



## **MINUTES**

**MAY 2, 2017**

### **BRAZOS COUNTY COMMISSIONERS COURT**

#### **REGULAR MEETING**

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A regular meeting of the Commissioners' Court of Brazos County, Texas was held in the Brazos County Commissioners Courtroom in the Administration Building, 200 South Texas Avenue, in Bryan, Brazos County, Texas, beginning at 10:00 a.m. on Tuesday, May 2, 2017 with the following members of the Court present:

Duane Peters, County Judge, Presiding;  
Steve Aldrich, Commissioner of Precinct 1;  
Sammy Catalena, Commissioner of Precinct 2;  
Nancy Berry, Commissioner of Precinct 3; Absent;  
Irma Cauley, Commissioner of Precinct 4;  
Karen McQueen, County Clerk.

The attached sheets contain the names of the citizens and officials that were in attendance.

1. Invocation and Pledge of Allegiance

- U.S. and Texas Flag - Chaplain G.H. Jones and Commissioner Aldrich

2. Call for Citizen input and/or concerns

There was no citizen's input.

3. Presentations and/or Discussions

Recognition of Commissioner Catalena for his participation in the Commissioners Court Leadership Academy Class VII-Session.

The Court acknowledged Commissioner Catalena's participation in the Commissioners Court Leadership Academy Class VII-Session.

**Consider and take action on agenda items 4-26:**

4. Request from the Sheriff's Office for out-of-state travel for Senior Investigator Kenny Elliott to travel to Phoenix, AZ to interview a witness in a homicide investigation. Dates of travel are April 26- May 1, 2017.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Irma Cauley. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

5. Request from the District Attorney's Office to approve a payment authorization to Alphagraphics in the amount of \$260.01 for printed plea forms. A purchase order was not obtained in advance.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Steve Aldrich. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

6. Request from Facilities Services to approve a payment authorization to Davis Fire Equipment Inc. in the amount of \$240.00 for the Test and Rerack 1-1/2"x100' fire hose. A purchase order was not obtained in advance.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Sammy Catalena. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

7. Request from Facilities Services to approve a payment authorization to Davis Fire Equipment Inc. in the amount of \$600.00 for the Test and Rerack of 1-1/2" x 100' of Fire Hose and a Test 1-1/2"x100' Fire Hose. A purchase order was not obtained in advance.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

8. Acceptance of \$100 donation from Insurors of Texas. Funds will be used to purchase the Grand Prize for the Health & Safety Expo.

Motion: , Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

9. Approval to purchase a 2017 Chevrolet Express 3500 van from Caldwell Country Chevrolet for the Sheriff's Office-Jail workcrew on Buyboard contract # 521-16 in the amount of \$29,005.00.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

10. Request permission to expend \$1,000,000 budgeted in fiscal year 2016-2017 for Other Post Employment Benefits. The funds will be transferred to the OPEB trust managed by Public Financial Management and be invested; principal and earnings to benefit Brazos County retiree health insurance.

Motion: Approve, Moved by Commissioner Steve Aldrich, Seconded by Commissioner Irma Cauley. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

11. Approval of service contract 17-297 to Convergentz in the amount of \$77,500 for upgrade to tridium at the courthouse. This will be purchased from the US Communities cooperative 15-JLP-023.

Civil Counsel Bill Ballard commented that there is a change on page 7 under Indemnification Clause and it should not affect the contract.

A copy of the service contract is attached.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

12. Request for acceptance of an Attorney General grant for the purchase of a computer to fight child pornography in Brazos County.

A copy of the grant contract is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Sammy Catalena. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

13. Approval of the job description for Class Code 0832, Position 7 - Temp. Attendant, Building & Grounds for Exposition Complex.

A copy of the job description is attached.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

14. Order 17-003 declaring the funding of the creation of an Applications Administration Position and fringe benefits in the Information Technology Department as an

amendment to the original budget per Section 111.070 of the Local Government Code.

A copy of the order is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Steve Aldrich. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

15. Request from the Information Technology Department for the following personnel request. This request will have an increase to the FY 17 Information Technology Department's Budget in the amount of \$30,924.00.
  - a. Create Applications Administrator, Class Code 1238 Position 3, Group 22 Step 2, Pay Code 013, Effective May 2, 2017.
  - b. Create Cell Phone Allowance for Application Administrator, Class Code 1238 Position 3, Pay Code 332, Effective May 2, 2017.

A copy of the personnel request is attached.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Irma Cauley. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

16. Order 17-004 declaring the creation of a Buyer III position and fringe benefits in the Purchasing Department as an amendment to the original budget per Section 111.070 of the Local Government Code.

A copy of the order is attached.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Irma Cauley. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

17. Request from the Purchasing Department for the following personnel request. This request will have an increase to the FY 17 Purchasing Department's Budget in the amount of \$41,209.00.
  - a. Create Buyer III, Class Code TBD Position 1, Group 24 Step 8, Pay Code 13, Effective May 2, 2017.
  - b. Reclassify Asst. Purchasing Agent, Class Code 1102 Position 1, Group 22 Step 8 to Group 26 Step 5, Pay Group 13, Effective May 6, 2017.

A copy of the personnel request is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Sammy Catalena. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

18. Acceptance of Special Warranty Deed from Ann Kapella for 0.083 acre of land to be used for improvements to Stousland Road located in Precinct 1.

Motion: Approve, Moved by Commissioner Steve Aldrich, Seconded by Commissioner

Sammy Catalena. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

19. Acceptance of Special Warranty Deed from Mark Humphrey for 0.092 acre of land to be used for improvements to Straub Road located in Precinct 1.

Motion: Approve, Moved by Commissioner Steve Aldrich, Seconded by Commissioner Irma Cauley. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

20. Acceptance of Special Warranty Deed from George E. Klett for 0.035 acre of land to be used for improvements to Stousland Road located in Precinct 1.

Motion: Approve, Moved by Commissioner Steve Aldrich, Seconded by Commissioner Irma Cauley. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

21. Acceptance of Special Warranty Deed from George E. Klett for 0.088 acre of land to be used for improvements to Stousland Road located in Precinct 1.

Motion: Approve, Moved by Commissioner Steve Aldrich, Seconded by Commissioner Irma Cauley. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

22. Tax Refund Applications for the following:

- a. Henry Bynum c/o Jennifer Villa Independent Executrix- Overpayment \$359.14
- b. Ray, Cassandra & Theresa - Overpayment \$32.71
- c. Summerlin, Jerrold - Overpayment \$10.00
- d. Dalton Schulze - Overpayment \$32.05
- e. Darlene Sims - Overpayment \$15.46

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Sammy Catalena. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

23. Commissioners Court minutes for the following dates:

- a. April 4, 2017 - Regular Meeting
- b. April 4, 2017 - Workshop Session 10:30 am
- c. April 4, 2017 - Workshop Session 4:00 pm
- d. April 11, 2017 - Regular Meeting
- e. April 18, 2017 - Regular Meeting
- f. April 25, 2017 - Regular Meeting

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by

Commissioner Steve Aldrich. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

24. Budget Amendments.

Budget Amendments FY 16/17 31.1 - 31.10

- 31.1 Transfer funds from Non-Departmental to Information Technology.
- 31.2 Transfer funds from Non-Departmental to Information Technology.
- 31.3 Transfer funds from Capital Improvement Fund to Facility Services.
- 31.4 Reallocate funds for Sheriff's Office - Forfeiture Fund.
- 31.5 To set up the NRA Grant awarded to the County Attorney for FY2017.
- 31.6 To set up the NRA Grant awarded to the Sheriff's Office for FY2017.
- 31.7 To set up the NRA Grant awarded to Constable, Precinct 2 for FY2017.
- 31.8 Transfer funds from Non-Departmental to Sheriff's Office - Jail.
- 31.9 To recognize revenue for District Attorney Grant from the Office of the Attorney General.
- 31.10 To set up the NRA Grant awarded to Constable, Precinct 3 for FY2017.

