<table>
<thead>
<tr>
<th>Dept.</th>
<th>Grant Title</th>
<th>Grant Period</th>
<th>Grant Award</th>
<th>County Cost Share/Contribution</th>
<th>In-Kind Contribution</th>
<th>Program Total</th>
<th>FTEs</th>
<th>PBO Notes</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Postconviction Testing of DNA Evidence</td>
<td>10/1/2021-09/30/2024</td>
<td>$573,637.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$573,637.00</td>
<td>2.00</td>
<td>Recommend Approval</td>
</tr>
<tr>
<td>B</td>
<td>Retired and Senior Volunteer Program (CNCS)</td>
<td>4/1/2022-03/31/2023</td>
<td>$57,995.00</td>
<td>$24,821</td>
<td>$0</td>
<td>$82,816</td>
<td>0.60</td>
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TRAVIS COUNTY
FY 2021 GRANT SUMMARY SHEET

Check One:

Application Approval: ☐ Permission to Continue: ☐
Contract Approval: ☑ Status Report: ☐

Check One:

Original: ☑ Amendment: ☐

Check One:

New Grant: ☑ Continuation Grant: ☐

Department/Division: Justice Planning/Justice and Public Safety
Contact Person/Title: Roger Jefferies, County Executive
Phone Number: 512-854-4759

Grant Title: Postconviction Testing of DNA Evidence
Grant Period: From: Oct 1, 2021 To: Sep 30, 2024

Fund Source:
Federal: ☑ State: ☐ Local: ☐

Grantor:
Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

Will County provide grant funds to a sub-recipient? Yes: ☐ No: ☑
Are the grant funds pass-through from another agency? If yes, list originating agency below.
Yes: ☐ No: ☑

Originating Grantor:

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Grant Funds</th>
<th>County Cost Share/ Contribution</th>
<th>In-Kind</th>
<th>TOTAL</th>
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<td>Personnel:</td>
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<td>FTEs:</td>
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Program Income ($/Des): $ 0.00

Permission to Continue Request - One Line Per Fiscal Year

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<th>Funding Source (Cost Center)</th>
<th>Personnel Cost</th>
<th>Operating Cost</th>
<th>Estimated Total</th>
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<th>PTC Expiration Date</th>
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<td>Totals</td>
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Department Review Staff Initials Comments
County Auditor ☑ AS
County Attorney ☑ JK

Grant Summary Sheet v 2.4
<table>
<thead>
<tr>
<th>#</th>
<th>Measure</th>
<th>Actual FY 19 Measure</th>
<th>Projected FY 20 Measure</th>
<th>Projected FY 21 Measure</th>
<th>Projected FY 22 Measure</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td># of programs planned</td>
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<td>4</td>
<td>4</td>
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</tr>
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<td>2</td>
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<td>3</td>
<td></td>
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**Applicable County Goal**

2 - Promote the well-being of our residents through social, economic, and health and safety initiatives

**Performance Measures**

<table>
<thead>
<tr>
<th>#</th>
<th>Measure</th>
<th>Actual FY 19 Measure</th>
<th>Projected FY 20 Measure</th>
<th>Projected FY 21 Measure</th>
<th>Projected FY 22 Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of violent felony cases that require Brady notice.</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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</table>

**Outcome Impact Description**

2. Number of cases for which defendants request materiality review.

<table>
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<tr>
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<tbody>
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<td>1</td>
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**Outcome Impact Description**

3. Number of cases that undergo materiality review.

<table>
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<tr>
<th>#</th>
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<tr>
<td>2</td>
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**Outcome Impact Description**

4. Number of cases in which evidence search was conducted.

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<tr>
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<tbody>
<tr>
<td>3</td>
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**Outcome Impact Description**

5. Number of items of evidence located and shipped to fee-for-service laboratories.

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<tr>
<th>#</th>
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<tr>
<td>4</td>
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**Outcome Impact Description**

6. Number of items returned for storage post-DNA testing.

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<th>#</th>
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<td>5</td>
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**Outcome Impact Description**

7. Number of cases in which biological evidence existed/had been destroyed/was missing.

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<tr>
<th>#</th>
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**Outcome Impact Description**

8. Number of cases in which DNA analysis was performed.

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**Outcome Impact Description**

9. Number of cases per test type.

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<tr>
<td>8</td>
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**Outcome Impact Description**

10. Number of pieces of evidence.

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<tbody>
<tr>
<td>9</td>
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</table>

**Outcome Impact Description**

11. Number of cases yielding DNA profile.

<table>
<thead>
<tr>
<th>#</th>
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<tbody>
<tr>
<td>10</td>
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<tr>
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<td></td>
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<tr>
<td>12.</td>
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</table>

**PBO Recommendation:**

This is a new grant contract to expand staff and testing capacity for the APD DNA Lab Forensic Review process. This grant will add 2 FTE in the District Attorney’s Office as well as additional support for the Capital Area Private Defender Service (CAPDS). The grant will be managed by Justice Planning. There is no grant match. The grant is for three years, at that time it is expected that this forensic review will be complete and additional resources will no longer be necessary. PBO recommends approval of this contract.

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 goal of this grant is to expand staffing in the District Attorney’s Office and CAPDS, as well as testing, for the APD DNA Review Project. The APD DNA Review Project facilitates review, identification of cases that would benefit from reanalysis and/or retesting and facilitation of that reanalysis and/or retesting, and post-conviction litigation for persons who were affected by the widespread problems identified in the former APD DNA lab. This grant will enhance the ongoing work of the APD DNA Review Project. Justice Planning will provide oversight and management of this grant.

The grant was awarded by BJA on November 2, 2021. The original amount requested in the application was $500,000 over three years. Upon review, BJA determined that Travis County’s application fell into a category deemed eligible to receive additional funds ($73,637).

Please note that the personnel budget is for the District Attorney’s Office. Personnel costs for CAPDS are reflected in the operating budget as CAPDS is paid via contract. Funding for DNA testing and analysis is also included in the operating budget.

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

Grant funding ends after the third year and funding for the expansion of the APD DNA Review Project becomes the responsibility of the City and the County, if the work of the project is still needed. The County and City have the opportunity to review and approve grant funding for this program on an annual basis during the three years this grant would be in effect. Alternatively, the County and City could seek additional funding from BJA, and/or other grant opportunities.

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

No county match is required.

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

Yes, however, Travis County waived indirect costs in order to allocate all grant funds towards the expansion of the APD DNA Review Project.
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.

The program may end upon termination of grant funding if the work of the APD DNA Review Project has been completed. If needed, Justice Planning will request additional funding to support the continuance of the project, either through the County and/or future grant opportunities.

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

This is not a new program.

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

Part of the Justice Planning mission statement obligates us "(to sustain) countywide initiatives for the enhancement of public safety". It is in the community's best interests to expand an existing program which provides post-conviction DNA reanalysis and re-testing (where appropriate) in cases of violent felony offenses where actual innocence might be demonstrated. This grant would address that need and relates to our mission to implement and sustain programs which enhance public safety and promote accountability.
Dear Andy Brown,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by TRAVIS, COUNTY OF TRAVIS for an award under the funding opportunity entitled 2021 BJA FY 21 Postconviction Testing of DNA Evidence. The approved award amount is $573,637.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

Congratulations, and we look forward to working with you.

Amy Solomon
Acting Assistant Attorney General

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial...
assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from DOJ from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a nondiscriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOPs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEOP requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c) (5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at askOCR@ojp.usdoj.gov.

Memorandum Regarding NEPA

NEPA Letter Type
OJP - Ongoing NEPA Compliance Incorporated into Further Developmental Stages

NEPA Letter

The Postconviction Testing of DNA Evidence Program funds projects that assist states and units of local government with postconviction DNA testing in cases of violent felony offenses where actual innocence might be demonstrated.

All recipients of funding under this award must assist the Office of Justice Programs (OJP) in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the recipient or by a subrecipient or third party. Accordingly, prior to obligating funds for any of the activities specified below, the grantee must first ensure compliance with OJP NEPA procedures.
The specified activities requiring environmental analysis are:

1. New construction
2. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species
3. A renovation that will change the basic prior use of a facility or significantly change its size
4. Research and technology whose anticipated and future application could be expected to have an effect on the environment
5. Implementation of a program involving the use of chemicals (including the identification, seizure, or closure of clandestine methamphetamine laboratories)

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by OJP. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.

For more information about NEPA requirements, including which projects may qualify for categorical exclusions, and the preparation of an environmental review documents, please see [https://bja.ojp.gov/national-environmental-policy-act-nepa-guidance](https://bja.ojp.gov/national-environmental-policy-act-nepa-guidance).

Questions about this determination may be directed to your grant manager or Environmental Coordinator for the Bureau of Justice Assistance.

**NEPA Coordinator**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orbin</td>
<td>——</td>
<td>Terry</td>
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</table>

› Award Information
› Project Information
› Financial Information
› Award Conditions
› Award Acceptance
Austin/Travis County Postconviction DNA Program

Abstract

Travis County, in partnership with the Capital Area Private Defender Service and the City of Austin, submit this application for FY 21 Postconviction Testing of DNA Evidence Program funds.

