding Attachment for the Initial Term will apply. All other attachments and terms not specifically changed in this PY14 Renewal remain in full force and effect for the PY14 Renewal Term.

## 6.0 **OTHER PROVISIONS.**

6.1 **Insurance.** The Parties agree that the requirements for insurance for the PY14 Renewal Term will continue as set forth in the Contract. Contractor agrees to provide current documentation of such insurance as required under the Contract.

6.2 **Limitations.** Unless otherwise specifically stated herein, the performance required under this PY14 Renewal is performable only during the PY14 Renewal Term, and performance requirements and payment shall not carry over from one contract term to another.

6.3 **Update.** Within fifteen (15) days of execution of this PY14 Renewal, Contractor agrees to provide Department, with a copy to the Purchasing Agent, current updates of all policies, materials and other information required under the Contract, including , but not limited to, the following:

- 6.3.1 Completed PY14 Ethics Affidavit
- 6.3.2 Proof of Insurance
- 6.3.3 Update of any policies and procedures
- 6.3.4 Updated W-9 Taxpayer Identification Form
- 6.3.5 Updated IRS 990 Form
- 6.3.6 Change of Identity Information (Name, Address, Etc.), where applicable

6.4 **Debarment, Suspension and Other Responsibility Matters.** By signing this PY14 Renewal, Contractor certifies that, to the best of its knowledge and belief, it and its principles continue to meet compliance requirements under 15 CFR Part 26, "Government-wide Debarment and Suspension" requirements as set forth in the Contract. In addition, Contractor agrees to include the provisions in Section 15.6 of the Contract, "Debarment, Suspension and Other Responsibility Matters," in any subcontract to this Contract that exceeds \$25,000.00.

6.5 **Certification and Warranty.** By signing this PY14 Renewal, Contractor certifies and warrants that all certifications and warranties under the Contract continue to be in full force and effect. Contractor also acknowledges and agrees that it has read all terms and provisions of the Contract and understands and agrees that, to the extent not specifically changed by this PY14 Renewal, those terms and conditions remain in full force and effect for the PY14 Renewal Term.

6.6 **Forfeiture of Contract.** For the PY14 Renewal Term, the provisions of the Contract relating to Forfeiture of Contract and the Key Contracting Person list will reference the PY14 Ethics Affidavit and Key Contracting Persons list set forth in Attachment L of this PY14 Renewal, to be completed by Contractor as a part of this PY14 Renewal.

6.7 **Conflict of Interest Questionnaire.** For the PY14 Renewal Term, the provisions of the Contract relating to the Conflict of Interest Questionnaire will reference the Initial Term provision relating to Conflict of Interest Questionnaire.

## 7.0 **INCORPORATION**

7.1 County and Contractor hereby incorporate the Contract into this PY14 Renewal. Except for the changes made in this PY14 Renewal, County and Contractor hereby ratify all the terms and conditions of the Contract as amended. The Contract with the changes made in this PY14 Renewal constitutes the entire agreement

between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties. All provisions in the Contract not specifically amended herein remain the same and in full force and effect.

**8.0 EFFECTIVE DATE**

8.1 This PY14 Renewal is effective October 1, 2014, when it is approved and signed by both Parties. This Contract, as amended, shall remain in effect until further modified or terminated in writing by the Parties, or until the termination date.

**EXHIBIT 1**

- (i) Attachment B PY14 Program Work Statement - Form # 3
- (ii) Attachment C PY14 Program Budget - Form # 4
- (iii) Attachment K Ethics Affidavit
- (iv) Attachment M Project Schedule
- (v) Attachment T FFATA Certification Form

## ATTACHMENT B

### PROGRAM WORK STATEMENT

#### **PY14 Fair Housing Counseling, Outreach & Training Program**

The SUBRECIPIENT will use CDBG funds as set forth in the budget documents to finance fair housing counseling, tenant's rights counseling and mediation and outreach in the unincorporated areas of Travis County and the Village of Webberville.

