

31

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

Discussion and possible action regarding a partnership between Hays and Caldwell counties and local organizations in the Texas Department of Agriculture's County Hog Abatement Matching Program (CHAMP).

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-MISCELLANEOUS	June 18, 2013	\$10,000

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:
This appears to be an FY 14 expenditure based upon the timeline provided. If so, funds will need to be included in the FY14 budget process.

PURCHASING GUIDELINES FOLLOWED: N/A **AUDITOR REVIEW:** BILL HERZOG

REQUESTED BY	SPONSOR	CO-SPONSOR
Commissioner Mark Jones/Commissioner Debbie Ingalsbe	JONES	INGALSBE

SUMMARY

Hays County will partner with Caldwell County and local organizations to request up to \$30,000 in matching funds from the TDA to support a feral hog action plan developed by the Caldwell County Feral Hog Task Force to reduce and manage the rapidly growing feral swine population Hays and Caldwell County. The grant will be managed by the Caldwell County Feral Hog Task Force. TDA requires multi-county cooperation and will match funds on a 1:1 basis. It is estimated that property damage in Hays County from feral swine ranges from \$500,000 to \$1,000,000 annually



**TEXAS DEPARTMENT OF AGRICULTURE
2013 COUNTY HOG ABATEMENT MATCHING PROGRAM (CHAMP)
REQUEST FOR APPLICATION**

TODD STAPLES, COMMISSIONER

Contents

I. Statement of Purpose.....	1
II. Projected Timeline of Events.....	1
III. Eligibility.....	1
IV. Grantee Responsibilities and Accountability.....	1
V. Funding Parameters.....	1
VI. Term of Award.....	2
VII. Application Requirements.....	2
VIII. Budget Information.....	2
IX. Evaluation of Proposals.....	3
X. Reporting Requirements.....	3
XI. Submission of Responses.....	4
XII. General Information.....	5
XIV. General Compliance Information.....	6

Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Application (RFA) may result in the disqualification of the application.

I. Statement of Purpose

The Texas Department of Agriculture (TDA) is administering the 2013 County Hog Abatement Matching Program (CHAMP). CHAMP is designed to encourage counties across the State of Texas to create partnerships with other counties, local governments, businesses, landowners, and associations to reduce the feral hog population and the damage caused by these animals in Texas.

II. Projected Timeline of Events

Application Availability	May 2013
Application Deadline	July 1, 2013
Award Announcements	August 2013
Start Date of Project	upon fully executed grant agreement
End Date of Project	August 30, 2014

III. Eligibility

To be eligible for an award under the CHAMP, the applicant **must be a Texas county** (County). In addition, the County must partner with at least one other Texas county, and may partner with other local governments, private or non-profit businesses, landowners, ranchers or entities that have an interest in feral hog abatement.

IV. Grantee Responsibilities and Accountability

The grantee has full responsibility for the conduct of the project and for the results achieved. Each grantee shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. The grantee will carry out the activities described in the scope of work to achieve project goals, objectives, and desired outcomes.

The grantee will be accountable for all grant funds and must ensure all funds are used solely for authorized purposes. This includes both the TDA awarded funds and the funds used to achieve the required match. Selected projects will receive funding on a cost-reimbursement basis.

The grantee must ensure:

- Funds are used only for activities covered by the approved project.
- Funds are not used in violation of the restrictions and prohibitions of applicable statutes.
- All budget and performance reports are completed in a timely manner.

Each grantee must ensure they have an adequate accounting system in place and good internal controls to ensure expenditures and reimbursements are reported and maintained for a minimum of three years after the conclusion of the project.

V. Funding Parameters

Selected applicants (Grantee) will receive project funding on a cost reimbursement basis. Funds will not be advanced to grantees. Grantees must have the financial capability to pay all costs up-front.

Applicants may request up to \$30,000 in funding. This does not include the required Applicant Matching Funds.

Projects are required to meet a minimum match of 1:1, for every dollar requested; the applicant must show at least an equal amount in Applicant Matching Funds. Budgets, including match level, will be reviewed in the competitive evaluation process. Grantees that show a higher match level will be required to meet or exceed the proposed match amount. Failure to meet the match requirements may result in disallowance of costs or termination of the agreement.

VI. Term of Award

Announcement of the grant awards is anticipated to be made by August 2013. All approved projects may begin upon the execution of the grant agreement and must be completed by August 30, 2014.