Motion: Approve, Moved by Commissioner Steve Aldrich, Seconded by Commissioner Irma Cauley. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

25. Personnel Change of Status.

Personnel Action Forms

Judge Peters abstained from voting on this item.

A copy of the Personnel Change of Status requests is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Sammy Catalena. Passed. 3-0. Ayes: Aldrich, Catalena, Cauley. Abstain: Peters. Absent: Berry.

26. Payment of Claims.

Claims 7155055-7155302

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Irma Cauley. Passed. 4-0. Ayes: Aldrich, Catalena, Cauley, Peters. Absent: Berry.

27. Sheriff's report on inmate population.

Sheriff Chris Kirk told the Court that on April 27, 2017 and April 28, 2017 an unexpected jail inspection was conducted. Sheriff Kirk said the inspector was very thorough and the jail passed with high remarks.

Sheriff Kirk stated there were 657 inmates in jail, 565 inmates are male and 92 are female, 75 have electronic monitors and 17 are pending for monitors.

28. Announcement of interest items and possible future agenda topics.

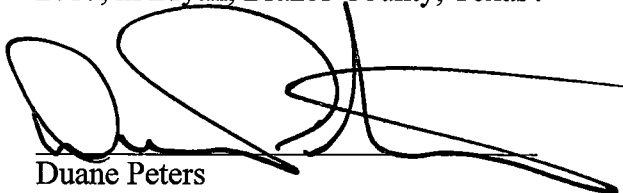
There were no announcements.

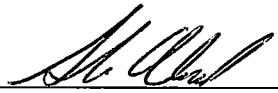
29. Call for Citizen input and/or concerns

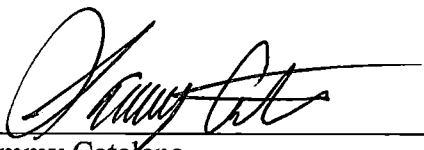
There was no citizen's input.

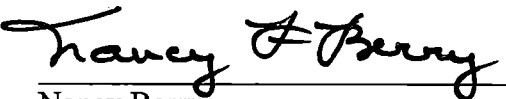
30. Adjourn.

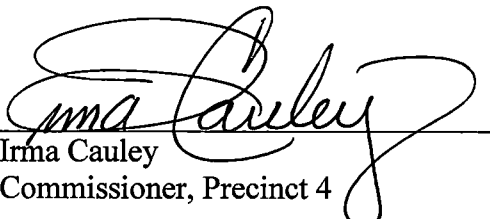
The foregoing minutes of the Commissioners Court meeting held May 2, 2017 have been examined and are approved in open Court this 6th day of June, 2017, in Bryan, Brazos County, Texas.

  
Duane Peters  
County Judge


  
Steve Aldrich  
Commissioner, Precinct 1

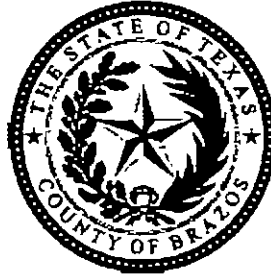
  
Sammy Catalena  
Commissioner, Precinct 2

  
Nancy Berry  
Commissioner, Precinct 3

  
Irma Cauley  
Commissioner, Precinct 4

Attest:

  
Karen McQueen  
County Clerk



**BRAZOS COUNTY  
BRYAN, TEXAS**

**FILED**

2017 APR 23 P 1:45

SHARON L. GRIFFIN, COUNTY CLERK  
BRYAN, TEXAS  
*Sharon L. Griffin*

**NOTICE OF MEETING AND AGENDA**

**BRAZOS COUNTY COMMISSIONERS COURT**

**THE COMMISSIONERS COURT OF BRAZOS COUNTY WILL MEET  
IN REGULAR SESSION ON MAY 2, 2017 AT 10:00 AM IN THE  
COMMISSIONERS COURTROOM OF THE COUNTY  
ADMINISTRATION BUILDING, 200 SOUTH TEXAS AVE., SUITE 106,  
BRYAN, TX 77803**

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1 Invocation and Pledge of Allegiance

- U.S. and Texas Flag - Chaplain G.H. Jones and Commissioner Aldrich

2. Call for Citizen input and/or concerns

3. Presentations and/or Discussions

Recognition of Commissioner Catalena for his participation in the Commissioners Court Leadership Academy Class VII-Session.

**Consider and take action on agenda items 4-26.**

4 Request from the Sheriff's Office for out-of-state travel for Senior Investigator Kenny Elliott to travel to Phoenix, AZ to interview a witness in a homicide investigation. Dates of travel are April 26- May 1, 2017

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24. Budget Amendments.

Budget Amendments FY 16/17 31 1 - 31 10

25. Personnel Change of Status.

Personnel Action Forms

26. Payment of Claims.

27. Sheriff's report on inmate population.

28. Announcement of interest items and possible future agenda topics.

29. Call for Citizen input and/or concerns

30. Adjourn.

### **PUBLIC COMMENTS**

Public Comment during the Commission Meeting may be for all matters, both on and off the agenda, and be limited to four minutes per person. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment at the Commission meeting. Members of the public are reminded that the Brazos County Commissioners Court is a Constitutional Court, with both judicial and legislative powers, created under Article V, Section 1 and Section 18 of the Texas Constitution. As a Constitutional Court, the Brazos County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Section 81.024 of the Texas Local Government Code. Accordingly, members of the public in attendance at any Regular, Special and/or Emergency meeting of the Court shall conduct themselves with proper respect and decorum in speaking to, and/or addressing the Court; in participating in public discussions before the Court; and in all actions in the presence of the Court. Those members of the public who are inappropriately attired and/or who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting. Refusal to abide by the Court's Order and/or continued disruption of the meeting may result in a Contempt of Court Citation.

It is not the intention of the Brazos County Commissioners Court to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the Court to allow a member (or members) of the public to insult the honesty and/or integrity of the Court, as a body, or any member or members of the Court, or County employees, individually or collectively. Accordingly, profane, insulting or threatening language directed toward the Court and/or any person in the Court's presence and/or racial, ethnic or gender slurs or epithets will not be tolerated. Violation of these rules may result in the following sanctions:

1. cancellation of a speaker's time;
2. removal from the Commissioners Court;
3. a Contempt Citation; and/or
4. such other and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

The County Commissioners Court can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Commissioners Court. However, responses from the County Judge or Commissioners to unlisted public comment topics could become deliberation on a matter without notice to the public. To ensure the public has notice of all matters the Commissioners Court will consider, the County Judge and/or Commissioners may choose not to respond to public comments, except to correct factual inaccuracies, rectify existing policy in response to an inquiry or to ask that a matter be listed on a future agenda. See Texas Open Meetings Act Section 551.042.

### **INVOCATION**

Any invocation that may be offered before the official start of the Court meeting shall be to and for the benefit of the Court. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Court and do not necessarily represent the religious beliefs or views of the Court in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Court.

The Commissioners Courtroom of the County Administration Building, 200 South Texas Ave., Suite 106, Bryan, TX 77803 is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive services must be made two working days before the meeting. To make arrangements, please call (979) 361-4102.