The major tasks that the SUBRECIPIENT will perform include, but are not necessarily limited to the following:

#### **1.0 Fair Housing Counseling.**

The Austin Tenants' Council will intake and process 35 fair housing complaints in the unincorporated areas of Travis County and Village of Webberville which may include assisting clients with reasonable accommodations/modifications, testing allegations of discrimination, intervening on behalf of a client to resolve the housing issue through mediation, assisting in filing complaints of discrimination with the U.S. Department of HUD, and/or assisting with a referral to an attorney to pursue legal remedies. The length of time spent working on a fair housing intake varies tremendously based on what actions must be taken to assist the client. There are cases that are worked for multiple years due to the length of time that the administrative process takes and legal process if a lawsuit is filed. The intake and processing of a complaint will cost \$813 per intake conducted, regardless the time taken to complete work on the complaint, for a total of \$28,455.

The Austin Tenants' Council will promote the Fair Housing Program in the unincorporated areas of Travis County and the Village of Webberville by working cooperatively with community groups. ATC will distribute fair housing materials created under previous FHIP programs. ATC will also attend meetings with local social service groups to promote the Fair Housing Program in Travis County and the Village of Webberville. ATC will make 30 contacts as described above at a rate of \$200 per contact for a total of \$6,000.

#### **2.0 Landlord/Tenant Counseling.**

The Austin Tenants' Council will provide direct counseling and technical assistance of low income renters regarding tenant's rights and responsibilities. ATC will provide counseling to 32 clients at a rate of \$267 per attendant for a total of \$8,544.

The Austin Tenants' Council will target local newspaper outlets with a media campaign by purchasing at least 7 fair housing advertisements in local print media. The media campaign will average approximately \$1,000 per newspaper for a total of \$7,000.

### **3.0 GOALS AND OBJECTIVES.**

#### **3.1 Fair Housing Counseling**

**3.1.1 National Objective.** The national objective for CDBG funds under this Contract is Low to Moderate Income Clientel as defined in 24 CFR Part 570.208(a)(2).

**3.1.2 Activity.** Offeror will act to provide fair housing services and related outreach to eligible people. This eligible activity is defined in 24 CFR Part 570.201(e).

**3.1.3 Goal.** The goal for performance under the Contract is to improve the availability of services for low to moderate income households.

**3.1.4 Performance Indicators/Objectives.** Performance Indicators/objectives include the following: Increased access to fair housing counseling for low and moderate income households.

**3.1.5 Number of Households.** An estimated 35 households will be assisted and 30 community outreach contacts will occur during the award period.

#### **3.2 Landlord/Tenant Counseling**

**3.2.1 National Objective.** The national objective for CDBG funds under this Contract is Low to Moderate Income Clientel as defined in 24 CFR Part 570.208(a)(2).

**3.2.2 Activity.** Offeror will act to provide tenant's rights services and related outreach to eligible people. This eligible activity is defined in 24 CFR Part 570.201(e).

**3.2.3 Goal.** Performance Indicators/objectives include the following: Increased access to tenant/landlord counseling for low and moderate income households.

**3.2.4 Performance Indicators/Objectives.** Performance Indicators/objectives include the following: Number of people counseled and advertisements placed.

**3.2.5 Number of Households.** An estimated 32 households will be assisted and 7 newspaper ads community outreach contacts will occur during the award period.

**ATTACHMENT C**

**PROGRAM BUDGET**

**PY14 Fair Housing Counseling, Outreach & Training Program**

**Full Program Budget Summary**

<b>A. Fair Housing Counseling &amp; Related Outreach</b>	<b>\$34,455</b>
<b>B. Landlord/Tenant Counseling &amp; Related Outreach</b>	<b>\$15,544</b>
<b>Total Funding Requested</b>	<b>\$49,999</b>