The proposed program is designed to address the needs of two distinct projects:

- The APD DNA Review Project. In 2016, Austin’s former DNA laboratory was closed following an audit. Findings included the use of scientifically inappropriate stochastic threshold, use of validation studies that lacked data to support the use of that stochastic threshold, suspect-driven bias, and deviation from protocols and procedures by the analysts. The project focuses on assisting with cases potentially impacted.
- The DPS DNA Mixture Review Project. This project focuses on discrepancies in the calculation of DNA statistics.

Both projects share the overarching goal of providing post-conviction DNA reanalysis and re-testing, where appropriate, in cases of violent felony offenses where actual innocence might be demonstrated. The program will be coordinated and conducted in overlapping phases: administrative, materiality review, evidence location, and ongoing DNA testing and reanalysis. Program objectives are to identify cases that may require DNA analysis to prove actual innocence; to review post-conviction cases in which DNA analysis could prove actual innocence; to locate biological evidence associated with identified cases; and, to perform DNA analysis of appropriate biological evidence.

The program service area encompasses approximately 692 square miles of south central Texas hill country and is home to over a million residents. With this application, Travis County, Applicant and Fiscal Agent, requests $438,311 to hire two full-time attorneys. One attorney will be assigned to TCDAO ($208,433) and the other to CAPDS ($229,878). With hundreds of requests in pending status, the attorneys will conduct a parallel review of cases to identify possible wrongful convictions, assist with fact investigations, and navigate DNA issues related to criminal investigations. In addition to personnel costs, Travis County requests $61,689 to outsource for DNA testing. The types of testing and amounts associated with each case will vary. The County anticipates that 20-30 cases will require testing and 175 will require reanalysis.
Austin/Travis County Postconviction DNA Program
Program Narrative

Description of the Issue

The City of Austin is a home-rule municipality situated in Travis, Williamson, and Hays Counties in Texas. The Austin Police Department (APD) provides public safety services for over 1,003,615 residents and 22 million visitors within 325 square miles on an annual basis. In 2004, APD opened a forensic facility. In 2005, APD received accreditation in the areas of biology, toxicology, controlled substances, firearms, latent print, and crime scene.

In 2015, an internal evaluation of the APD DNA Laboratory resulted in the identification of several areas that needed improvement and, in 2016, the Texas Forensic Science Commission (TFSC) conducted an audit of the laboratory. Less than two months later, the TFSC published the audit results, which revealed numerous problems, including but not limited to the APD DNA Lab’s establishment and continued use of a scientifically inappropriate stochastic threshold, use of validation studies that lacked data to support the use of that stochastic threshold, suspect-driven bias, and deviation from protocols and procedures by the analysts. The audit report discussed leadership and training issues and an inappropriate reliance on accreditation, and detailed specific examples of contamination events and the use of AP reagent outside of manufacturer instructions. Additionally, the audit report addressed overarching issues: the lab lacked a sufficient quality assurance system, the lab lacked validation studies and there were significant issues with existing validation studies, lab protocols were inadequate, and lab analysts analyzed DNA evidence that lacked quality and/or lacked sufficient quantity of DNA.¹ In June

¹ Dr. Bruce Budowle, a University of North Texas (UNT) subject matter expert, continues to reanalyze evidence from the APD DNA Lab. His reports affirm the issues identified by the TFSC; discuss the improper use and improper validation of the quantitative-based stochastic threshold (QBST), which was fundamentally flawed; identify conduct by analysts indicating suspect-driven bias; identify contamination events; and, reflect pervasive problems with mixture interpretation and the appropriate applications of
2016, APD closed the DNA lab to focus on remediation and analyst training activities, with notification made to the American Society of Crime Laboratory Directors/Laboratory Accreditation Board, the TFSC, and the National Institute of Justice. The lab was permanently closed shortly after.

**APD DNA Review Project.** In the months that followed, criminal justice and government stakeholders from Travis County and the City of Austin worked with accreditation bodies, the state lab, and others to determine the jurisdiction’s next steps. The APD DNA Review Project – a collaborative effort between the Travis County District Attorney’s Office (TCDAO), the City of Austin, and the Capital Area Private Defender Service (CAPDS) – was established. The project facilitates case review, identifies cases that would benefit from reanalysis and/or retesting, facilitates reanalysis and/or retesting, and assists with post-conviction litigation for persons affected by the widespread problems identified.

Key project personnel identified approximately 1,800 cases involving approximately 1,600 potentially affected defendants (a number of defendants have multiple cases). Over 1,600 of the identified cases are violent felonies, including capital murder, murder, and sexual assault. TCDAO provided each defendant with a “Brady notice,” as notification of the laboratory issues, offering CAPDS’s assistance with post-conviction review at no charge. Approximately 500 persons requested review from CAPDS.

To date, CAPDS has closed 232 cases, citing that DNA evidence was not material to conviction in 113 cases and DNA was not involved in 46 cases. The project is currently preparing to send a second notice to potentially affected defendants and anticipates an additional 300 – 400 requests for assistance.

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statistical methods by the APD DNA Lab analysts. Please see Appendix A for a complete summary of the UNT reports.
**DPS DNA Mixture Review Project.** The year 2015 was also pivotal at the national level. The FBI provided crime laboratories across the country with notice that the population database it used for 15 years to calculate DNA statistics in criminal cases contained discrepancies. The FBI provided updated data and many Texas laboratories offered a recalculation for any criminal case. The population database adjustment did not yield significantly different results in any reported case; however, as the new calculations were performed, an unrelated issue concerning DNA mixtures arose.

When the 2015 notice was issued, many laboratories had changed the method used for calculating DNA mixture interpretations, prompted in part by new mixture interpretation guidance issued by the Scientific Working Group on DNA Analysis Methods (SWGDAM) in 2010. The most commonly used method up to that point was Combined Probability of Inclusion (CPI). When original CPI calculations were reanalyzed according to the revised protocol suggested by SWGDAM in 2010, the results changed in some cases. New calculations had the potential to exclude a suspect as a possible contributor to a DNA mixture in cases where the suspect was previously included. This was confirmed in a murder case in Galveston, Texas: the original DNA analysis indicated the defendant could not be excluded as a possible contributor, and that the probability of such a profile appearing randomly was 1 in 290 million. After the reanalysis consistent with the revised protocol, the probability changed to 1 in 38.

When the potential problem with CPI was identified, the Texas Department of Public Safety (DPS) Crime Lab estimated that CPI was used in approximately 25,000 cases. In response, a stakeholder group formed to determine the best response: a statewide case review funded by the Texas Indigent Defense Commission (TIDC). Travis County and CAPDS opted to review potentially affected cases separately (through a TIDC grant) with the creation of the DPS...
DNA Mixture Review Project. The method for sending “Brady notices” was substantially similar to that of the APD DNA Review Project. In response, CAPDS received 127 requests for reviews that encompass 176 cause numbers. To date, CAPDS has completed 91 materiality reviews, reinterpreted 10 cases, and is preparing five cases for litigation.

**Project Design and Implementation**

This program combines the needs of two distinct, related projects with the overarching goal of providing post-conviction DNA reanalysis and re-testing where appropriate in cases of violent felony offenses where actual innocence might be demonstrated. Program objectives are tied to performance measures, which are reported to NIJ and the community:

- To identify cases that may require DNA analysis to prove actual innocence.
  - Number of violent felony cases that require Brady notice. Number of cases for which defendants request materiality review.
- To review post-conviction cases in which DNA analysis could prove actual innocence.
  - Number of cases that undergo materiality review.
- To locate biological evidence associated with identified cases.
  - Number of cases in which evidence search was conducted. Number of items of evidence located and shipped to fee-for-service laboratories. Number of items returned for storage post-DNA testing.
- To perform DNA analysis of appropriate biological evidence.
  - Number of cases in which biological evidence existed/had been destroyed/was missing. Number of cases in which DNA analysis was performed. Number of cases per test type. Number of pieces of evidence.
Each partner agency will play an integral role in the implementation of planned activities. With this application, Travis County, Applicant and Fiscal Agent, requests $438,311\textsuperscript{2} to hire two full-time attorneys. One attorney will be assigned to TCDAO ($208,433) and the other to CAPDS ($229,878). The attorneys will conduct a parallel review of cases to identify possible wrongful convictions, assist with fact investigations, and navigate DNA issues related to criminal investigations.

The full time TCDAO attorney will be sworn in at the District Attorney’s office and assigned to the Conviction Integrity Unit (CIU) for a two-year period (months 1 – 24), to maximize program benefits. With access to sensitive information related to the APD DNA and DPS projects, the TCDAO attorney will perform the following tasks:

- Work with CAPDS to identify potentially affected defendants who did not receive the original “Brady notice”;
- Craft notification letters and informational packets to provide to potentially affected defendants in conformity with state and federal law;
- Work with CIU and CAPDS to review and identify cases in which post-conviction DNA testing and/or analysis and/or reanalysis could be relevant to a claim of actual innocence;
- Evaluate discovery requests received from the CAPDS and assist support staff in locating case materials and biological evidence which could be sent to a TFSC-accredited laboratory;

\textsuperscript{2} TCDAO costs are included in direct cost budget categories and funding for CAPDS is included as a subaward. Costs for both project partners cover minimal operating expenses.
• Assist and facilitate sending biological evidence to a TFSC-accredited laboratory for DNA testing and/or analysis or re-analysis under the direction of CIU and assist in keeping related records; and,

• Identify any legal issues creating barriers to providing necessary discovery to the CAPDS and work to find legal solutions to those challenges where possible.