# BRAZOS COUNTY COMMISSIONER'S COURT

2nd DAY OF May, 2017  
10:00 AM ~~PM~~

Name

(PLEASE PRINT)

Organization

(PLEASE PRINT)

KAREN McQUEEN  
Shirley  
Sharon L. H. Jones  
Nelan Lyann  
Katie Connor  
Wm. CHARLES WENDT  
Chris Kirk  
Bill Ballard  
B. L. ERRAH  
Trudy Hancock  
Wayne Dickey  
Nina Means  
ERIC CALDWELL  
Megan Auditor  
Jim Stewart

Co. CLERK  
County Clerk's Office  
Sheridan  
The Eagle  
Auditor  
PURCHASING  
Sheriff  
C/A  
Porter  
Judy Hancock  
Sheriff's Office  
Gay  
BCIT  
Auditors  
Chief Deputy

BRAZOS COUNTY  
COMMISSIONER'S COURT

2nd DAY OF May, 2017  
10:00 AM/PM

Name

(PLEASE PRINT)

LAURA T DAVIS

Jennife Baylazar

Melissa Rier

Donald Lemp

ALAN MURGER

Clay Falls

Candy Gallego

Organization

(PLEASE PRINT)

TREAS

HK

Risk

Constable #42

R: B

KB 7x - 7V

Comm. Court



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Request from the Sheriff's Office for out-of-state travel for Senior Investigator Kenny Elliott to travel to Phoenix, AZ to interview a witness in a homicide investigation. Dates of travel are April 26- May 1, 2017.

TO: Commissioners Court

DATE: 04/26/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Letter to Court Investigator s Travel  
\(Freeman\).docx](#)

**Description**

Letter to Commissioners Court

**Type**

Cover Memo



4

# BRAZOS COUNTY OFFICE OF THE SHERIFF CHRISTOPHER C. KIRK

W JAMES STEWART, CHIEF DEPUTY  
WAYNE DICKY, JAIL ADMINISTRATOR

1700 WEST STATE HIGHWAY 21  
BRYAN, TEXAS 77803-1300

April 26, 2017

Honorable Duane Peters, County Judge  
Honorable Steve Aldrich, Commissioner Pct. 1  
Honorable Sammy Catalena, Commissioner Pct. 2  
Honorable Nancy Berry, Commissioner Pct. 3  
Honorable Irma Cauley, Commissioner Pct. 4

Subject: Request for Out of State Travel

Dear Members of the Commissioners Court:

**Agenda Item Description:** Authorization for Senior Investigator Kenny Elliot to travel out of the State of Texas for an ongoing homicide investigation.

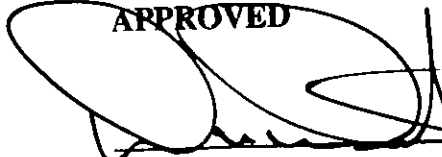
**Summary Statement:** Investigator Elliot will be traveling to Phoenix, Arizona. Travel will begin on April 26, 2017 and should terminate on/or about May 1, 2017

For any questions on this matter, please contact Lt Paul Martinez at extension 4945

Respectfully Submitted.

W James Stewart  
Chief Deputy Sheriff

**APPROVED**

  
Duane Peters  
County Judge

5/2/17  
Date





**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: District Attorney NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Request from the District Attorney's Office to approve a payment authorization to Alphagraphics in the amount of \$260.01 for printed plea forms. A purchase order was not obtained in advance.

TO: Commissioners Court

FROM: Jarvis Parsons

DATE: 04/26/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[image1128.pdf](#)

**Description**

PA

**Type**

Cover Memo



Approved/County Auditor



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Facility Services NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Request from Facilities Services to approve a payment authorization to Davis Fire Equipment Inc. in the amount of \$240.00 for the Test and Rerack 1-1/2"x100' fire hose. A purchase order was not obtained in advance.

TO: Commissioners Court

FROM: Ernest Stutts

DATE: 04/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Davis Fire Protection - 1.pdf](#)

**Description**

PA

**Type**

Cover Memo

## 6

Division:

17000100

4/27/2017

Bryan, Texas 77802

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
4/18/2017	<del>10938</del>	Test and Rerack 1-1/2" x 100' Fire Hose	3	\$ 60.00	\$ 180.00
	10934	Test and Rerack 1-1/2" x 100' Fire Hose (Fail)	1	\$ 60.00	\$ 60.00
		Purchase Order was not in place for this work			
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				FREIGHT	
				TOTAL	\$ 240.00

the criminal penalties resulting from the violation of that Act.

James J. Armbrister

Requested by \_\_\_\_\_

Requested by

Approved by County Judge

FUND	DIVISION	ACCOUNT	PROJECT #	AMOUNT
	17000100	71206400		\$240.00
<b>TOTAL</b>				<b>\$240.00</b>

TOTAL	\$240.00
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**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Facility Services                      NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Request from Facilities Services to approve a payment authorization to Davis Fire Equipment Inc. in the amount of \$600.00 for the Test and Rerack of 1-1/2" x 100' of Fire Hose and a Test 1-1/2"x100' Fire Hose. A purchase order was not obtained in advance.

TO: Commissioners Court

FROM: Ernest Stutts

DATE: 04/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Davis Fire Protection - 2.pdf](#)

**Description**

PA

**Type**

Cover Memo

## 7

4/27/2017

PLEASE SEND TO AUDITOR'S OFFICE



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Acceptance of \$100 donation from Insurors of Texas. Funds will be used to purchase the Grand Prize for the Health & Safety Expo.

TO: Commissioners Court

DATE: 04/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Acceptance of Donation -  
\\$100 Check from Insurors of Texas.pdf](#)

Donation Form

Backup Material



8

**BRAZOS COUNTY, TEXAS  
ACCEPTANCE OF DONATED/AWARDED PROPERTY  
DONATION OF COUNTY PROPERTY**

Date: 04/27/2017

☒ Acceptance of Donated/Awarded Property  
(Awarded property requires signed court documentation)

☐ Donation of County Property

☐ Acceptance of Donated Inmate Property  
(Requires signed inmate documentation - NO VALUE ASSESSED)

Item Description: \$100 Check

Please provide all information requested below as applicable to the property being accepted or donated. Forms containing any blank fields will be returned for completion.

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ SN/VIN #: \_\_\_\_\_

☐ Functional ☐ Non-Functional. Explain if Non-Functional \_\_\_\_\_

Additional Description/Information: \_\_\_\_\_

Estimated Value: \_\_\_\_\_

Check box for Capital Asset (value/initial cost is over \$5000)

Acceptance of Donated Property	Donation of County Property
Check the appropriate account based on estimated value of property being accepted:  <input checked="" type="checkbox"/> 61235000 (Donation - Other)* <input type="checkbox"/> 60010000 (No Asset Tag - Under \$500) <input type="checkbox"/> 67010000 (Minor Property - \$500 - \$4999) <input type="checkbox"/> 80010000 (Capital Property - Over \$5000)	Check the appropriate entity property being donated to:  Government Entity: _____ Organization Name  Other (Due to Statutory requirements prior approval is required by Purchasing: _____ Organization Name

\*Donation - Other to be used for funds donated to Brazos County for use of a non-county expenditure.

I certify that the above mentioned item has been donated or awarded to Brazos County. This item has been received in good faith and upon approval by Commissioner's Court will become a part of the General Fixed Asset Account of Brazos County. The determination to accept or reject the donation will be made at the sole discretions of Commissioners Court based upon such things as usefulness, projected operating, maintenance and insurance costs.

Requesting Department: \_\_\_\_\_

Human Resources  
Department Name

Jennifer S.  
Authorized Signature

Organization Receiving Donated Property: \_\_\_\_\_  
Authorized Signature

Approved by Commissioners Court on this 2nd day of May, 2017

[Signature]  
Commissioners Court Approval



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Approval to purchase a 2017 Chevrolet Express 3500 van from Caldwell Country Chevrolet for the Sheriff's Office-Jail workcrew on Buyboard contract # 521-16 in the amount of \$29,005.00.

TO: Commissioners Court

FROM: Lani Maness

DATE: 04/27/2017

FISCAL IMPACT: True

BUDGETED: False

DOLLAR AMOUNT: \$29,005.00

BUDGET DETAIL: 63000500 / 80892820

ACTION REQUESTED OR  
ALTERNATIVES: Approval to purchase 2017 Chevrolet Express 3500 van on Buyboard contract # 521-16 from Caldwell Country Chevrolet in the amount of \$29,005.00.