VII. Application Requirements

To be considered, applications must be complete and include all of the following information. Application and information can be downloaded from the Grants Office section under the “Grants and Services” tab at www.TexasAgriculture.gov.

- A. **Application Form GTBD-102** (not counted in page limit)
- B. **Proposal Narrative**– Each proposal may not exceed six pages (not including supporting documents). Proposals must include the following information:
 - 1. Project Title;
 - 2. Partner Organizations –list names of organizations and partner counties that will be working on the project;
 - 3. Project Summary;
 - 4. Project Description;
 - 5. Location;
 - 6. Anticipated Project Results;
 - 7. Current Program/Activities, if any;
 - 8. Project Enhancement;
 - 9. Proposed Project Oversight;
 - 10. Work Plan; and
 - 11. Budget Narrative.
- C. **Letter of Commitment** – A letter of support and commitment must be submitted from each partner.

VIII. Budget Information

- A. **Payment.** *This grant will be paid on a cost reimbursement basis after proportionate matching funds have been documented.* Matching funds are subject to the same limitations as grant funds. Grantees will be required to submit payment requests quarterly, but no more frequently than monthly in order to show significant financial and programmatic progress. Payment requests must include sufficient detail and supporting documentation. Backup detail may include, but is not limited to, documentation of personnel expenses, or copies of invoices.
- B. **Payment Schedule.** Up to 90% of the total grant award may be reimbursed provided the work for which payment is requested has been completed and proper documentation has been submitted. The remaining 10% will only be disbursed once all reporting requirements have

been met, including, but not limited to, the Final Periodic Report (if applicable) and the Final Performance Report.

- C. Eligible Expenses. Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of the project are eligible. Examples of eligible expenditures include:
1. Personnel costs – including salary and benefits;
 2. Direct operating expenses;
 3. Supplies that cost less than \$5,000, such as office supplies, printing services, and materials needed to accomplish the proposed project;
 4. Contracts – agreements made with a third-party to perform a portion of the award; and
 5. Capital Expenditures – Equipment that has a useful life of more than one year or a cost of more than \$5,000. **CAPITAL EXPENDITURES MUST BE SUBMITTED FOR APPROVAL TO TDA PRIOR TO EXPENDITURE / PURCHASE. Failure to secure written approval from TDA will result in disallowance of the cost.**
- D. Ineligible Expenses. Expenses that are prohibited by state or federal law are ineligible. Examples of these expenditures include, but are not limited to the following:
1. Alcoholic beverages;
 2. Entertainment;
 3. Contributions, charitable or political;
 4. Expenses falling outside of the contract period;
 5. Expenses for expenditures not listed in the project budget or an approved amendment;
 6. Expenses that are not adequately documented; and
 7. Travel.

IX. Evaluation of Proposals

Proposals will be evaluated using the following elements:

1. Feasibility of the objectives;
2. Demonstrated support of partnerships;
3. Anticipated benefits to agriculture and the environment in Texas;
4. Overall value (best use of grant funds); and
5. Proposed budget, including matching funds.

See evaluation sheet available on TDA's [website](#) for specific details. Weighted averages may also be taken in consideration during the evaluation process.

X. Reporting Requirements

Grantees will be required to submit periodic performance reports. Reporting timelines will be provided in the grant agreement. As part of TDA's ongoing monitoring of grant funds, grantees must show both a strong progress of work completed on all projects as well as financial progress. Failure to comply with reporting requirements may result in the withholding of a request for reimbursement and/or termination of the award.

Performance Reports must be in a narrative format, no more than three pages in length, and detail the accomplishments of the project objectives for that period.

The *Final Performance Report* is due thirty days after project completion, or termination of the Grant Agreement, whichever occurs first. This report must be in a narrative format prescribed by TDA.

XI. Submission of Responses

LATE APPLICATIONS WILL NOT BE ACCEPTED. Only materials actually received by TDA by 5:00 pm will be reviewed as part of the proposal. Applicant will not be allowed to supplement the proposal after the application deadline.

One complete application packet, including the proposal narrative and signed application, must be **received by TDA before close of business (5:00 p.m. CST) on Monday, July 1, 2013.** It is the applicant's responsibility to ensure the timely delivery of all required materials.

Proposals may be submitted as follows:

Hard Copy Submissions.

All proposals must be **received** by TDA by the RFA closing date and time, and proposals will be documented with a date/time stamp for receipt documentation purposes.