The CAPDS attorney will be hired on a full-time basis for months seven though thirty of the three-year project period, which will allow CAPDS to maximize program benefits. The attorney will perform the following tasks:

• Work with the TCDAO Conviction Integrity Unit to identify defendants who were potentially affected by the problems identified in the former APD DNA lab and problems identified with respect to DPS mixtures in order to ensure that all potentially affected persons receive a “Brady notice” to the extent possible;

• Process incoming requests for review, perform conflict checks, assess priority, and determine any state or federal deadlines potentially applicable to the case;

• Facilitate requests for discovery to TCDAO;

• Perform materiality reviews;

• Assist with any additional investigation necessary to determine whether DNA testing/retesting/analysis/reanalysis is appropriate in each case reviewed; and

• Assist TCDAO with the location and inspection of biological evidence.

In addition to personnel costs, Travis County requests $61,689 to enter into contracts with fee-for-service laboratories to complete DNA testing. The types of testing and amounts
associated with each case will vary. The County anticipates that 20-30 cases will require testing and 175 will require reanalysis.  

The County will ensure compliance with grant requirements and award special conditions; manage the forensic fee-for-service contracts; process and pay invoices; collect bi-weekly timesheets for personnel working on this project from TCDAO and CAPDS; track expenditures and conduct required accounting and auditing; collect quarterly data provided by the team; and combine data and anecdotal information to file quarterly finance and programmatic reports. TCDAO and CAPDS will be assigned and directly supervise the daily activities of grant-funded employees; ensure implementation of approved activities; track and validate personal time and performance measures; provide bi-weekly timesheets, quarterly data and progress reports to Travis County; and work with the team to resolve any personnel issues.

The APD DNA Review Project and the DPS DNA Mixture Review Project teams will work diligently to notice all potentially affected defendants and will continue to use an internal database to record and track each response. Responses will be categorized as either a request for review, no response, a response that indicates a lack of interest in pursuing review, or a response that indicates outside counsel will be retained. When a defendant requests a review, grant-funded personnel, in cooperation with the staff and resources of partner agencies, will prioritize and complete the necessary work.

This program will be conducted in overlapping phases: administrative, materiality review, evidence location, and ongoing DNA testing and reanalysis.

---

3 APD DNA Review Project anticipates approximately 10-20 cases will require testing and that approximately 100 will require reanalysis. The DPS DNA Mixture Review Project anticipates approximately 10 cases will require testing and that approximately 75 will require reanalysis.
Phase 1: Administrative Functions

This phase includes the grant award acceptance, financial and programmatic setup, hiring processes, and agreed operating procedures, workflow, and project-management structure. The timeline for completing the initial work is one month. Over the three-year period, staff may revise expectations to meet local requirements and demands.

Phase Two: Materiality Review

During this phase, attorneys with significant experience litigating violent felonies at the trial, appellate, and post-conviction levels will use their best professional judgment to determine if DNA evidence was material to each defendant’s conviction. Requests for review will be processed and prioritized based on factors including risk for wrongful conviction based on DNA issues. Processing will include a review of publicly available documentation. Cases will be screened for conflicts of interest. If an actual conflict of interest exists, members of both projects will make every effort to secure representation through local academic and non-profit legal services and pro bono counsel.

The materiality review will be based on the file from the clerk of courts, discovery provided to CAPDS from TCDAO, and other information provided to CAPDS by the client. Following the materiality review, CAPDS will correspond with clients to advise when the review does not result in further action and will provide reasons for this outcome. If key personnel decide to move a case through the evidence location, investigation, and testing/analysis phases, CAPDS will obtain documentation of informed consent from the client.

This phase was initiated on a large scale. Funding through BJA would greatly increase the ability for CAPDS and TCDAO to provide a quicker turnaround for affected defendants,
many of whom have been waiting years for a review. This phase is expected to last for the
duration of the grant period.

Phase 3: Locate and Track Evidence

When key personnel determine the need for DNA testing, TCDAO will spearhead
evidence location and tracking in coordination and consultation with CAPDS. Items of evidence
will be shipped to fee-for-service laboratories and will be returned to secure storage with test
results. This phase will begin prior to the grant start date.

Phase 4: DNA Analysis

The APD DNA Review Project will identify cases that would benefit from reanalysis,
testing, or both. If initial testing on items related to the case that were not initially subject to
DNA testing or retesting is needed, the APD DNA Review Project will send the identified items
to an independent laboratory.

The DPS DNA Mixture Review Project will identify cases that would benefit from
reinterpretation by DPS, testing, or both. If initial testing on items related to the case that were
not initially subject to DNA testing or retesting is needed, the DPS DNA Mixture Review Project
will send the identified items to an independent laboratory.

All DNA analyses conducted using program funds will be performed by a fee-for-service
laboratory that is TFSC-accredited, undergoes external audits at least once every 2 years, and
demonstrates compliance with the applicable DNA Quality Assurance Standards established by
the Director of the Federal Bureau of Investigation. All DNA analyses conducted and profiles
generated under this program will be maintained pursuant to any applicable federal privacy
requirements.
In addition to BJA-requested funds, Travis County, CAPDS and the City of Austin will continue to seek supplemental sources of funding to cover program costs associated with all cases under this review.

**Capabilities and Competencies**

Travis County has extensive experience managing both state and federal grants, and has the capacity to conduct the required managing, auditing and subrecipient monitoring. Travis County Justice Planning, a department under the purview of the Justice and Public Safety Division, is composed of 18 staff members, with experience that includes grant management, data analysis, and financial and government accounting. Justice Planning has managed state and federal grants on behalf of Travis County for 23 years. Key personnel have facilitated numerous collaborative projects, including the Justice Reinvestment Initiative, the Justice and Mental Health Collaboration Program, the development of a sobriety center, and the creation of a county-wide public defender office. Justice Planning currently manages a total of $397,937 in grant funds.

Travis County will maintain high expectations for grant-funded personnel and, in cooperation with members of the APD DNA Review Project and the DPS DNA Mixture Review Project, will ensure that their outcomes are in line with national guidelines and local expectations. The grant-funded project attorneys will have a state license, several years of experience (post-conviction preferred), high-quality research and writing skills, demonstrated commitment to ethical practice, experience in criminal defense and related investigations, familiarity with national and state indigent defense best practices, and the ability to function in a team environment.
Roger Jefferies, the County Executive for Justice and Public Safety for Travis County, has over 25 years of experience managing various justice-related governmental departments in New York and Texas. He was co-chair of the working group (government officials and community leaders) that investigated the former APD DNA lab and developed solutions. Mr. Jefferies will assist Travis County, the APD DNA Review Project and DPS DNA Mixture Review Project with the implementation of process improvements and with developing a sustainability plan to ensure the completion of all DNA analysis, testing and casework under this program.

Saran Crayton and Colin Bellair, Co-Directors of the TCDAO Conviction Integrity Unit, bring over 33 years of experience to the program. Ms. Crayton – Presidential Scholar and National Bar Institute Fellow – served as Director of Education at The Legal Rights Center in Minneapolis prior to her work as a public defender (felony trial divisions) in Minneapolis, Minnesota and Chicago, Illinois. Mr. Bellair served as an advocate and public defender for over 16 years in Georgia. As a former student and faculty member of the National Forensics College, he founded the Forensic Science Division of the Georgia Public Defender Council. Mr. Bellair has extensive training and expertise in forensic disciplines, with particular interest in DNA, serology, firearms, and cognitive bias. Together, they review cases upon application for claims of actual innocence, and wrongful convictions. Both directors will supervise the BJA-funded attorney. TCDAO dedicates in-kind the time of an investigator and legal secretary.

Stacie Lieberman, Project Manager for CAPDS, has over than 13 years of post-conviction experience, including participation in the successful litigation of capital habeas cases, and years of experience managing post-conviction offices. Ms. Lieberman is assisted by five attorneys across both projects, all of whom have extensive experience in defending violent
felonies at the trial, appellate, and/or post-conviction level. Ms. Lieberman will supervise the CAPDS grant-funded attorney.

Key personnel will have access to information protected by attorney-client privilege, which will not be compromised by evaluation efforts, internal or external audits, or through County or project partner requirements.

**Potential Impact**

Travis County and project partners share the goal of implementing well-researched and planned activities to ensure post-conviction case review and DNA analysis and testing in cases where a wrongful conviction may have occurred. The agendas of each agency clearly align and will remain in keeping with national best practices. If funded, this project could potentially change the life narrative of countless defendants, families, victims, and community members.