**ATTACHMENTS:**

**File Name**

[jail\\_workcrew\\_van\\_backup.pdf](#)

**Description**

Quote

**Type**

Backup Material

**BRAZOS COUNTY  
BRYAN, TEXAS**

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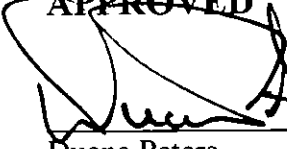
DEPARTMENT	Purchasing	NUMBER:
DATE OF COURT MEETING.	5/2/2017	
ITEM:	Approval to purchase 2017 Chevrolet Express 3500 van on Buyboard contract # 521-16 from Caldwell Country Chevrolet in the amount of \$29,005.00.	
TO:	Commissioners Court	
FROM:	Lani Maness	
DATE.	04/27/2017	
FISCAL IMPACT	True	
BUDGETED:	False	
DOLLAR AMOUNT	\$29,005 00	
BUDGET DETAIL.	63000500 / 80892820	
ACTION REQUESTED OR ALTERNATIVES.	Approval to purchase 2017 Chevrolet Express 3500 van on Buyboard contract # 521-16 from Caldwell Country Chevrolet in the amount of \$29,005.00.	

**ATTACHMENTS:****File Name**jail workcrew van backup.pdf**Description**

Quote

**Type**

Backup Material

**APPROVED**  
  
Duane Peters  
County Judge

5/2/17  
date



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Request permission to expend \$1,000,000 budgeted in fiscal year 2016-2017 for Other Post Employment Benefits. The funds will be transferred to the OPEB trust managed by Public Financial Management and be invested; principal and earnings to benefit Brazos County retiree health insurance.

TO: Commissioners Court

DATE: 04/27/2017

FISCAL IMPACT: True

BUDGETED: True

DOLLAR AMOUNT: \$1,000,000.00

BUDGET DETAIL: Amount budgeted for 2016-2017

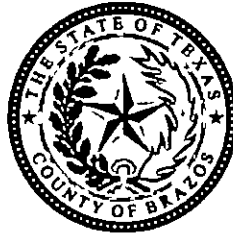
**ATTACHMENTS:**

**File Name**

**Description**

**Type**

No Attachments Available

**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT

NUMBER:

DATE OF COURT MEETING:

5/2/2017

ITEM: Request permission to expend \$1,000,000 budgeted in fiscal year 2016-2017 for Other Post Employment Benefits. The funds will be transferred to the OPEB trust managed by Public Financial Management and be invested, principal and earnings to benefit Brazos County retiree health insurance.

TO:

Commissioners Court

DATE:

04/27/2017

FISCAL IMPACT

True

BUDGETED:

True

DOLLAR AMOUNT:

\$1,000,000.00

BUDGET DETAIL.

Amount budgeted for 2016-2017

**ATTACHMENTS:****File Name****Description****Type**

No Attachments Available

**APPROVED**Duane Peters  
County Judge

date

5/2/17



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Approval of service contract 17-297 to Convergentz in the amount of \$77,500 for upgrade to tridium at the courthouse. This will be purchased from the US Communities cooperative 15-JLP-023.

TO: Commissioners Court

FROM: Mandy Rutledge

DATE: 04/26/2017

FISCAL IMPACT: True

BUDGETED: False

DOLLAR AMOUNT: \$77,500.00

ACTION REQUESTED OR  
ALTERNATIVES: Approval of service contract 17-297 to Convergentz in the amount of \$77,500 for upgrade to tridium at courthouse. Purchasing off the US Communities cooperative 15-JLP-023.

**ATTACHMENTS:**

**File Name**

[17-297\\_Service\\_Contract\\_final.pdf](#)

[Scope\\_of\\_work.pdf](#)

**Description**

Contract

Scopr of work

**Type**

Backup Material

Backup Material

||

**COURTHOUSE CONTROLS UPGRADE TO TRIDIUM  
CONTRACT**

**BRAZOS COUNTY PURCHASING DEPT.**  
200 S. Texas Ave., Ste. 352  
Bryan, Texas 77803  
Telephone (979) 361-4294

**IQ Request No. 17-297**  
**Page 1 of 8 Pages**

**GENERAL REQUIREMENT FOR CONTRACT**

I \_\_\_\_\_ as a duly authorized representative of \_\_\_\_\_  
\_\_\_\_\_ "Contractor" willingly attest to perform (or deliver) as per **Exhibit "A"** for Brazos  
County. I further agree to all of the provisions and specifications contained in this contract.

**INSTALL PROJECT TIMELINE**

After receipt of purchase order Contractor will order materials and supplies. Contractor will start project  
June 1, 2017 and project duration should be 90 days to complete

**BONDING REQUIREMENTS**

The Contractor will be required to bond each project individually. The successful bidder must provide to  
the Purchasing Department, a payment bond, in the amount of 100% of each project sum ten (10)  
calendar days prior to start of work for each project. Such bonds shall be executed by a corporate surety  
duly authorized and admitted to do business in the State of Texas and licensed in the State of Texas to  
issue surety bonds with a Best Rating "A" or better. BRAZOS COUNTY RESERVES THE RIGHT TO  
ACCEPT OR REJECT ANY SURETY COMPANY PROPOSED BY THE BIDDER. IN THE EVENT  
BRAZOS REJECTS THE PROPOSED SURETY COMPANY THE BIDDER WILL BE AFFORDED  
FIVE (5) ADDITIONAL DAYS TO SUBMIT THE REQUIRED BONDS ISSUED BY A SURETY  
COMPANY ACCEPTABLE TO BRAZOS COUNTY

**PREVAILING WAGES RATES**

The Contractor shall be responsible for following all provisions of Chapter 2258 of the Government  
Code relating to the payment of prevailing wages. The wage rates to be used are included in **Exhibit B**  
attached. A Contractor or subcontractor who violates this section shall pay Brazos County \$60 for each  
worker employed for each calendar day or part of the day the worker is paid less than the wage rates  
stipulated in **Exhibit B**.

**ASSIGNMENT**

The successful offeror may not assign, sell or otherwise transfer this contract without written permission  
of Brazos County Commissioners Court. Should there be a change in ownership or management; the  
contract shall be terminated unless a mutual agreement is reached with the new owner or manager to  
continue the contract with its present provisions and prices.

**AWARD**

Brazos County reserves the right to award this contract on the basis of LOWEST AND BEST OFFER in accordance with the laws of the State of Texas, to waive any formality or irregularity to make awards to more than one offeror to reject any or all bids. The County reserves the right to accept or reject in part or in whole, any IQs submitted, and to waive any technicalities for the best interest of the County

### **CONTRACT OBLIGATION**

Brazos County Commissioners Court must award the contract and Brazos County Judge or other person authorized by Brazos County Commissioners Court must sign the contract before it becomes binding on Brazos County or the offerors. Department heads are NOT authorized to sign contracts for Brazos County. Binding contracts shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

### **QUANTITIES**

The quantities specified in this contract are estimates only. Brazos County does not guarantee to purchase any minimum quantities or services other than those listed on a purchase order.

### **CONTRACT RENEWALS**

Renewals may be made ONLY by written agreement between Brazos County and the offeror. Any and all price escalations shall not be accepted and shall be considered a non-response.

### **HOLD HARMLESS AGREEMENT**

Contractor, the successful offeror, shall indemnify and hold Brazos County harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from Contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover Contractor's liability as may arise directly or indirectly from work performed under terms of this contract. Certification of such coverage must be provided to Brazos County upon request.

### **INSPECTIONS & TESTING**

Acceptance of merchandise, work, and/or equipment provided shall be made by Brazos County at the sole discretion of the Commissioners Court when all terms and conditions of the contract and specifications have been met to its satisfaction, including the submission to Brazos County of any and all documentation as may be required. Title and Risk of Loss of the goods shall not pass to Brazos County until the County actually accepts and takes possession of the goods at the point or points of delivery.