The Proposal may be sent to TDA at either of the following addresses:

By U.S. Mail:

Mindy Fryer, Grants Specialist
Texas Department of Agriculture
P.O. Box 12847
Austin, TX 78711

By Overnight or Hand Delivery

Mindy Fryer, Grants Specialist
Texas Department of Agriculture
1700 North Congress, 11th Floor
Austin, Texas 78701

Electronic Submissions.

Use the following e-mail address to submit your response electronically:
Grants@TexasAgriculture.gov.

TDA will send a confirmation that the application has been received.

The e-mail subject line must contain the RFA title as indicated above. The respondent is solely responsible for ensuring that their complete electronic bid is sent to, and actually received by, TDA in a timely manner and at the proper destination server.

IMPORTANT NOTE: TDA recommends a limit on the attachments to 10MB each. This may result in sending multiple e-mails for the submission of all documentation contained in a response. All submissions must be sent in Microsoft Word or other Word compatible format or as .PDF files. Unreadable submissions may be deemed unresponsive and will not be reviewed for funding consideration.

TDA takes no responsibility for electronic bids that are captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any TDA anti-virus or other security software.

For questions regarding submission of the proposal and/or TDA requirements, please contact Mindy Fryer, grants specialist, at (512) 463-6908, or by email at Grants@TexasAgriculture.gov.

XII. General Information

- A. Review of Applications. TDA reserves the right to accept or reject any or all proposals submitted. TDA is under no obligation to make an award or execute a grant agreement on the basis of a response submitted to this RFA. TDA is not liable for costs incurred by the Applicant in the development or submission of the application or costs incurred by the Applicant prior to the effective date of grant agreement.
- B. Project Funding.
 - 1. TDA reserves the right to fund projects partially or fully. TDA may negotiate individual elements of any proposal.
 - 2. Where more than one proposal is acceptable for funding, TDA may request cooperation between grantees or revisions/adjustments to a proposal in order to avoid duplication and to realize the maximum benefit to the state.
 - 3. Projects may funded partially or fully. Where more than one proposal is acceptable for funding, TDA may require cooperation between grantees, or project revisions and adjustments to the proposed budget in order to avoid duplication of results and to realize the maximum benefit to the state.
 - 4. All grant awards are subject to the availability of funds appropriated and authorized by the Texas Legislature. If no funds are appropriated or collected for this purpose, applicants will be informed accordingly.
- C. Notice of Award. The announcement of the grant awards will be made in August 2013. Selected applicants will receive a Notice of Grant Award (NGA) letter and an official Grant Agreement from TDA. The NGA is not legally binding until a grant agreement is fully executed.
- D. Right to Amend or Terminate Program. TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and of the State of Texas. During the term of the award, TDA may require amendment of the grant agreement, including the scope of work and budget, if necessary to best facilitate the administration and purpose of this grant and the goals of this department. The decision of TDA will be administratively final in this regard.

E. Public Information.

1. The Applicant is responsible for clearly designating any portion of the application that contains confidential information and must state the reason(s) the information is designated as such. Marking the entire application as confidential is not acceptable and will not be honored. TDA shall determine whether the information in the application marked as confidential is an eligible exception to the Public Information Act, Chapter 552 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other confidential information.
2. All applications submitted under this program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from the Texas Public Information Act, Chapter 552 of the Government Code.

- F. Conflict of Interest. The Applicant is required to disclose any existing or potential conflicts of interest relative to this grant program. Failure to disclose any such relationship may result in the Applicant's disqualification or termination of agreement.

XIV. General Compliance Information

1. Grantees must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by the Grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grantee of its responsibilities to TDA for their performance.
2. Grantees must remain in full compliance with state and federal laws and regulations. Non-compliance with such law may result in termination of the grant or ineligibility for reimbursement of expenses.
3. Grantees must keep a separate bookkeeping account with a complete record of all expenditures relating to the project. Records shall be maintained for three (3) years after the completion of the project, or as otherwise agreed upon with TDA. TDA and the Texas State Auditor's Office (SAO) reserve the right to examine all books, documents, records, and accounts relating to the project at any time throughout the duration of the agreement and for three years immediately following completion of the project. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the retention period, then the records must be retained until authorized by TDA. TDA and the SAO shall have access to the physical locations related to project activities.
4. If the Grantee has a financial audit performed during the time the Grantee is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, and any schedules in which the Grantee's funds are included.
5. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management, and the Uniform Grant Management Standards (UGMS), 2 CFR 215, 2 CFR 220, 2 CFR 225, and 2 CFR 230 as applicable.



