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## AGENDA ITEM REQUEST FORM

### Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

#### AGENDA ITEM

Authorize the County Judge to execute a FY2014 Project Grant Agreement with the Texas Department of Transportation for preventive maintenance funding of \$3,000.00 for two vehicles in the Veterans Service Office and amend the budget accordingly.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	October 1, 2013	\$3,000.00

#### LINE ITEM NUMBER

001-720-99-047.5413

#### AUDITOR USE ONLY

##### AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: BILL HERZOG

REQUESTED BY	SPONSOR	CO-SPONSOR
Prather/Hauff	INGALSBE	N/A

#### SUMMARY

On July 24, 2012 the Commissioners Court authorized a grant application to the Texas Department of Transportation (TxDOT), Section 5310 program for \$3000.00 in funding for preventive maintenance on two vehicles in the Veterans Service Office, previously purchased through this program. On April 16, 2013 the Commissioners Court authorized submission of additional documentation (Certifications and Assurances) to TxDOT for securing these funds.

The Project Grant Agreement will formalize acceptance of the funding from TxDOT, in the amount of \$3,000.00. A match of 20% (\$750.00) is required for the total project cost which is already budgeted in the FY14 Veteran's operating budget.

##### Budget Amendment:

Increase Revenue: \$3,000

Increase Vehicle Maintenance: \$3,000

FILED: 10 01/13

HAYS COUNTY COMMISSIONERS' COURT

Resolution # 28355 VOL V PG 250

PGA: SECTION 5310 FEDERAL-ENHANCED MOBILITY OF SENIORS & INDIVIDUALS WITH DISABILITIES  
TRANSIT PROVIDER: **Hays County Veterans Administration**  
FTA GRANT #: TX-16-0008-00  
CFDA #: 20.513  
TXDOT PROJECT #: ED 1404 (14) 08  
PROJECT GRANT AGREEMENT #: 51414F7118  
MASTER GRANT AGREEMENT #: 512XXF7064  
FEDERAL TRANSIT ADMINISTRATION  
NOT RESEARCH AND DEVELOPMENT

STATE OF TEXAS       §

COUNTY OF TRAVIS   §

**FEDERAL ENHANCED MOBILITY OF SENIORS  
AND INDIVIDUALS WITH DISABILITIES  
FISCAL YEAR 2014  
PROJECT GRANT AGREEMENT**

**THIS PROJECT GRANT AGREEMENT (PGA)** is made by and between the State of Texas, acting through the Texas Department of Transportation, called the "State," and **Hays County Veterans Administration**, called the "Transit Provider."

**WITNESSETH**

**WHEREAS**, 49 United States Code Section 5310 authorizes the U.S. Secretary of Transportation to make grants to state governments to help them provide mass transportation service planned, designed, and carried out to enhance the mobility of seniors and individuals with disabilities; and

**WHEREAS**, Texas Transportation Code Chapter 455 authorizes the State to assist the Transit Provider in procuring aid for the purpose of establishing and maintaining public and mass transportation projects and to administer funds appropriated for public transportation under Transportation Code Chapter 456; and

**WHEREAS**, the U.S. Secretary of Transportation approved the State's request for funding; and

**WHEREAS**, the Governor of the State of Texas has designated Texas Department of Transportation to receive federal funds under the Section 5310 grant program; and

**WHEREAS**, the Transit Provider submitted a Fiscal Year 14 Grant Application, Part I (GA Part I) (if applicable) for state financial assistance, and the Texas Transportation Commission approved the application by Minute Order Number **113616**; and

**WHEREAS**, the Transit Provider must execute a GA Part I (if applicable) and a Fiscal Year Grant Application, Part II (GA Part II) each fiscal year grant period for consideration for new state and federal grants; and

**WHEREAS**, a Master Grant Agreement (MGA) between the Transit Provider and the State has been adopted and states the general terms and conditions for grant projects developed through this PGA;

**NOW THEREFORE**, the State and the Transit Provider agree as follows:

Hays County Veterans Administration  
Fed 5310 ED

Page 1 of 3

Project Grant Agreement # 51414F7118  
Revised 02/13/2013

## **AGREEMENT**

### **ARTICLE 1. GRANT TIME PERIOD**

This PGA becomes effective when fully executed by both parties or on **September 1, 2013** whichever is later. This PGA shall remain in effect until **December 31, 2014**, unless terminated or otherwise modified in an Amendment. This PGA will not be considered fully executed until both parties have executed a MGA, and the Transit Provider has submitted the GA Part I (if applicable) and the GA Part II (federal funds only) to the State. The time period of this PGA cannot be extended past the MGA, without exception. Any cost incurred before or after the contract period shall be ineligible for reimbursement.