### **ADDITION/MODIFICATION OF LOCATIONS OR SERVICES**

Brazos County reserves the right to add locations as these additional locations may be required. Locations to be added may include, but not limited to, expansions or additions to existing facilities and acquisition or construction of new properties. In the event that Brazos County makes significant structural changes to an existing facility that impacts the Contractor's cost in providing the services anticipated by this contract, such change may be treated as a new facility and the procedures provided for in this section may be followed in determining an appropriate price.

In the event Brazos County wishes to add other locations to a group under the contract, a quotation will be solicited from the incumbent Contractor in good standing for the group in which the new location is appropriately situated.

In the event Brazos County shall sell, vacate, abandon, or otherwise dispose or terminate a location to which the contract applies, all existing contracts for services applicable to such location, the portion of this contract that applies to such locations is terminated. All remaining portions of the contract will remain intact. Brazos County will endeavor to give the Contractor written notice of such termination of locations a minimum of thirty (30) days in advance

### **INVOICES & PAYMENTS**

Payments to Contractors will not be made if the Contractor cannot produce a Brazos County Purchase Order. Contractor shall submit an original invoice on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized. Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, shall be corrected by the Contractor.

When multiple deliveries and/or services are required, the Contractor may invoice following each delivery or performance of service and Brazos County will pay on invoice within thirty (30) days upon receipt of invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. The Contractor will provide an invoice for each month in which Brazos County is responsible for payment, during the duration of the contract. Prior to any and all payments made for goods and/or services provided under this contract, the Contractor should provide their Taxpayer Identification Number or Social Security number as applicable. This information must be on file with Brazos County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service.

**Retainage of 5% will be withheld from each invoice for the duration of the contract until the County accepts the work as 100% complete and receives all warranties, manuals, releases of lien and other closeout documents. Upon acceptance by the County, retainage will be released to the Contractor.**

### **PRICING**

Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. **Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored during the course of the contract.** All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the Contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, offeror **MUST** indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails.

### **TAXES**

Brazos County is exempt from all federal excise, state and local taxes unless otherwise stated in this contract. Brazos County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to Brazos County Purchasing Agent.

### **GOVERNING FORMS**

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall contract, Brazos County's interpretation shall govern. In the event of a conflict between the terms, conditions, provisions, and specifications of this contract and any other terms, conditions, provisions, and specifications provided by the Contractor; the terms of this contract shall supersede.

### **GOVERNING LAW**

This bid solicitation is governed by the competitive bidding requirements of Brazos County Purchasing Act, Texas Local Government Code, §262.021 *et seq.*, as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Brazos County may request and rely on advice, decisions and opinions of the Attorney General of Texas and Brazos County Attorney concerning and portion of these requirements. Potential vendors are advised they may have disclosure requirement pursuant to Texas Local Government Code, Chapter 176.

This law requires persons desiring to do business with the County to disclose any gifts that have an aggregate value in excess of \$250.00 given to any employee of the County County Official to the County Official's family members or employment of any employee of the County County Official or the County Official's family members during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Brazos County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law. Bidder understands that Brazos County is a government subject to Texas State and Federal public information statutes.

### **DISQUALIFICATION OF OFFEROR**

Upon signing this contract, an offeror offering to sell supplies, materials, services, or equipment to Brazos County certifies that the offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code §15.01, *et seq.*, as amended, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if Brazos County believes that collusion exists among the offerors. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by an offeror and after the bids are opened, if one of the bids is withdrawn, the result will be that all of the bids submitted by that offeror will be withdrawn; however, nothing herein prohibits a Contractor from submitting multiple bids for different products or services.

### **SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

### **SILENCE OF SPECIFICATIONS**

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of

the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.

### TERMINATION

Brazos County reserves the right to terminate the contract for default if offeror breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Brazos County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Brazos County's satisfaction and/or to meet all other obligations and requirements. Brazos County may terminate the contract without cause upon thirty (30) days written notice.

### POLICY REQUIREMENTS FOR CERTIFICATE OF INSURANCE

#### CONTRACTOR'S INSURANCE

The Contractor(s) before starting work for Brazos County, must furnish Brazos County a Certificate of Insurance or other acceptable evidence from a reputable insurance company or companies with an A.M. Best Rating of AA@ (such companies to be acceptable to Brazos County) licensed to write insurance in the state of Texas, showing that the Contractor is covered by the insurance as follows:

- (1) Statutory Workers Compensation Insurance with Employers Liability Insurance in the amount of \$1,000,000. In the event any work is sublet, the Contractor shall require the subcontractor similarly to provide the same coverage and shall himself acquire evidence of such coverage on behalf of the subcontractor (TLC Sec 401 011)
- (2) Commercial General Liability Insurance with a \$ 2,000,000 Combined Single Limit. The policy shall be on the Comprehensive General Liability 1986/90 occurrence form, and shall include coverage for acts of independent contractors, and shall name Brazos County as an additional insured. Waiver of subrogation is required. No claims made policies are acceptable without prior approval by the Commissioners Court/Risk Management.
- (3) Automobile Public Liability Insurance with a \$1,000,000 Combined Single Limit, in all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired. Waiver of subrogation is required.

The Certificate of Insurance furnished to Brazos County shall contain a provision that coverage under such policies shall not be canceled or materially changed until at least 30 days prior written notice has been given to Brazos County

#### LIMITATIONS

The parties are aware that there are constitutional and statutory limitations on the authority of Brazos County to enter into certain terms and conditions of the contract, including, but not limited to, authorizations of the placement of liens on Brazos County property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting

control of litigation or settlement to another party liability for acts or omissions of third parties; payment of attorneys' fees; dispute resolution; indemnities; and confidentiality (collectively the "Limitations"). Any contract terms and conditions related to the Limitations will not be binding on Brazos County except to the extent authorized by the laws and Constitution of the State of Texas.

#### **COVERAGES/WAGES**

Nothing in this contract shall be construed as making Brazos County responsible for the payment of compensation and/or any benefits for Contractor including health, property motor vehicle, workers' compensation, disability death, and dismemberment insurance for the Contractor's employees and/or equipment. Nothing in the contract shall be construed as making Brazos County responsible for wages, materials, logistical support, equipment, and related travel expenses incurred by the Contractor

#### **SOVEREIGN IMMUNITY**

The parties understand that Brazos County does not waive or relinquish any immunity or defense on behalf of itself, officers, employees, agents, and volunteers as a result of its execution of this contract and the performance of the covenants contained herein. Further, Brazos County is not responsible for any civil liability that arises from any act or omission made within the course and scope of this contract. The parties understand and agree that Brazos County does not assume civil liability under any theory of law for the actions of the Contractor in providing services hereunder

#### **NOTICES**

Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

**BRAZOS COUNTY:**  
**Brazos County, Texas**  
**Duane Peters, Brazos County Judge**  
**200 South Texas Avenue, Suite 332**  
**Bryan, Texas 77803**

#### **CONTRACTOR:**

**Sales Contact Name:**

**Phone Number:**

**Billing Info:**

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#### **ASSIGNABILITY**

This contract may not be assigned without the prior written permission of Brazos County

#### **FISCAL FUNDING CLAUSE**

Notwithstanding any provisions contained herein, the obligations of Brazos County are expressly contingent upon the availability of funding for the obligations contained herein for the term of the contract and any extensions thereto

#### WAIVERS

No waiver by either party hereto of any term or condition of this contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

#### ENTIRE CONTRACT

This contract represents the entire and integrated agreement between Brazos County and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This contract may only be amended by written instrument approved and executed by the parties.

#### AVAILABILITY AND RETENTION OF RECORDS

All records relating to the service provided under this contract and supporting documentation for invoices submitted to Brazos County by the Contractor shall be retained and made available by the Contractor for audit by Brazos County, its duly authorized representatives, the State of Texas (including, but not limited to the Auditor of the State of Texas, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government. Such records shall be returned by Contractor and made available for any time period required by state or federal law. If changes occur in the governing state or federal law regarding retention records, Contractor shall comply with such changes. If an audit is initiated before the expiration of such time periods required by state or federal law regarding retention of records, the Contractor shall retain such records until the audit is concluded and all issues resolved. Contractor shall provide Brazos County with copies of such audits that be conducted with respect to the contract.