**TEXAS DEPARTMENT OF AGRICULTURE
2013 COUNTY HOG ABATEMENT MATCHING PROGRAM (CHAMP)
2013 PROPOSAL EVALUATION SHEET**

TODD STAPLES, COMMISSIONER

Review #:

PROJECT INFORMATION				
Applicant: «Title_of_Project»	Project No.: «Project_Number»			
PLEASE RATE THE FOLLOWING AREAS FROM 1-4, WITH 4 BEING THE HIGHEST SCORE.				
<ul style="list-style-type: none"> ▪ <i>Rate how well the project is designed, the clarity of the objectives and alignment with the purpose of the grant program.</i> <ul style="list-style-type: none"> - Objectives & targets are well thought out and in alignment with the grant's purpose(4); - Objectives & targets are sound and will likely provide positive results in alignment with the grant's purpose (3); - Objectives & targets are questionable and may not provide the most benefit (2); - Objectives & targets are unclear and results are questionable and/or the project is not in alignment with the purpose of TDA's grant program (1). 	1	2	3	4
<ul style="list-style-type: none"> ▪ <i>Rate the positive impact this project will have to agriculture and the environment in Texas.</i> <ul style="list-style-type: none"> - This project is <u>likely</u> to have a positive on agriculture and the environment in Texas (4); - This project has <u>potential</u> to have a positive impact (3); - This project <u>may or may not</u> have a positive impact (2); - This project is <u>unlikely</u> to have a positive on agriculture and the environment in Texas (1). 	1	2	3	4
<ul style="list-style-type: none"> ▪ <i>Rate the sustainability of the project.</i> <ul style="list-style-type: none"> - This project is a continuation of a current program and is <u>highly likely</u> to be sustained after grant funds expire (4); - This project has <u>potential</u> to be sustained after grant funds expire (3); - This project's sustainability is <u>questionable</u> (2); - This project is highly <u>unlikely</u> to be sustained after grant funds expire (1). 	1	2	3	4
<ul style="list-style-type: none"> ▪ <i>Rate the level of support this project demonstrates; are partners actively involved or have they pledged their support of the project's goals?</i> <ul style="list-style-type: none"> - Supported by 4 or more partners who are committed to the success of the project(4); - Supported by 2-3 partners (3); - Supported by 1 partner (2); - No support indicated or confirmed, other than applying organization (1). 	1	2	3	4
<ul style="list-style-type: none"> ▪ <i>Rate the need demonstrated by the applicant .</i> <ul style="list-style-type: none"> - The county has demonstrated a strong need (4); - The county has demonstrated a need (3) - The county has demonstrated a need (2); - The county has not adequately demonstrated a need (1). 	1	2	3	4
<ul style="list-style-type: none"> ▪ Rate the level of funding match. 	1	2	3	4
<ul style="list-style-type: none"> ▪ Rate the reasonableness of the requested budget. 	1	2	3	4
<ul style="list-style-type: none"> ▪ Rate the overall value of the proposed project 	1	2	3	4

**TEXAS DEPARTMENT OF AGRICULTURE
2013 COUNTY HOG ABATEMENT MATCHING PROGRAM (CHAMP)
2013 PROPOSAL GRADE SHEET**

STRENGTHS / WEAKNESSES *Comments may also be shared with the applicant; any constructive feedback provided is very important and will be beneficial for future submissions.*

What are some of the strengths and/or weaknesses of this proposal?



TODD STAPLES, COMMISSIONER

[FOR TDA USE ONLY]	
File No.	_____
Date Rec.	_____

GTBD-102

Applications must be received by: July 1, 2013

Late or incomplete applications will not be considered.

This is a competitive grant program, not all applications will receive funding.