**Performance Measure Data Collection Plan**

The success of this program will be assessed using both federal and local performance measures. Grant-funded personnel will submit activity logs with their bi-weekly timesheets. TCDAO and CAPDS will jointly track aggregate case data.

Cathy McClaugherty, Planning Manager for Travis County’s Justice Planning Department, will be responsible for daily programmatic oversight, data collection and analysis, and performance reporting. She will ensure that federally required performance measures are provided to the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice in a timely manner. Travis County and all project partners agree to participate with any requested evaluation efforts.
Dr. Budowle has reanalyzed DNA evidence from the APD DNA lab in a number of different cases, both as part of the APD DNA Review Project and as an expert for TCDAO relating to cases that were pre-conviction at the time of review. While no overall conclusions can be drawn from the sampling of cases that he has reviewed due to multiple factors, the reports that he has issued to date reaffirm the issues identified by the TFSC. In his reports to date, Dr. Budowle specifically discusses the improper use of the quantitative-based stochastic threshold (QBST) used by the APD DNA Lab. QBST was not considered or published about by the scientific community, and it could never be properly applied because the method itself was fundamentally flawed. Further, the APD DNA Lab’s use of QBST was improperly validated, and although APD DNA Lab analysts saw that QBST did not do what they allegedly thought it would (determine potential stochastic effects), they defended and continued to use it. The Lab’s use of the QBST “despite evidence that it was ineffective raise[d] concerns about the APD DNA Lab’s understanding of foundational issues in DNA analysis, particularly with respect to the effects of amplification on evidentiary profiles, the importance of validation and data-driven protocols and the critical role of quality assurance in addressing concerns as they arise.” Texas Forensic Science Commission’s Final Audit Report for Austin Police Department Forensic Services Division DNA Section (July 8, 2016), p. 17. Some of Dr. Budowle’s reports to date specifically identify conduct by analysts that indicates suspect-driven bias: in certain instances he found that a locus or loci were not included in the statistical calculation, and that two different calculations were used for the same mixture profile. Dr. Budowle’s reports to date mention numerous examples of analysts’ deviations from proper protocols and procedures, such as:
failure to use a reagent blank in items in a run or runs, use of longer injection times on items of evidence than those used for negative and/or positive controls, and analysis of items of evidence at a lower analytical threshold than the analytical threshold used on a control or controls.

Dr. Budowle’s reports to date also reflect problems with mixture interpretation and the appropriate applications of statistical methods by the APD DNA Lab analysts. A number of the reports indicate that the analysts failed to recognize and/or account for possible allelic dropout, showing a failure to recognize limited data due to limited quality and quantity of the sample. This is particularly concerning because the APD DNA Lab lacked an effective quality assurance system and employed analysts whose practices favored the State by, for example, failing to properly analyze some loci because the alleles at those sites were inconsistent with the suspect’s known profile. Some of Dr. Budowle’s reports to date reflect that APD DNA analysts had some difficulty identifying which profiles constituted single-source or mixture profiles, failed to recognize a major contributors, and failed to consider the complainant’s or suspect’s known profile separately in instances where it was safe to assume that the known profile would be present, such as a profile taken from the victim. Dr. Budowle’s reports to date also show that the analysts failed to apply the correct statistical method. Dr. Budowle’s recalculation of the statistics using the correct statistical method yielded different statistical probabilities in a number of cases. Finally, despite the inherent difficulty in reviewing certain types of laboratory errors years later in post-conviction proceedings, particularly when the lab insufficiently documented errors and did not adequately address them through root cause analyses and corrective actions, Dr. Budowle’s reports to date demonstrate that he was able to identify contamination events in some cases. See, e.g., Texas Forensic Science Commission’s Final Audit Report for Austin Police Department Forensic Services Division DNA Section (July 8, 2016), pp. 18-21.
**TRAVIS COUNTY**

**FY 2022 GRANT SUMMARY SHEET**

Check One:
- Application Approval: 
- Permission to Continue: 
- Contract Approval: 
- Status Report: 
- Original: 
- Amendment: 
- New Grant: 
- Continuation Grant: 

**Department/Division:** Travis County Health and Human Services

**Contact Person/Title:** John C. Bradshaw/ Contract Specialist

**Phone Number:** 512-854-4277

**Grant Title:** Retired and Senior Volunteer Program (CNCS)

**Grant Period:** From: Apr 1, 2022 To: Mar 31, 2023

**Fund Source:** Federal: 
State: 
Local: 

**Grantor:** Corporation for National and Community Service (CNCS)

**Will County provide grant funds to a sub-recipient?** Yes: 
No: 

**Are the grant funds pass-through from another agency? If yes, list originating agency below.** Yes: 
No: 

**Originating Grantor:**

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<tr>
<th>Budget Categories</th>
<th>Grant Funds</th>
<th>County Cost Share/Contribution</th>
<th>In-Kind</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Personnel:</td>
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<td>$ 24,821.00</td>
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<td>Operating:</td>
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<td>Totals:</td>
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<td>$ 24,821.00</td>
<td>$ 0.00</td>
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<td>FTEs:</td>
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<td>0.22</td>
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| Program Income ($/Des):   | $ 0.00      |

**Permission to Continue Request - One Line Per Fiscal Year**

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<th>Funding Source (Cost Center)</th>
<th>Personnel Cost</th>
<th>Operating Cost</th>
<th>Estimated Total</th>
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</tr>
<tr>
<td>County Attorney</td>
<td>X</td>
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Grant Summary Sheet v 2.4
### Applicable County Goal

2 - Promote the well-being of our residents through social, economic, and health and safety initiatives

### Performance Measures

<table>
<thead>
<tr>
<th>#</th>
<th>Measure</th>
<th>Actual FY 20 Measure</th>
<th>Projected FY 21 Measure</th>
<th>Projected FY 22 Measure</th>
<th>Projected FY 23 Measure</th>
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<tbody>
<tr>
<td>+</td>
<td>Number of volunteer service hours contributed</td>
<td>19,678</td>
<td>75,000</td>
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<tr>
<td></td>
<td>Percent of volunteers reporting more purposeful lives</td>
<td>100%</td>
<td>85%</td>
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<td></td>
<td>Dollar value of volunteer support to agencies</td>
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<tr>
<td></td>
<td>Number of unduplicated clients served (volunteers serving)</td>
<td>273(29)</td>
<td>450</td>
<td>450</td>
<td>450</td>
</tr>
</tbody>
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#### Applicable Departmental Measures

<table>
<thead>
<tr>
<th>+</th>
<th>Measures for the Grant</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Number of individuals receiving independent living services who report increased social support</td>
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<tr>
<td></td>
<td>Outcome Impact Description</td>
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<tr>
<td>2.</td>
<td>Number of organizations working with RSVP that increase their efficiency, effectiveness, and/or program reach</td>
</tr>
<tr>
<td></td>
<td>Outcome Impact Description</td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outcome Impact Description</td>
</tr>
</tbody>
</table>

### PBO Recommendation:

The Health and Human Services Department (HHS) is requesting Commissioners Court approval for a grant application for $57,995 from the Corporation for National and Community Services (CNCS) for the Retired Senior Volunteer Program (RSVP), locally known as the Coming of Age Austin Metro program. This grant supports the program and 0.60 FTE associated with it.

The grant requires a county cash match of $24,821. As in the past, this amount will be funded using the current Coming of Age departmental budget in the General Fund, with no additional funds or staff needed. The Department notes that, should the grant be discontinued or further reduced, the Coming of Age program would have to seek funding from other sources, including the General Fund. Including the county match, the total for this grant is $82,816.

This grant does not include indirect costs. The application instructions allow Travis County to use a federal or state approved indirect cost rate, which the County does not have, or a 10% de minimus rate, which, if used, would take too big a share of the grant funds. PBO grant guidelines waive the requirement that indirect costs be included in the grant budget if the budget is less than $50,000, and the CNCS grant amount is less than $8,000 over that threshold. As in previous years, PBO concurs with the department not including indirect costs in this grant.

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

The Retired Senior Volunteer Program (RSVP), or Coming of Age Austin Metro as the program is called in Travis County, focuses on the skills available in the Baby Boomer population as well as older retirees. Coming of Age volunteers provide services in a variety of areas such as tutoring, food distribution, mentoring, fundraising for non-profits, and health education. RSVP volunteers focus specifically on independent living and capacity building through volunteer management. Volunteers are able to explore their future, become community leaders, pursue lifelong learning, and engage in meaningful service.

These grant funds enhance an existing program.

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

This grant pays part of the salary, benefits and operating expenses of the Coming of Age program. The General Fund would most likely have to cover these if the grant is not renewed.

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 County Cost Share is made up of a 30% match of $24,821. This is covered by the departmental budget. No additional funds or staff are required.

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

The application instructions allow Travis County to use a federal or state approved indirect cost rate, which we do not have, or a 10% de minimus rate, which we cannot afford as it would take too big a share of the grant funds. A lower rate is not allowed.

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.

The Coming of Age program would have to seek funding from other sources, including the General Fund, if the Corporation for National and Community Service reduced or discontinued the grant.