### **ARTICLE 2. PROJECT DESCRIPTION**

- A. The Transit Provider shall complete the public transportation project described in the GA Part I, the Attachment A - Approved Project Description, and the Attachment B – Project Budget. Attachments A and B are attached to and made a part of this agreement. The Transit Provider shall complete the project in accordance with all of the documents associated with the MGA and with all applicable federal and state laws and regulations.
- B. If applicable, the Transit Provider shall begin competitive procurement procedures by issuing an invitation for bids or a request for proposals no later than sixty (60) days after the effective date of this grant agreement for the purchase of the approved line items referenced in Attachment A. No later than sixty (60) days after the issuance of public notification, the Transit Provider shall publicly open all bids or privately review proposals. The Transit Provider shall enter into a binding agreement with a supplier no later than thirty (30) days after the opening of an acceptable bid or proposal. The Transit Provider shall notify the department in writing when it is necessary to exceed these deadlines.

### **ARTICLE 3. COMPENSATION**

The maximum amount payable under this PGA without modification is **\$ 3,000** provided that expenditures are made in accordance with the amounts and for the purposes authorized in the GA Part I, Attachment A, and Attachment B - Master Budget Page.

The original and one copy of the invoice are to be submitted to the following address:

**Texas Department of Transportation  
Attn: Vanessa Owens  
Public Transportation Coordinator  
125 E. 11th St.  
Austin, Texas 78701**

### **ARTICLE 4. AMENDMENTS**

Except as noted in the MGA, changes in the scope, objectives, cost, or duration of the project authorized in this agreement shall be enacted by written amendment approved by the parties before additional work may be performed or additional costs incurred. Any amendment must be executed by both parties within the grant period specified in Article 1, Grant Time Period.

### **ARTICLE 5. INCORPORATION OF MGA PROVISIONS.**

This PGA incorporates all of the governing provisions of the MGA in effect on the date of final execution of this PGA, unless an exception has been made in this agreement.

**ARTICLE 6. SIGNATORY WARRANTY**

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

**THIS AGREEMENT IS EXECUTED** by the State and the Transit Provider in duplicate.

**THE TRANSIT PROVIDER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed, Printed, or Stamped Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**THE STATE OF TEXAS**

\_\_\_\_\_  
Signature

**Vanessa Owens**

\_\_\_\_\_  
Typed, Printed, or Stamped Name

Public Transportation Coordinator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**List of Attachments**

A - Approved Project Description

B - Project Budget

**ATTACHMENT A  
APPROVED PROJECT DESCRIPTION**

[Insert a Narrative Project Description]

**ATTACHMENT B  
PROJECT BUDGET**

[Insert Budget Page]

**FY 2014 Budget (Attachment B)**

SUBRECIPIENT: Hays County VA  
 TxDOT PROJECT NO: ED 1404 (14) 08  
 PGA: 51414F7118  
 TERMINATION DATE: 12/31/2014

District		Description	ALI	Item	Final Apportionment (MO 113616)			
					Total	Federal	Local	TDC
Austin	PM		11.7A.00	1	\$ 3,750	\$ 3,000	\$ 750	-
					\$ -	\$ -	\$ -	-
					\$ -	\$ -	\$ -	-
					\$ -	\$ -	\$ -	-
					\$ -	\$ -	\$ -	-
Total:					\$ 3,750	\$ 3,000	\$ 750	-

District	Description	ALI	Item	Total	Federal	Local	TDC
				\$	-	\$	-
				\$	-	\$	-
				\$	-	\$	-
				\$	-	\$	-
				\$	-	\$	-
Total:				\$	-	\$	-

District	Description	ALI	Item	Total Apportionment			
				Total	Federal	Local	TDC
Austin	PM	11.7A.00	1	\$ 3,750	\$ 3,000	\$ 750	-
				\$ -	\$ -	\$ -	-
				\$ -	\$ -	\$ -	-
				\$ -	\$ -	\$ -	-
				\$ -	\$ -	\$ -	-
				\$ -	\$ -	\$ -	-
Total:				\$ 3,750	\$ 3,000	\$ 750	-