SECTION A – APPLICANT INFORMATION			
County Name <i>(If selected, will serve as lead organization & recipient of funds.)</i> Caldwell County			
Mailing Address 110 S. Main Street, Rm. 302			
City Lockhart	State TX	Zip 78644	
Physical Address <i>(If different from above.)</i>			
City	State	Zip	
Federal Tax Identification Number: (must be nine (9) digits) _____ - _____			

SECTION B – CONTACT PERSONNEL			
PROJECT COORDINATOR <i>(Person capable of answering questions about the project activities and partnership.)</i>			
<input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____		Position Title	
First Name		Last Name	
Mailing Address		City	State Zip
Phone No. () -	Alt Contact No. () -	E-mail Address	
COUNTY JUDGE OR AUTHORIZED OFFICIAL <i>(Person authorized to enter into legal agreements on behalf of the county.)</i>			
<input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____		Position Title	
First Name		Last Name	
Mailing Address		City	State Zip
Phone No. () -	Fax No. () -	E-mail Address	

SECTION C – BUDGET *Provide a summary of the funds being requested. A detailed description will be required in the project narrative below.*

<u>Expense Category</u>	<u>TDA Funds requested</u>
Personnel	\$
Supplies	\$
Contractual	\$
Other	\$
Equipment	\$
Total Grant Funds Requested	\$

MATCHING FUNDS *Provide sources of matching funds as well as a description of what matching funds may be used for. Additional sheets may be attached if needed. See RFA for information on allowable matching sources/uses.*

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Matching Funds	\$

SECTION D – CERTIFICATIONS

By signing below, Applicant:

- (1) Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge;
- (2) Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application, whether intentional or not, will constitute grounds for denial of this application;
- (3) Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of TDA and the State Auditor's Office (SAO) or any successor agency to conduct an investigation in connection with those funds, and Applicant further agrees to cooperate fully with TDA and/or SAO or its successor in the conduct of the audit or investigation, including allowing TDA and/or SAO to inspect Applicant's premises and providing all records requested;
- (4) Acknowledges this application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas; and
- (5) By submission of this application, Applicant acknowledges as a condition of receipt of grant funds under this program the Applicant will be required to execute a grant agreement with the Texas Department of Agriculture, and further acknowledges that failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, and those funds will be redistributed to other qualified applicants in accordance with state law and TDA rules.

Notice of Penalties: The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of funds under applicable state law.

County Judge or Authorized Official	Signature	Date
		/ /

This application becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Texas Government Code, Sections 552.021, 552.023, and 559.004.)



TODD STAPLES, COMMISSIONER

Project Title:

Partner Organizations: List the organization name of the primary applicant that plans to oversee the project. Provide any other key organizations names that may also play a role in execution, oversight and administration of the grant.

Primary Applicant:

Other Partners:

Project Summary.

Provide a brief summary of the program/activities and how funds will be used. (Limit 200 words)

Project Description.

Provide a detailed description of the program/activities. Include information on how partners will work together to accomplish the project, need for abatement in the area and timelines of the project. Supporting documentation may be attached to the application as needed.

Location.

Provide the locations and descriptions of the geographic area the proposed activities will take place.

Project Results.

Provide a detailed description of how quantifiable results will be demonstrated by the project/activities.

Current Program/Activities.

If applicable, please describe any current feral hog abatement programs/activities administered in the county or area.

Project Enhancement.

If applicable, provide a detailed explanation of how grant funds would be used to expand current feral hog abatement programs/activities.

Project Oversight.

List the person, (name, title) who will oversee the project activities? How will oversight be performed to ensure all project activities and results are being achieved?

Work Plan. List all activities that will be performed to accomplish the objectives of the project. Be specific about what will be done. Use the table provided.

ACTIVITY	WHO IS COMPLETING THE ACTIVITY	TIMELINE	
		START DATE	END DATE

Budget Narrative: Please provide detail about the budget categories listed in Section C of the GTBD-102.

Supplies: Provide an itemized list of any materials needed to accomplish the project. Be sure to include quantity of items and the total dollar amount for each item.

Contractual: Provide a description of the services each contract covers. Indicate if the cost is a flat rate fee or hourly rate and indicate the flat rate fee or hourly rate to be applied.

Other: Provide detailed descriptions of other costs such as conferences or meetings, communications, speaker/trainer fees, publication costs, and data collection, and other budgeted costs associated with the project.

Special Purpose Equipment: This category includes items of property having a useful life of more than one year and an acquisition cost of \$5,000 or more. If the cost of equipment is under \$5,000, include those items under SUPPLIES. List each item of equipment, its intended use, and its cost separately. The special purpose equipment must solely enhance the intended purpose of feral hog abatement activities. **TDA must grant written approval prior to the expenditure / purchase of capital equipment. The written approval shall supplement the executed grant agreement.**