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

This is not a new program.

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

The RSVP CNCS grant provides funding to help Coming of Age achieve the performance measures described on page 2.
MEMORANDUM

Date: November 17, 2021

To: Travis County Commissioners Court

From: Deborah Britton, Chief Deputy
       Travis County Health and Human Services

Subject: Corporation for National and Community Service RSVP (CNCS) Grant Application

Proposed Motion:
Consider and take appropriate action to approve an RSVP (CNCS) grant application to the Corporation for National and Community Service to help fund the Coming of Age program in FY22.

Summary and Staff Recommendation:
The Retired Senior Volunteer Program (RSVP), or Coming of Age Austin Metro as the program is called in Travis County, focuses on the skills available in the Baby Boomer population as well as older retirees. Coming of Age volunteers focus on the following service areas: education, independent living, health and human services, volunteer mobilization and capacity building. Volunteers are able to explore their future, become community leaders, pursue lifelong learning, and engage in meaningful service. Activities these volunteers pursue include tutoring, mentoring, food distribution, caregiver services, health education, recruiting volunteers for nonprofit organizations, and coordinating fund-raising events for nonprofits.

TCHHS staff recommends approving this application.

Budgetary and Fiscal Impact:
The $57,995 grant requires a $24,821 match. This is covered by the departmental budget. No additional funds are required. This application is for the 4/1/22 – 3/31/23 grant year.

Issues and Opportunities:
Coming of Age provides valuable services to the residents of Travis County in such areas as education, health and human services, volunteer mobilization and capacity building to improve the effectiveness of nonprofits.
Background:
Coming of Age is committed to bringing together people of diverse backgrounds by maintaining a broad and inclusive set of organizational members and volunteer opportunities. Coming of Age is also committed to providing volunteer opportunities for those who may have physical challenges such as sight or hearing limitations or restricted mobility.

Cc:  Sherri Fleming, County Executive, TCHHS
     Ross Stephens, Director, Community Services, TCHHS
     Fred Lugo, Manager, Coming of Age
     Patti Smith, CPA, Travis County Auditor
     Nora Robles, Financial Auditor, Travis County Auditor’s Office
     Prema Gregerson, Assistant County Attorney
     Michelle Surka, Analyst, Planning and Budget Office
APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application X Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):

2b. APPLICATION ID: 22RSRTX027

STATE APPLICATION IDENTIFIER:

STATE APPLICATION IDENTIFIER:

3. DATE RECEIVED BY STATE:

4. DATE RECEIVED BY FEDERAL AGENCY:

FEDERAL IDENTIFIER: 20SRWTX027

5. LEGAL NAME: Travis Co. through Travis Co. Health and Human Services

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Fred Lugo

TELEPHONE NUMBER: (512) 854-4105

FAX NUMBER: (512) 854-4131

INTERNET E-MAIL ADDRESS: fred.lugo@traviscountytx.gov

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

7. TYPE OF APPLICANT:

7a. Local Government - County

7b. Local Government, Municipal

8. TYPE OF APPLICATION (Check appropriate box).

□ NEW

X CONTINUATION □ AMENDMENT

If Amendment, enter appropriate letter(s) in box(es): __________________________

A. AUGMENTATION B. BUDGET REVISION

C. NO COST EXTENSION D. OTHER (specify below):

9. NAME OF FEDERAL AGENCY:

Corporation for National and Community Service

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002

10b. TITLE: Retired and Senior Volunteer Program

11a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Coming of Age Austin Metro

11b. CNCS PROGRAM INITIATIVE (IF ANY):

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Travis County, TX

13. PROPOSED PROJECT: START DATE: 04/01/22 END DATE: 03/31/23


15. ESTIMATED FUNDING: Year #:

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

□ YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

X NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

□ YES if "Yes," attach an explanation. X NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Andy Brown

b. TITLE: __________________________

c. TELEPHONE NUMBER: (512) 854-9555
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE: __________________________
e. DATE SIGNED:

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System) Application

NEW

CONTINUATION AMENDMENT

NEW/PREVIOUS GRANTEE

AUGMENTATION BUDGET REVISION

NO COST EXTENSION OTHER (specify below):

X

CONTINUATION AMENDMENT

□

NO COST EXTENSION

D. OTHER (specify below):

E. PROGRAM INCOME $ 0.00

F. TOTAL $ 152,450.00

G. LOCAL $ 72,715.00

d. OTHER $ 0.00

c. STATE $ 21,740.00

b. APPLICANT $ 94,455.00

a. FEDERAL $ 57,995.00

Y

YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

S

 advice should be made.

X NO. PROGRAM IS NOT COVERED BY E.O. 12372

□ YES if "Yes," attach an explanation. X NO

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Andy Brown

b. TITLE: __________________________

c. TELEPHONE NUMBER: (512) 854-9555
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE: __________________________
e. DATE SIGNED:

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

7. TYPE OF APPLICANT:

7a. Local Government - County

7b. Local Government, Municipal

8. TYPE OF APPLICATION (Check appropriate box).

□ NEW

X CONTINUATION □ AMENDMENT

If Amendment, enter appropriate letter(s) in box(es): __________________________

A. AUGMENTATION B. BUDGET REVISION

C. NO COST EXTENSION D. OTHER (specify below):

9. NAME OF FEDERAL AGENCY:

Corporation for National and Community Service

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002

10b. TITLE: Retired and Senior Volunteer Program

11a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Coming of Age Austin Metro

11b. CNCS PROGRAM INITIATIVE (IF ANY):

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Travis County, TX

13. PROPOSED PROJECT: START DATE: 04/01/22 END DATE: 03/31/23


15. ESTIMATED FUNDING: Year #:

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

□ YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

X NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

□ YES if "Yes," attach an explanation. X NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Andy Brown

b. TITLE: __________________________

c. TELEPHONE NUMBER: (512) 854-9555
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE: __________________________
e. DATE SIGNED:

DUNS NUMBER: 030908842

ADDRESS (give street address, city, state, zip code and county):

PO Box 1748

Austin TX 78767 - 1748

County: Travis

TX 21

$ 57,995.00

$ 94,455.00

$ 21,740.00

$ 72,715.00

$ 0.00

$ 0.00

$ 152,450.00

$ 0.00
Narratives

Executive Summary

An estimated 185 RSVP volunteers will serve. Of this number, 59 RSVP volunteers will be placed in outcome assignments. Some of their activities will include transportation for older adults and managing volunteers. The primary focus area of this project is Healthy Futures. At the end of the three-year grant, 144 older adults will report having increased social ties or improved capacity for independent living, and 6 organizations will increase their effectiveness, efficiency, and/or program scale/reach. The CNCS federal investment of $57,995 will be supplemented by $94,455 in non-federal resources. This includes $72,715 in local funds and $21,740 in state funds.

Strengthening Communities

STRENGTHENING COMMUNITIES

COMMUNITY DESCRIPTION AND DEMONSTRATED COMMUNITY NEED

Travis County RSVP proposes Healthy Futures as its Primary Focus Area, with Aging in Place/Transportation as its associated community need. Additionally, Capacity Building is proposed as an outcome-based area of service, with Volunteer Management as its associated community need.

Aging in Place. Two primary factors support the need for older adult transportation services in Travis County: older adult population growth and the concomitant demand for services, as well as the lack of transportation among older adults.

Travis County is home to a large and growing population of older adults. Travis County's "2017 Investment Overview" states that the older adult population in Travis County has increased in number and share during recent years and is projected to comprise a larger percentage of the total population in the coming decades. In 2016, there were 108,427 older adults (aged 65 and older) living in Travis County, comprising 9.0% of the population; by 2030, a projected 187,459 older adults will make up 14.0% of the county population. Travis County Health and Human Services' "Snapshot" Report for 2019 indicates the population 65 years and older in Travis County has the largest relative change, and increased by 26% compared to 16% statewide and 13% nationally. From 2015 to 2019 the 65 and over population increased 26% and by 26,861 individuals.
Narratives

According to the "Aging and Caregiving in Central Texas" 2017 report by the Aging Services Council of Central Texas, 20% of Central Texas residents 75 years and older do not own or drive a car and 18% report lacking transportation. A recent analysis conducted by Transportation for America estimates that in 2015, less than 50% of older adults living in Central Texas had adequate access to public transit. Additionally, the Aging Services Council reports that seniors share a common goal to live independently and safely in their own homes and engaged in communities for as long as possible. A major determinant of independent living includes access to transportation. Travis County RSVP will engage volunteers in transportation services to support independent living among Travis County's fast-growing, older adult population.

Capacity Building/Volunteer Management. According to the "2016 Travis County Community Health Needs Assessment," the Travis County population was estimated at 1,129,582 in 2016 and expected to grow to 1,342,829 by 2030 - a 19% increase. Additionally, the 2015 report by Mission Capital, "On the Verge: Value and Vulnerability of Austin's Nonprofit Sector," states that more than 80% of the 6,000 Austin area nonprofits reported an increase in demand for programs and services over the past year. With this increased demand, Mission Capital notes that Austin's nonprofits are at a tipping point. Furthermore, the report states that sector-wide and organizational challenges are leaving many nonprofits on the verge of shutting down. In order to address this issue, they conclude that local nonprofits need, and are becoming more reliant on volunteers to manage various aspects of organization operations, processes and systems to maintain their services/programs.