<b>Task</b>	<b># of Units</b>	<b>Rate per Unit</b>	<b>Flat Fee Per Unit</b>
<b>Fair Housing Counseling</b>	<b>35</b>	<b>\$813</b>	<b>\$28,455</b>
<b>Community Contacts</b>	<b>30</b>	<b>\$200</b>	<b>\$6000</b>
<b>Tenant/Landlord Counseling</b>	<b>32</b>	<b>\$267</b>	<b>\$8544</b>
<b>Newspaper Ads</b>	<b>7</b>	<b>\$1000</b>	<b>\$7,000</b>

ATTACHMENT K

ETHICS AFFIDAVIT

STATE OF TEXAS  
COUNTY OF TRAVIS

ETHICS AFFIDAVIT

Date: 9/10/14  
Name of Affiant: Katherine Stark  
Title of Affiant: Ex. Dir.  
Business Name of Contractor: Austin Tenants Council  
County of Contractor: Travis

Affiant on oath swears that the following statements are true:

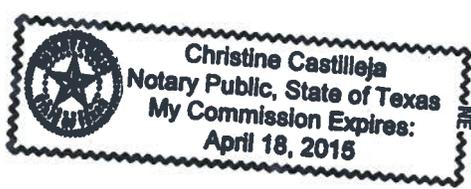
1. Affiant is authorized by Contractor to make this Affidavit for Contractor.
2. Affiant is fully aware of the facts stated in this Affidavit.
3. Affiant can read the English language.
4. Contractor has received the list of Key Contracting Persons associated with this Contract which is attached to this Affidavit as Exhibit "A".
5. Affiant has personally read Exhibit "A" to this Affidavit.
6. Affiant has no knowledge of any Key Contracting Person on Exhibit "A" with whom Contractor is doing business or has done business during the 365 calendar day period immediately before the date of this Affidavit.

Katherine Stark  
Signature of Affiant

1600 B East. 2nd St. S. 150  
Austin TX 78702  
Address

SUBSCRIBED AND SWORN TO before me by 10 on Sept, 2014.

Christine Castilleja  
Notary Public, State of Texas  
Christine Castilleja  
Typed or printed name of notary



My commission expires: April 18, 2015

**EXHIBIT A**  
**LIST OF KEY CONTRACTING PERSONS**  
**August 4, 2014**

**CURRENT**

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

Director, Health Services Division .....Beth Devery  
 Attorney, Health Services Division .....Prema Gregerson  
 Purchasing Agent .....Cyd Grimes, C.P.M., CPPO  
 Assistant Purchasing Agent .....Elaine Casas, J.D.\*  
 Assistant Purchasing Agent .....Marvin Brice, CPPB  
 Assistant Purchasing Agent .....Bonnie Floyd, CPPO, CPPB  
 Purchasing Agent Assistant IV .....CW Bruner, CTP, CPPB  
 Purchasing Agent Assistant IV .....Lee Perry  
 Purchasing Agent Assistant IV .....Jason Walker  
 Purchasing Agent Assistant IV .....Richard Villareal  
 Purchasing Agent Assistant IV .....Patrick Strittmatter, CPPB  
 Purchasing Agent Assistant IV .....Lori Clyde, CPPO, CPPB  
 Purchasing Agent Assistant IV .....Scott Wilson, CPPB  
 Purchasing Agent Assistant IV .....Jorge Talavera, CPPO, CPPB  
 Purchasing Agent Assistant IV .....Loren Breland, CPPB  
 Purchasing Agent Assistant IV .....John E. Pena, CTPM, CPPB  
 Purchasing Agent Assistant IV .....Angel Gomez  
 Purchasing Agent Assistant IV .....Jesse Herrera, CPPB, CTPM, CTCM, CTP  
 Purchasing Agent Assistant III .....Shannon Pleasant, CTPM  
 Purchasing Agent Assistant III .....David Walch  
 Purchasing Agent Assistant III .....Michael Long, CPPB  
 Purchasing Agent Assistant III .....Sydney Ceder  
 Purchasing Agent Assistant III .....Ruena Victorino  
 Purchasing Agent Assistant III .....Rachel Fishback  
 Purchasing Agent Assistant II .....L. Wade Laursen  
 Purchasing Agent Assistant II .....Sam Francis  
 HUB Coordinator .....Sylvia Lopez  
 HUB Specialist .....Betty Chapa  
 HUB Specialist .....Jerome Guerrero  
 Purchasing Business Analyst .....Scott Worthington  
 Purchasing Business Analyst .....Rosalinda Garcia  
 TNR ... .....Don Ward