#### AUDIT RESPONSIBILITY

The Contractor shall be responsible for receiving, replying to and/or complying with any audit exception by appropriate federal, state or local audit directly related to the provision of this contract.

The Contractor shall repay to Brazos County the full amount received for duplicate billings, erroneous billings, false or deceptive claims. The Contractor recognizes and agrees that Brazos County may withhold any money due and recover through any appropriate method any money erroneously paid under this contract if evidence exists of less than full compliance with this contract.

#### INDEMNIFICATION

The Contractor shall defend, indemnify and save harmless Brazos County and all its officers, agents and employees from all suits, actions, or claims of any character, name and description including attorney's fees expenses brought for or on account of any injuries or damages received or sustained by any person or persons or property by or from the said Contractor or his employees or by or in consequence of any negligence in safeguarding the work, or through the use of unacceptable materials in construction of the work, or by or on account of any act of omission, the Worker Compensation Law or any other law, ordinance, order or decree, and so much of the money due the said Contractor under and by virtue of his contract as shall be considered necessary by Brazos County may be retained for the use of Brazos County or in case no money is due, his sureties shall be held until suit or suits, action or actions, claim or claims for injury or damages as aforesaid shall have been settled and satisfactory evidence to that effect furnished Brazos County. ~~Contractor shall defend, indemnify and save harmless Brazos County.~~ LWM

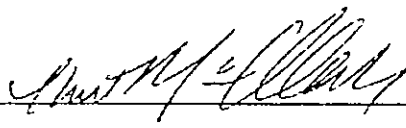
Kury

~~its officers, agents and employees in accordance with this indemnification clause regardless of whether the injury or damage is caused in part by Brazos County its officers, agents or employees.~~

#### CERTIFICATION OF BID AND NON-DEBARMENT

Brazos County is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9-24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's Excluded Parties List System (EPLS, <https://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov>

The undersigned further affirms the non-debarment statement above, that they are duly authorized execute this contract, that this bid has not been prepared in collusion with any other vendor and that the contents of this bid have not been communicated to any other vendor prior to the official opening of this bid.

Signed By  Title G.M.

Typed Name Kurt McCulloch

Company Name Convergentz Phone No. (713) 266-3900

Email Address: kmcculloch@convergentz.com

Mailing Address: 10555 Westpark Dr. Houston TX 77042  
P O Box or Street City State Zip

Employer Identification Number: 90-0325451

Social Security Number: N/A

Approved by Commissioners' Court on this 2nd day of May 2017 by


 holding the position of County Judge

Exhibit A



Making Buildings Smarter

10555 Westpark Drive, Houston, TX 77042 ♦ Phone: (713) 267-5790 ♦ Fax: (713) 266-7011

**US Communities Number: 01-10238-17-001**

**Date: April 17, 2017**

To: **Brazos County**

Attn: **Mr Ernest Stutts**

RE: **Brazos County Courthouse Final Controls Upgrade to Tridium**

**Scope of Work:**

Convergentz is pleased to offer the following scope of work for Brazos County Courthouse MP581 Controller Replacement based on project assessment 4-12-17.

- Provide and install (18) new UC controllers to replace MP581 legacy controller on existing air handling units
- Provide and install (1) new UC controller to replace MP581 legacy controller in Central Plant.
- Provide programming labor to update existing building floorplan graphics. (CAD files to be provided by others)

**Scheduling & Coordination:**

This project will commence upon receiving a purchase order or "Notice to Proceed"

\*\* Note: installation scheduling milestones are heavily influenced by equipment shipments, installation of equipment, electrical power to equipment, and access

The installation will be performed in such a manner that will minimize customer distraction and mitigate system down time throughout the installation.

**General Inclusions:**

- Electrical Controls Install
- Updated Floorplan Graphics
- Commissioning

**Clarifications:**

- All open plenum low voltage wiring above ceiling will be plenum rated and run in the ceiling. All control wiring in mechanical spaces will be stubbed up with EMT to a minimum of 8 feet, and into the ceiling if the ceiling level (drop in ceiling) is at or below 8 feet. Exposed low voltage wiring will be run along existing wire routes, existing conduit runs, or along angle iron/structures in a neat fashion, securing the wire to eliminate sagging.

**Pricing:**

Price **\$75,500.00 Dollars Tax Exempt**  
(Seventy-Five Thousand Five Hundred Dollars and No/Cents)

Payment Bond ... **\$2,000.00 Dollars Tax Exempt**  
(Two Thousand Dollars and No/Cents)

**Standard Exceptions:**

1. This proposal is firm for thirty (30) days unless stated otherwise.
2. Refer to the last page for Terms and Conditions of Sale.



Making Buildings Smarter

Respectfully,

**Jose Duron**  
Solutions Engineer

10555 Westpark Drive  
Office: (713) 266-3900  
Mobile: (713) 252-8065

e-mail: [jduron@convergentz.com](mailto:jduron@convergentz.com)

The proposal and the terms and conditions contained herein are accepted and **Convergentz** is authorized to proceed with the work.

Customer \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

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

P O Number: \_\_\_\_\_



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: District Attorney                      NUMBER:  
DATE OF COURT MEETING: 5/2/2017  
ITEM: Request for acceptance of an Attorney General grant for the purchase of a computer to fight child pornography in Brazos County.  
TO: Commissioners Court  
FROM: Jarvis Parsons  
DATE: 04/27/2017  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[image1182.pdf](#)

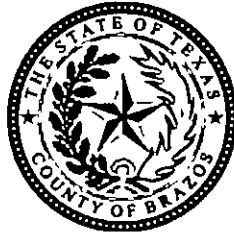
**Description**

Grant

**Type**

Cover Memo

12

**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT	District Attorney	NUMBER:
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**ATTACHMENTS.**

<u>File Name</u>	<u>Description</u>	<u>Type</u>
<a href="#">image1182.pdf</a>	Grant	Cover Memo

**APPROVED**  
Duane Peters  
County Judge5/2/17  
date

## GRANT CONTRACT

OAG Contract No. 1774967

This grant contract is executed between the Office of the Attorney General (OAG) and Brazos County District Attorney's Office (GRANTEE) for certain grant funds. The Office of the Attorney General and GRANTEE may be referred to in this contract individually as "Party" or collectively as "Parties."

### SECTION 1. PURPOSE OF THE CONTRACT

The Internet Crimes Against Children (ICAC) Task Force Program, Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs (OJP), United States Department of Justice, seeks to maintain and expand State and regional ICAC task forces to combat technology-facilitated child exploitation. These task forces work collaboratively as a national network of law enforcement and prosecutorial agencies that prevent, interdict, and investigate Internet crimes against children. The program requires existing task forces to develop multi-jurisdictional, multi-agency responses to such offenses by providing funding and other support to State and local law enforcement agencies as a means to help them acquire the necessary knowledge, personnel, and equipment. The purpose of this contract is to provide reasonable contractual controls to ensure that the public purposes of the grant are achieved.

### SECTION 2 TERM OF THE CONTRACT

This contract shall begin on February 1, 2017 and shall terminate May 31, 2017, unless it is terminated earlier or extended in accordance with another provision of this contract. The OAG is not obligated to reimburse expenses that were incurred prior to the commencement or after the termination of this contract.

### SECTION 3 GRANTEE'S CONTRACTUAL SERVICES

**3.1 GRANTEE's Compliance with the Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Cooperative Agreement for Award Number 2015-MC-FX-K049.** The GRANTEE will comply with the terms and conditions as set forth and required in the Cooperative Agreement between the OAG and the Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Award Number 2015-MC-FX-K049, (OAG Award Document), as well as the applicable provisions of the OAG ICAC Grant Application or OAG Award Document as supplemented, amended or adjusted.