A 2020 United Way of Texas and One Star Foundation report titled "The Impact of COVID 19 on Texas Non-Profit Organizations" reports the pandemic is crippling the sector's ability to sustain an important workforce and provide critical services that all Texans depend on. Over 24% of respondents have reduced employee hours or instituted furloughs or lay-offs, and 19% have instituted a hiring freeze. Volunteer assistance is critical in meeting these needs which have increased due to the pandemic.

THEORY OF CHANGE

Aging in Place. Service activities to support aging in place include transportation services to shopping...
Narratives

and medical appointments. These activities support achievement of Output H4A (Number of individuals served) and Outcome H9A (Number of individuals who reported having increased social support or improving capacity for independent living). These services will be provided by RSVP volunteers at volunteer stations in Travis County that focus on supportive services for independent living.

Clients needing transportation services will be assessed and approved by a case manager from volunteer stations. Volunteers will serve on request based on their availability, will transport clients in their own vehicles, or will run errands for the client and provide delivery to the client’s home.

Clients may also request service via an online volunteer station database. For those requesting service online, volunteers will view the client schedule and choose a route and client to assist. RSVP has obtained assurance from organizations with an online service request system that database information will be updated automatically to avoid duplication of volunteer assignments for a transportation request.

The activities described here were developed in collaboration with the volunteer stations to support achievement toward increasing social ties/perceived social support among the recipients of the services.

Capacity Building. The service activity enhancing the capacity of nonprofits served (Output G3-3.4 - number of organizations receiving capacity building services) is volunteer management (Output G3-3.1A - number of community volunteers recruited or managed). (Note: Both outputs will be tracked. Output G3-3.1A will be reported for purposes of the grant.) While this service is not the only one provided by the RSVP volunteer at these nonprofits, its significance is noted here because the management of volunteers help the organization fulfill its mission, sustain itself, and have an impact on the community served. Travis County, in its "2018 Community Impact Report," supports investments in service delivery approaches that are most effective in addressing local needs and issues. Thus, Travis County RSVP has selected Capacity Building as an area of need to leverage the service of volunteers to support strong management support systems that keep nonprofits healthy and sustainable.
Narratives

CONNECTION OF THE FOUR MAJOR ELEMENTS

In the two previous sections, the narratives support the logical connection of the stated community needs to their respective services activities. Their connection to the instruments used to measure outputs and outcomes, data collection plans, and the appropriateness of target numbers are further described in this section.

Online systems administered by the participating aging in place organizations will track the activity assignment of 40 RSVP volunteers to 144 clients. Additionally, the agency’s Independent Living Coordinator will submit an Excel spreadsheet of volunteer activity monthly. Data includes volunteer name, the total number of hours served, total miles driven and client initials or names of clients they drove. The RSVP Independent Living Coordinator will process this information monthly and track all Independent Living volunteer activity internally through these Excel spreadsheets. The RSVP Independent Living Coordinator will maintain frequent email and phone contact with participating organization points of contact and meet face to face with them at least once per year.

At the end of each grant contract year, RSVP will collaborate with the participating organizations to administer a client survey to determine the number of clients reporting increased social support. The survey will be on hard copy (paper) and will be administered to all clients served by either delivery to the client or via phone by the staff coordinator at the participating agency. Data will be entered into a simple database in Microsoft Excel. Basic analysis of the data will determine the level of outcome achievement.

For capacity building services, 19 RSVP volunteers will maintain records and self-report on the number of volunteers managed. One hundred volunteers will be managed. The number of volunteers will be tracked through monthly entry into a database. Confirmation of RSVP volunteer activities will be obtained semi-annually from the site manager. It is anticipated that 11 volunteer stations will be able to report that their organization was able to increase their effectiveness, efficiency, and/or program scale/reach due to the work of capacity building volunteers.

OUTPUTS AND OUTCOMES ALIGNMENT WITH NATIONAL PERFORMANCE MEASURE INSTRUCTIONS AND ACHIEVABILITY
Travis County RSVP has full confidence that outputs and outcomes for aging in place and capacity building align with national performance instructions and are readily achievable during non-pandemic times. While stations express critical needs during the present pandemic, health concerns are affecting stations' policies on volunteer engagement. Reaching the goal for the number of projected volunteers will be a continuing challenge and, in fact, may not be reached. Currently assigned volunteers aren’t interested in CNCS-created COVID options and are hopeful that a vaccine will enable a return to service.

ACHIVEMENT OF UNDUPLICATED VOLUNTEER RECRUITMENT GOALS IN CURRENT GRANT CYCLE

In the most recent progress report submitted, RSVP is on target to meet its total unduplicated volunteer recruitment goals. Currently, all goals are either being met or are on target to be met.

Recruitment and Development

RECRUITMENT AND DEVELOPMENT OF VOLUNTEERS

PLANS AND INFRASTRUCTURE TO ENSURE VOLUNTEERS RECEIVE TRAINING NEEDED TO SUCCESS IN THE SERVICE ACTIVITIES DESCRIBED IN THE WORK PLAN

Skills development and training will play an important part in RSVP's plan for ensuring success in all service activities. RSVP will build volunteer leaders through a leadership webinar series. Leadership skills learned will further enable volunteers to achieve specific performance measures or to enhance the capacity of the organizations where they serve.

Familiarization with RSVP's history; program, volunteer, and station requirements; volunteer benefits; and its purpose in addressing specific community needs within identified focus areas are included in trainings for all volunteers by RSVP staff or via a volunteer orientation webinar. Ongoing training will be provided on specific topics that enable volunteers to gain a better understanding of issues affecting their service, stories of service and inspiration, and strategies for a more productive volunteer experience.
Narratives

Volunteer station staff will provide volunteers with a program orientation that includes program purpose, history, agency accomplishments, safety, organizational structure, and how volunteers impact the mission of the agency; on-the-job training; and episodic trainings on current issues affecting the work of the agency.

DEMOGRAPHICS AND PLANS TO RECRUIT A VOLUNTEER POOL REFLECTIVE OF COMMUNITY SERVED

Forty-eight percent of the Travis County population are Anglo, followed by Hispanic (33%), Black (9%), Asian (7%), and others of self-identified racial origin (3%). Among Travis County’s 55 and older population, 64% are Anglo, 21% are Hispanic, 9% are Black, 5% are Asian, and 1% are of other self-identified racial origin. (Travis County 2019 Population Estimates, Texas Demographic Center).

Among RSVP volunteers, 28% are from minority backgrounds. The County's minority population 55 years of age and older is 36%. The RSVP volunteer pool reflects a diverse representation in education levels, professional backgrounds, religion, age, income levels, and disability.

RSVP will focus minority recruitment efforts through outreach in communities of color. Outreach will occur at neighborhood centers with higher participation rates from African-American and Hispanic populations. Additionally, we will be collaborating with the City’s Quality of Life Commissions to ensure diverse outreach is accomplished.

Staff assist in the achievement of the City of Austin’s Age-Friendly Action Plan social participation goals. Goals and strategies are inclusive of the LGBT aging community. RSVP will promote national senior service through RSVP's involvement in various groups developing social participation supports for LGBT people 55+, including the Austin LGBT Coalition on Aging, the Austin LGBTQIA2+ Elder Task Force, and the Meals on Wheels LGBT Senior Centers.

RSVP is also committed to providing volunteer opportunities for those who may have physical challenges, e.g. sight or hearing limitations or restricted mobility. Input from community experts in these areas, including staff from the Travis County Services for the Deaf and Hard of Hearing, the Aging Services Council of Central Texas, community partners, and other health and social service
Narratives

provider organizations, will be gathered annually to ensure that, when appropriate, physical requirements do not present a barrier to service, and that an assignment made adapts or reasonably accommodates whatever physical challenges may exist.

Recruitment strategies will include utilizing internet technology (RSVP website, social media, video sharing); broadcasting PSAs through media advertisements; conducting face-to-face presentations; promoting national senior service through learning opportunities; posting print media stories; health fair participation; and networking events.

PLAN AND INFRASTRUCTURE TO RETAIN AND RECOGNIZE VOLUNTEERS

Throughout its 47 years of existence in Travis County, RSVP's retention and recognition strategies have contributed to its success. Staff, in tandem with its Advisory Council, meet annually to develop strategies to retain and recognize volunteers. Additionally, resources to support the strategies are budgeted through the Advisory Council or Travis County.

Retention strategies include: 1) ensuring opportunities allow for flexibility in areas such as volunteer activity, length of commitment, location, population served, leadership opportunities offered, and new skills gained, 2) providing a well-organized benefits structure that includes service learning, 3) offering intergenerational opportunities for events, including national days of service, 4) conducting follow-up with volunteers after they are placed and at least twice per year to ensure satisfaction has been achieved, 5) making personal contact with volunteers who are not active, 6) frequent communication via a monthly e-newsletter and social media regarding the importance the volunteer's service has on their assigned station, the community, and themselves, and 7) developing educational, social, and cultural activities for members.