**FORMER EMPLOYEES**

<u>Position Held</u>	<u>Name of Individual Holding Office/Position</u>	<u>Date of Expiration</u>
Purchasing Agent Assistant III .....	Shannon Pleasant .....	08/22/15
Purchasing Business Analyst .....	Jennifer Francis .....	11/29/14
Executive Assistant .....	Barbara Smith .....	01/15/15
Attorney, Transactions Division .....	Jim Connolly .....	02/28/15
County Executive, Planning & Budget .....	Leslie Browder .....	03/31/15

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

**ATTACHMENT M**

**PROJECT SCHEDULE**

**PY14 Fair Housing and Tenants Rights Counseling and Outreach**

**Task**

**Date Achieved**

Complete all activities

September 30, 2015

**Attachment T**

**FFATA Certifications**

The certifications enumerated below represent material facts upon which Travis County relies when reporting information to the federal government required under federal law. If Travis County later determines the Contractor knowing rendered erroneous certification, Travis County may pursue all available remedies in accordance with Texas and U.S. law. Signor further agrees that it will provide immediate written notice to Travis County if at any time Signor learns that any certifications provide for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. If Signor cannot certify all the statements contained in this section, Signor must provide written notice to Travis County detailing which of the below following statements it cannot certify and why.

Did your organization have gross income, from all sources, of less than \$300,000 in your previous tax year? Yes **No**

If your answer is "Yes", skip questions "A", "B", and "C" and finish the certification.  
If your answer is "No", answer questions "A" and "B".

**A. Certification Regarding % of Annual Gross from Federal Awards.**

Did your organization receive 80% or more of its annual gross revenue from federal awards during the previous fiscal year? **Yes** No

**B. Certification Regarding Amount of Annual Gross from Federal Awards.**

Did your organization receive \$25 million or more in annual gross revenues from federal awards in the preceding fiscal year? Yes **No**

If your answer is "Yes" to both question "A" and "B" you must answer question "C".

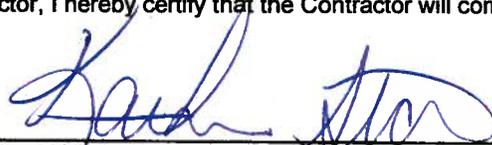
If your answer is "No" to either question "A" or "B", skip question "C" and finish the certification.

**C. Certification Regarding Public Access to Compensation Information.**

Does the public have access to information about the compensation of the senior executives in your business of organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports under section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (15 U.S.C. 78 m(a) or section 6104 of the Internal Revenue Code of 1986? Yes **NO**

As a duly authorized representative (Signor) of the Contractor, I hereby certify that the Contractor will comply with the above certifications.

Katherine Stark



Printed Name of Authorized Representative Signature of Authorized representative

Executive Director

9/10/2014

Title of Authorized representative

Date

Austin Tenants' Council

512-474-7007

Legal Name of Contractor

Contract Number(s)

Additional information needed to complete the required FFATA information

- Entity's DUNS number +4: G45376407
- Entities legal name and address: Austin Tenants' Council  
1640- B E.2<sup>nd</sup> Street; Suite #150 Austin, Texas 78702  
\_\_\_\_\_  
\_\_\_\_\_
- DBA name and address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Congressional District, USA: \_\_\_\_\_
- Location of entity receiving the award, including city, state, congressional district and country \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Primary location of the performance of the award, including city, state, congressional district and country \_\_\_\_\_  
1640-B. E.2<sup>nd</sup> Street; Suite #150 Austin, Texas 78702  
\_\_\_\_\_  
\_\_\_\_\_
- Project Description a detailed description that the public will be able to easily understand.  
Please type this up and submit via email to the Department