**3.2 Establishment of Final Project Budget; Grant Project Narrative; Special Conditions.** The GRANTEE's budget is attached as Exhibit A.

The GRANTEE's Project Narrative is as follows:

To support efforts to combat certain Internet Crimes Against Children (ICAC) or other direct operating expenses.  
The Special Conditions, including the OAG Award Document, are attached as Exhibit B.

The OAG, at its sole discretion, will establish the final project targets, outputs, and outcomes. In addition, the OAG, at its sole discretion, may adjust GRANTEE's budget, targets, outputs, outcomes and/or any other items as deemed appropriate by the OAG, at any time, during the term of this contract. The OAG, at its sole discretion, may supplement, amend or adjust the Special Conditions attached to this contract.

#### **SECTION 4 REQUIRED REPORTS**

##### **4.1 General Matters**

**4.1.1 Required Reports; Form of Reports; Filings with the OAG.** GRANTEE shall forward to the OAG the applicable reports on forms as specified by the OAG. GRANTEE shall ensure that it files each document or form required by the OAG in an accurate and timely manner. Unless filing dates are given herein, all other reports and other documents that GRANTEE is required to forward to the OAG shall be promptly forwarded. From time to time, the OAG may require additional information from GRANTEE.

**4.1.2 Cooperation; Additional Information; Immediate Notification and Correction and Inaccuracies.** GRANTEE shall cooperate fully with the OAG. In addition to the information contained in the required reports, other information may be required as requested by the OAG. GRANTEE will immediately notify the OAG in the event GRANTEE discovers that any previously submitted information was inaccurate and forward the correction information to the OAG.

**4.1.3 Notification of Changes in Organization, Changes in Authorized Official or Grant Contact.** GRANTEE shall submit, within ten (10) business days, notice to the OAG of any change of the following: GRANTEE's name; contact information; key personnel, officer, director or partner; organizational structure; legal standing; or authority to do business in Texas. GRANTEE shall promptly notify the OAG, preferably in advance, of a change in address or main telephone number of GRANTEE. A change in GRANTEE's name requires an amendment to the contract.

To change an Authorized Official, GRANTEE must submit a written request on GRANTEE's letterhead, with original signature. GRANTEE, by an email, fax or GRANTEE letterhead signed by the Authorized Official, may request a change to the Grant Contact.

**4.1.4 Standards for Financial and Programmatic Management.** GRANTEE and its governing body shall bear full and sole responsibility for the integrity of the fiscal and

programmatic management of the organization, including financial and programmatic policies and procedures.

Such fiscal and programmatic management shall include accountability for all funds and materials received from the OAG; compliance with OAG rules, policies and procedures, and applicable federal and state laws and regulations; and correction of fiscal and program deficiencies identified through self-evaluation and/or the OAG's monitoring processes. Ignorance of any contract provisions or other requirements referenced in this contract shall not constitute a defense or basis for waiving or failing to comply with such provisions or requirements.

GRANTEE shall develop, implement, and maintain appropriate financial management and control systems, which include budgets that adequately reflect all functions and resources necessary to carry out authorized activities and the adequate determination of costs; accurate and complete payroll, accounting, and financial reporting records; cost source documentation; effective internal and budgetary controls; allocation of costs; and timely and appropriate audits and resolution of any findings and applicable annual financial statements.

**4.1.5. Security and Confidentiality of Records.** GRANTEE shall establish a method to secure the confidentiality of records required to be kept confidential by applicable federal and state law, rules and regulations. This provision shall not be construed as limiting the OAG's access to such records and other information.

## **4.2 Programmatic Reports**

**4.2.1 ICAC Semi-Annual Statistical (Performance) Reports, including Outcome Measure Reports.** GRANTEE will support the OAG in its progress reporting requirements, including the reporting requirements of outcome measures. The OAG is required to report, within 30 days after the end of the reporting periods, certain outcome measures. The semi-annual reporting periods end on the last day of June and December each year. The OAG will establish deadlines for the GRANTEE to meet its requirement to report to the OAG.

**Contents of Semi-Annual Statistical Reports.** GRANTEE shall report data to the OAG on the following outcome measures:

- a. Number of CyberTipLine referrals received and investigated;
- b. Number of indictments obtained on CyberTipLine referrals;
- c. Number of convictions obtained on CyberTipLine referrals;
- d. Number of online solicitation of a minor (or its equivalent) arrests;
- e. Number of online solicitation of a minor (or its equivalent) indictments obtained;
- f. Number of online solicitation of a minor (or its equivalent) convictions obtained;
- g. Total number of ICAC-related arrests during reporting period;

- h. Number of partner agencies that sign memorandum certifying compliance with ICAC program guidelines;
- i. Number of investigative technical assistance sessions that ICAC task force provides to non-member law enforcement agencies;
- j. Number of computer forensic technical assistance examinations that ICAC task forces provide to non-member law enforcement agencies;
- k. Percent increase in arrests related to technology-facilitated child sexual exploitation and Internet Crimes Against Children;
- l. Percent increase in computer forensic examinations completed by ICAC task forces; and
- m. Percent increase in investigative technical assistance sessions provided by ICAC task forces to non-member law enforcement agencies.

**4.2.2 ICAC Task Force Program Monthly Performance Measures.** GRANTEE will support the OAG in its reporting requirements of the ICAC Task Force Program Monthly Performance Measures. The OAG will establish the GRANTEE's monthly reporting deadlines. The Performance Measures shall contain, at a minimum, the following additional supporting data elements:

- a. Complaints;
- b. Case Information;
- c. Goals;
- d. Court Actions;
- e. Technical Assists;
- f. Training; and
- g. Community Outreach Presentations.

**4.2.3 ICAC Annual Reports.** GRANTEE will support the OAG in its reporting requirements of the following measures:

- a. Staffing levels of the task force, including the number of investigators, prosecutors, education specialists, and forensic specialists dedicated to investigating and prosecuting Internet crimes against children.
- b. Investigation and prosecution performance measures of the task force, including:
  - 1. the number of investigations initiated related to Internet Crimes Against Children;
  - 2. the number of arrests related to Internet Crimes Against Children; and
  - 3. the number of prosecutions for Internet Crimes Against Children, including-
    - i. whether the prosecution resulted in a conviction for such crime; and
    - ii. the sentence and the statutory maximum for such crime under State law

- c. The number of referrals made by the task force to the United States Attorney's Office, including whether the referral was accepted by the United States Attorney
- d. Statistics that account for the disposition of investigations that do not result in arrests or prosecutions, such as referrals to other law enforcement.
- e. The number of investigative technical assistance sessions that the task force provided to non-member law enforcement agencies.
- f. The number of computer forensic examinations that the task force completed.
- g. The number of law enforcement agencies participating in Internet Crimes Against Children program standards established by the task force.

**4.2.4 Written Explanation of Variance.** GRANTEE is required to provide a written explanation to the OAG for any variances by GRANTEE from projected performance. In addition to the written explanation, GRANTEE shall promptly answer any questions of the OAG, whether in writing or otherwise, in connection with the reports presented to the OAG.

**4.2.5 Other Program Reports.** GRANTEE shall cooperate fully in any social studies, fiscal or programmatic monitoring, auditing, evaluating, and other reviews pertaining to services rendered by GRANTEE, which may be conducted by the OAG or its designees.

GRANTEE shall submit service delivery reports required by the contract or self-evaluations of performance and other reports requested by the OAG in appropriate format and on a timely basis. GRANTEE also shall make available at reasonable times and for reasonable periods client records and other programmatic or financial records, books, reports, and supporting documents for reviewing and copying by the OAG or its designees.

### **4.3 Financial Matters**

**4.3.1 Grant Budgets.** With regard to the use of funds pursuant to this contract, GRANTEE will immediately review the annual budget as established in this contract.