Recognition will be comprised of traditional and non-traditional activities. These include: 1) formal recognition through an annual banquet, 2) honoring volunteers throughout the year for their achievements, 3) a monthly email newsletter featuring volunteer opportunities, volunteer and station spotlights and relevant volunteer resources, 4) access to learning opportunities to further explore options in their retirement years, focusing on national senior service, and 5) nomination of volunteers for community and national service awards.
Narratives

Program Management

PROGRAM MANAGEMENT

PLANS AND INFRASTRUCTURE TO ENSURE MANAGEMENT OF VolUNTEER STATIONS AND PERFORMANCE OF ASSIGNED ACTIVITIES BY VOLUNTEERS

RSVP volunteer stations will be carefully considered, and will seek tangible collaboration from each station to develop outcome-based plans and service opportunities that address identified needs, comply with regulatory and policy requirements, and provide assigned volunteers with the support necessary for successful performance in their assignments. RSVP staff will conduct annual site visits to ensure compliance with requirements outlined in the Code of Federal Regulations and with agreements maintained in a Memorandum of Understanding. The MOU will describe the relationship between RSVP and the volunteer station. The agreement will include providing volunteers with job descriptions and volunteer assignment plans as part of their volunteer management. On a more frequent and informal basis, staff will visit volunteer stations and volunteers to ensure that volunteers are performing their assigned activities. Monthly volunteer activity reports will also provide a mechanism for reviewing the performance of assigned activities by RSVP volunteers.

While annual assessment requirements per the Code of Federal Regulations are removed, site visits are still important and will be conducted to interview the volunteer station coordinator and other site leadership to evaluate program viability, to review current and projected volunteer opportunities; to observe volunteers performing their assigned service activities, to verify adequate volunteer supervision, to review records management and volunteer activity tracking, to verify that training and volunteer recognition are provided, to identify specific technical assistance needs, to discuss issues presented by the station, and to provide guidance when issues are identified.

ORGANIZATIONAL TRACK RECORD IN WORK PLANS, MET DEADLINES, AND RECEP TIVITY TO COMMUNICATION AND INSTRUCTIONS FROM CNCS

Throughout its history, Travis County RSVP has consistently achieved its goals, met deadlines, and been responsive to communications from CNCS. CNCS reports and staff can verify this claim.
Narratives

Travis County, through its Contract Compliance Specialist, adheres to grantor policies regarding grant contract compliance, this includes internal semi-annual reports regarding grant goals, providing alerts on the submission of reports by due dates, and responding to inquiries from CNCS staff. County policies, grantor policies, and federal and state laws affecting grants management are provided in the Travis County Grants Management and Procedures Manual. TCHHS, with the Auditor's Office assistance, has and will continue to ensure compliance with grant terms and conditions.

Organizational Capability

ORGANIZATIONAL CAPABILITY

SOUND PROGRAMMATIC OVERSIGHT, FISCAL OVERSIGHT, AND OPERATIONAL SUPPORT

While assuming legal and financial responsibility for the activities of RSVP throughout its history, Travis County has demonstrated successful program oversight, fiscal oversight, and operational support of Travis County RSVP. This has required the combined efforts of several departments within the County, including the Travis County Auditor's Office, the County Attorney's Office, Travis County Health and Human Services (TCHHS), and the Travis County Planning and Budget Office.

The Travis County Auditor's Office reviews the grant application for potential compliance problems as well as fiscal requirements. The Travis County Attorney's Office reviews the grant application for legal requirements. TCHHS provides RSVP with the necessary support to ensure accountability and efficient and effective use of available resources. Project resources are managed by the RSVP Director and TCHHS's Finance Division. TCHHS's Finance Manager, TCHHS's County Executive, the Travis County Auditor's Office, and the Travis County Planning and Budget Office review budgets annually, with final review and approval from the Travis County Commissioners Court. Budget forecasts are conducted at the half-year mark to ensure good stewardship of resources. General purpose financial statements are audited annually in accordance with government auditing standards. Additionally, TCHHS and the Travis County Auditor's Office have the responsibility to continually monitor RSVP for compliance. Both make the monitoring of RSVP's program impact a first order priority to ensure that federal requirements and contractual obligations of the RSVP grant are met.

CLEARLY DEFINED PAID STAFF POSITIONS
Narratives

The program's staffing infrastructure to ensure the accomplishment of program requirements and objectives are as follows:

1) The RSVP Director is responsible for the program budget, resource development, reporting, local and national advocacy, planning, program evaluation and assessment, building commitment among partners of program priorities, supporting the Advisory Council, RSVP grant management, personnel and performance management. He has over 27 years of experience in volunteer management and human services planning in senior issues.

2) The Community Engagement Coordinator is responsible for identifying, screening and matching volunteer skills with nonprofit/public organizations, supervising the work of RSVP's in-house volunteers, volunteer station management, and the implementation and oversight of volunteer projects with measurable results. The Coordinator has 16 years of experience in volunteer management, plus 9 years of experience as an RSVP grantee Volunteer Coordinator.

3) The Administrative Assistant provides administrative support services for staff and maintains the volunteer management database, purchasing, equipment inventory. The Administrative Assistant has 3 years of experience in providing administrative support to RSVP and over 16 years of office administration.

Other TCHHS staff providing essential project support or oversight are as follows:

1) The TCHHS County Executive has direct management responsibility for Human Services in Travis County and the Travis County Texas AgriLife Extension Office.

2) The TCHHS Chief Deputy also has direct management responsibility for Human Services in Travis County, with direct oversight of the Department's Finance Office, Human Resources, Facilities, and the Office of the Community Liaison.

3) The Community Service Division Director supervises all programs within the Department's Community Services Division including RSVP, Travis County Services for the Deaf and Hard of Hearing, Travis County Housing Services, Neighborhood Conference Committee, and Work-Based Learning Program/Summer Youth Employment Program.

4) The Financial Manager directs the financial operations of all programs within the Department; functions in accordance with Generally Accepted Accounting Principles and federal, state, and local laws and policies; and oversees grant development and reporting, contracts and purchasing, and accounting functions.

5) The Contract Compliance Specialist evaluates and monitors contract performance, compliance and
Narratives

contractual obligations.
6) The Communications Coordinator develops and implements strategies in tandem with Advisory Council members and staff to gain greater public awareness of the program; promotes civic engagement; partners with local media to create awareness of volunteer opportunities and the contributions of older adults in service; moderates and develops copy and content for the program’s website and social media.

7) The Training and Education Coordinator develops and implements effective training for RSVP volunteers and stations on civic engagement, leadership skills development, and capacity building for nonprofit organizations.
8) While similar in function to the RSVP Community Engagement Coordinator, the Coming of Age Community Engagement Coordinator isn't limited to recruitment of volunteers 55 and older. The Coordinator also focuses on volunteer projects with an impact on the volunteer, provides social work counseling to older adults, and connects older adults to resources to help them age productively. The Coordinator has 25 years of experience in social services project management and volunteer management.

ORGANIZATIONAL CAPACITY TO DEVELOP AND IMPLEMENT INTERNAL POLICIES TO PROVIDE GOVERNANCE AND MANAGE RISK

Travis County, through its Auditor's Office, Purchasing Office, Planning and Budget Office, Human Resources Management Department and the recipient department ensures that all programs administered by the County follow grant compliance guidelines without exception. County policies, grantor policies, and federal and state laws affecting grants management are provided in the Travis County Grants Management and Procedures Manual.

The recipient department (TCHHS), with the Auditor's Office assistance, ensures compliance with statutes, regulations and grant terms and conditions; compiles and submits financial and progress reports; monitors internal controls to assure funds are properly expended and documented; arranges for independent audits as required by the awarding agency or 2 CFR 200. TCHHS and the Travis County Human Resources Management Department plan (TCHRMD), develop, and implement policies and systems for the effective management of personnel, including hiring, promotions, position classification, evaluating and rewarding performance, employee training and development programs.
Narratives

The TCHHS and TCHRMD maintain policies to mitigate risks associated with the Human Resources function e.g., background checks, diversity training, harassment training, salary surveys, ensuring that policies and standards are applied equally to all employees, and workplace safety and security. The Purchasing Office ensures compliance with federal and other laws that apply to purchasing.

MANAGEMENT OF CAPITAL ASSETS

Established County procedures for capital planning, budgeting and reporting provide for the continuing investment in capital assets. They includes guidelines to promote adequate investment in capital renewal and replacement, and necessary expenditure levels for maintenance through the County’s general fund. The management functions are administered by the RSVP Project Director, TCHHS Facilities Office, Travis County Purchasing Department, and the Travis County Facilities Management Department.

The County’s capital asset management practices are supported by both finance and operational/engineering expertise. County policies require a complete inventory and periodic measurement of the physical condition and existence of all capital assets, including facilities, equipment and supplies. RSVP staff assist with the inventory for equipment and supplies. An online inventory is linked to the County’s capital asset schedule through a capital asset tagging system. The system provides for effective control over tangible capital assets, measures the condition of the asset, and is used for projected budget funding allocations for capital asset maintenance and replacement.

Other

COST EFFECTIVENESS AND BUDGET ADEQUACY

REASONABLE COST PER VOLUNTEER IN PROPOSED WORK PLANS

Based on a grant award of $57,995, Travis County proposes a total of 185 RSVP volunteers at a cost of $313/volunteer.

PLANS AND INFRASTRUCTURE TO SECURE THE NON-FEDERAL SHARE, INCLUDING DEDICATED STAFF, GRANT PROPOSAL PROCESSS AND OTHER PLANS

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Narratives

Travis County’s organizational structure, procedures, and processes provide for appropriate and astute fiscal oversight of its monies: general fund, grants, and contracts. This includes commitment to providing required non-federal matches to support programs that align with Travis County's social services investment strategies e.g., the RSVP grant. Within the County, there is a minimum of four departments involved in the review and approval process for grants development and management. These are the Planning and Budget Office, the County Auditor, the County Attorney and the respective Department seeking grant funding. For purposes of this proposal, TCHHS is the grant-seeking Department.

TCHHS has successfully managed federal grants for more than 40 years. Currently, TCHHS manages more than 13 federal grants totaling more than $10 million dollars. There are three staff principally involved in general grants development and administration. These include the Finance Manager and two Contract Compliance Specialists - one primarily focuses on discretionary funding and the other on formula (entitlement) type grants. The Finance Manager and Finance staff are involved throughout the various phases of the grant award, working closely with the grant-funded program within TCHHS to ensure appropriate oversight and compliance with grant regulations. The Finance Manager and Contract Compliance Specialists each have more than 15 years of experience in administering grants. TCHHS also has a departmental Grants Management Manual that is aligned to County procedures and protocol.

PNS Amendment (if applicable)

Not applicable.
### Performance Measures

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>1.1 Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Need to be Addressed:</td>
<td>Two primary factors support the need for older adult transportation services in Travis County: older adult population growth and the concomitant demand for services, as well as the lack of transportation among older adults.</td>
</tr>
<tr>
<td></td>
<td>Travis County is home to a large and growing population of older adults. Travis County’s “2017 Investment Overview” states that the older adult population in Travis County has increased in number and share during recent years and is projected to comprise a larger percentage of the total population in the coming decades. In 2016, there were 108,427 older adults (aged 65 and older) living in Travis County, comprising 9.0% of the population; by 2030, a projected 187,459 older adults will make up 14.0% of the county population. Travis County Health and Human Services’ “Snapshot” Report for 2019 indicates the population 65 years and older in Travis County has had the largest relative change and increased by 26% compared to 16% statewide and 13% nationally. From 2015 to 2019, the 65 and over population has increased by 26% and by 26,861 individuals.</td>
</tr>
<tr>
<td></td>
<td>According to the “Aging and Caregiving in Central Texas” 2017 report by the Aging Services Council of Central Texas, 20% Central Texas residents 75 years and older do not own or drive a car and 18% report lacking transportation. A recent analysis conducted by Transportation for America estimates that in 2015, less than 50% of older adults living in Central Texas had adequate access to public transit. Additionally, the Aging Services Council reports that seniors share a common goal to live independently and safely in their own homes and engaged in communities for as long as possible. A major determinant of independent living includes access to transportation. Travis County RSVP will engage volunteers in transportation services to support independent living among Travis County’s fast-growing, older adult population.</td>
</tr>
<tr>
<td>Focus Area:</td>
<td>Healthy Futures</td>
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<tr>
<td>Anticipated Unduplicated</td>
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<tr>
<td>Anticipated Volunteer</td>
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<tr>
<td>Service Activity:</td>
<td>Transportation</td>
</tr>
<tr>
<td>Service Activity Description:</td>
<td>RSVP volunteers will provide transportation services to shopping and medical appointments. Clients needing transportation services will be assessed and approved by a case manager from the volunteer stations. Volunteers will serve on request based on their availability, will transport clients, or will run errands for the client and provide delivery to the client’s home.</td>
</tr>
<tr>
<td>Anticipated</td>
<td>H4A: Number of individuals served</td>
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<td>Target:</td>
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</tr>
<tr>
<td>How Measured:</td>
<td>Tracking System</td>
</tr>
<tr>
<td>Instrument Description:</td>
<td>An online tracking database administered by the participating volunteer stations documents the number of individuals receiving services in real time. This data will be collectively processed monthly in spreadsheet format.</td>
</tr>
<tr>
<td>Anticipated</td>
<td>H9A: Number of individuals who report having increased social support or improved capacity for inde</td>
</tr>
<tr>
<td>Target:</td>
<td>115</td>
</tr>
<tr>
<td>How Measured:</td>
<td>Tracking System</td>
</tr>
<tr>
<td>Instrument Description:</td>
<td>A client survey will be administered by the participating volunteer stations at the end of each grant contract year.</td>
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</tbody>
</table>
A 2020 United Way of Texas and One Star Foundation report titled “The Impact of COVID 19 on Texas Non-Profit Organizations” reports the pandemic is crippling the sector’s ability to sustain an important workforce and provide critical services that all Texans depend on. Over 24% of respondents have reduced employee hours or instituted furloughs or lay-offs, and 19% have instituted a hiring freeze. Volunteer assistance is critical in meeting these needs which have increased due to the pandemic.

Focus Area: Capacity Building

Objective: Capacity Building & Leverage

Number of Volunteer Stations: 10

Instrument Description: Semi-annual collection from site managers of volunteers managed will be collected, entered, and tracked in Excel.

Instrument Description: An annual survey will be sent to volunteer station site managers to collect information on volunteer management activity, and to report on their station’s ability to increase efficiency, effectiveness, and/or program reach.

Performance Measure: 3.1 N/A

Community Need to be Addressed:

According to the Corporation for National and Community Service, volunteers enhance their own lives through their service and those they serve, as well as providing communities with valuable services. In Travis County, this includes services in health & nutrition, education, disaster
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<th>Performance Measure:</th>
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<td>Unduplicated</td>
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<td>Service Activity:</td>
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<td>Description:</td>
<td>Volunteers services activities disaster preparedness, health &amp; nutrition services, tax assistance, mentoring, veteran's assistance at clinics, and fundraising through thrift stores.</td>
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<td>Anticipated SC1:</td>
<td>Grantee met their target for community priority activity (Yes/No)</td>
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# Required Documents

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<th>Document Name</th>
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<tbody>
<tr>
<td>Applicant Operational and Financial Management Survey (OFMS)</td>
<td>Not Applicable</td>
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<tr>
<td>Cost share or matching fund verification letters</td>
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<tr>
<td>Tribal organization eligibility (see Section C.1. Eligible Applicants)</td>
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</table>
# Coming of Age Austin Metro

## Travis Co. through Travis Co. Health and Human Services

**Application ID:** 22SR241969  
**Budget Dates:** 04/01/2020 - 03/31/2023

### Section I. Volunteer Support Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Amt</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Project Personnel Expenses</strong></td>
<td>104,978</td>
<td>36,585</td>
<td>24,821</td>
<td>43,572</td>
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<tr>
<td>Personnel Fringe Benefits</td>
<td>992</td>
<td>413</td>
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<tr>
<td>FICA</td>
<td>3,625</td>
<td>2,799</td>
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<tr>
<td>Health Insurance</td>
<td>4,602</td>
<td>3,552</td>
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<tr>
<td>Retirement</td>
<td>8,137</td>
<td>6,282</td>
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<td>Life Insurance</td>
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<td>38</td>
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<td><strong>Total</strong></td>
<td><strong>$17,406</strong></td>
<td><strong>$13,084</strong></td>
<td><strong>$0</strong></td>
<td><strong>$4,322</strong></td>
</tr>
<tr>
<td><strong>B. Project Staff Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Travel</td>
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<td>8,326</td>
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<tr>
<td>Long Distance Travel</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$8,326</strong></td>
<td><strong>$8,326</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
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<tr>
<td><strong>C. Project Staff Travel</strong></td>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td><strong>D. Equipment</strong></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$130,710</strong></td>
<td><strong>$57,995</strong></td>
<td><strong>$24,821</strong></td>
<td><strong>$47,894</strong></td>
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<td><strong>E. Supplies</strong></td>
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<td><strong>F. Contractual and Consultant Services</strong></td>
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<td><strong>$0</strong></td>
<td><strong>$21,740</strong></td>
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<td><strong>I. Other Volunteer Support Costs</strong></td>
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<td>Criminal Background Check</td>
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<td><strong>$0</strong></td>
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<td><strong>J. Indirect Costs</strong></td>
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<td><strong>Total</strong></td>
<td><strong>$130,710</strong></td>
<td><strong>$57,995</strong></td>
<td><strong>$24,821</strong></td>
<td><strong>$47,894</strong></td>
</tr>
</tbody>
</table>

### Funding Percentages

- **70%**
- **30%**

### Required Match

- **n/a**

### # of years Receiving CNCS Funds

- **n/a**