**4.3.2 Monthly Request for Reimbursement and Financial Status Report.** Grant funds are paid on a cost reimbursement basis. GRANTEE will submit, each month, a monthly request for reimbursement for the actual and allowable allocable costs incurred by GRANTEE for project costs to provide services under this contract. The payments made to GRANTEE shall not exceed its actual and allowable allocable costs to provide the services under this contract.

The request for reimbursement will be submitted to the OAG in the form and manner as approved by the OAG and will specify the detailed and total expenses for the month in the following cost categories: (i) personnel and fringe benefits, reported separately, (ii) professional and consulting services, (iii) travel, (iv) equipment, (v) supplies, and (vi) other direct operating

expenses. The request for reimbursement must be accompanied by supporting documentation as required by the OAG. The OAG may from time to time require different or additional supporting documentation.

A financial status report is required each month, whether GRANTEE has paid expenses, or is seeking reimbursement.

**4.3.3 Fiscal Year End Required Reports.** On or before July 15 2017 or a date as established by the OAG, GRANTEE must submit the following two reports:

**Record of Reimbursement.** GRANTEE will submit a reconciled record of its expenses for the prior fiscal year in the following cost categories: (i) personnel and fringe benefits, reported separately, (ii) professional and consulting services, (iii) travel, (iv) equipment, (v) supplies, and (vi) other direct operating expenses.

**Equipment Inventory Report.** GRANTEE will submit an Equipment Inventory Report which provides record of the current inventory of items purchased, disposed, replaced or transferred of any equipment purchased with grant funds.

**4.3.4 Annual Independent Financial Audit Report.** GRANTEE shall timely submit to the OAG a copy of its annual independent financial audit – “timely” means on or before May 31 for a grantee whose fiscal year ends on August 31 of each year; otherwise, the timely submission to the OAG is on or before nine (9) months after the end of GRANTEE’s accounting year. GRANTEE will contract an independent CPA firm to perform an annual financial audit engagement. GRANTEE’s independent CPA firm will determine the type of annual financial audit, which may include a compliance attestation in accordance with the requirements of OMB Circular A-133 (audits of States, Local Governments, and Non-Profit Organizations) and/or Texas Single Audit Circular (Single Audit or non-Single Audit financial audit). If applicable, GRANTEE will provide the OAG with any and all annual independent financial audits or audited financial statements, related management letters, and management responses of GRANTEE.

**4.3.5 Timing of Submission of Request for Reimbursement to the OAG; Close Out Invoice.** GRANTEE is responsible for submitting bills in an accurate and timely manner, and shall make every reasonable effort to submit monthly billings to the OAG, which shall cover the previous month’s expenses, so that they are received by the OAG on or before the twentieth (20<sup>th</sup>) of each month, or if the twentieth (20<sup>th</sup>) falls on a weekend or holiday, the next business day. The OAG will make all reasonable efforts to promptly process and make payments on properly completed billings. GRANTEE may submit a final invoice not later than the earlier of (1) forty-five (45) calendar days after termination of this contract; or (2) forty-five (45) calendar days after the end of each State fiscal year.

**4.3.6 Reimbursement of Actual and Allowable Costs.** The OAG shall only reimburse costs incurred and paid by GRANTEE during the term of this contract. The OAG shall only reimburse

GRANTEE for employee costs that are directly related to performing the responsibilities of this contract.

**4.3.7 Refunds and Deductions.** If the OAG determines that GRANTEE has been overpaid grant funds under this contract, such as payments made inadvertently or payments made but later determined to not be actual and allowable allocable costs, GRANTEE shall refund that amount of the OAG reimbursement identified by the OAG as an overpayment. The OAG may offset and deduct the amount of the overpayment from any amount owed to GRANTEE, as a reimbursement, but not yet paid by the OAG to GRANTEE. The OAG may choose to require a payment directly from GRANTEE rather than offset and deduct a specified amount. GRANTEE shall refund any overpayment to the OAG within thirty (30) calendar days of the receipt of the notice of the overpayment from the OAG unless an alternate payment plan is specified by the OAG.

**4.3.8 Purchase of Equipment; Maintenance and Repair; Title upon Termination.** GRANTEE shall not give any security interest, lien or otherwise encumber any item of equipment purchased with contract funds. GRANTEE shall permanently identify all equipment purchased under this contract by appropriate tags or labels affixed to the equipment. GRANTEE shall maintain a current inventory of all equipment which shall be available to the OAG at all times upon request; however, a title for equipment will remain with GRANTEE.

GRANTEE will maintain, repair, and protect all equipment purchased in whole or in part with grant funds so as to ensure the full availability and usefulness of such equipment. In the event GRANTEE is indemnified, reimbursed, or otherwise compensated for any loss of, destruction of, or damage to the equipment purchased under this contract, it shall use the proceeds to repair or replace said equipment.

**4.3.9 Direct Deposit.** GRANTEE may make a written request to the OAG to be placed on Direct Deposit status by completing and submitting to the OAG the State Comptroller's Direct Deposit Authorization Form. After the direct deposit request is approved by the OAG and the setup is completed on the Texas Identification Number System by the State Comptroller's Office, payment will be remitted by direct deposit and the OAG will discontinue providing GRANTEE with copies of reimbursement vouchers.

## **SECTION 5 OBLIGATIONS OF OAG**

**5.1 Monitoring.** The OAG is responsible for closely monitoring GRANTEE to ensure the effective and efficient use of grant funds to accomplish the purposes of this contract.

**5.2 Maximum Liability of OAG.** The maximum liability of the OAG is contained in the attached Exhibit A. Any change to the maximum liability must be supported by a written amendment to this contract.

**5.3 Reimbursement of Grantee Expenses.** The OAG shall be obligated to reimburse GRANTEE for all actual and allowable allocable costs incurred by GRANTEE pursuant to this contract. The OAG is not obligated to pay unauthorized costs. Prior written approval from the OAG is required if GRANTEE anticipates altering the scope of the grant, adding funds to previously un-awarded budget categories, changing funds in any awarded budget category by more than 10% of the annual budget and/or adding new line items to any awarded budget category

**5.4 Contract Not Entitlement or Right.** Reimbursement with contract funds is not an entitlement or right. Reimbursement depends, among other things, upon strict compliance with all terms, conditions and provisions of this contract. The OAG and GRANTEE agree that any act, action or representation by either Party, their agents or employees that purports to increase the maximum liability of the OAG is void unless a written amendment to this contract is first executed. GRANTEE agrees that nothing in this contract will be interpreted to create an obligation or liability of the OAG in excess of the funds delineated in this contract.

**5.5 Funding Limitation.** GRANTEE agrees that funding for this contract is subject to the actual receipt by the OAG of grant funds (state and/or federal) appropriated to the OAG. GRANTEE agrees that the grant funds, if any, received from the OAG are limited by the term of each state biennium and by specific appropriation authority to and the spending authority of the OAG for the purpose of this contract. **GRANTEE agrees that, notwithstanding any other provision of this contract, if the OAG is not appropriated the funds or if the OAG does not receive the appropriated funds for this grant program, or if the funds appropriated to the OAG for this grant program are required by the state to be reallocated to fund other state programs or purposes, the OAG is not liable to pay the GRANTEE any remaining balance on this contract.**

## **SECTION 6 TERMINATION**

**6.1 Termination for Convenience.** Either Party may, at its sole discretion, terminate this contract without recourse, liability or penalty, upon thirty (30) calendar days' notice to the other Party

**6.2 Termination for Cause.** In the event that GRANTEE fails to perform or comply with an obligation of the terms, conditions and provisions of this contract, the OAG may, upon written notice of the breach to GRANTEE, immediately terminate this contract.

**6.3 Termination Not Exclusive Remedy; Survival of Terms and Conditions.** Termination is not an exclusive remedy, but will be in addition to any other rights and remedies provided in equity, by law, or under this contract.

Termination of this contract for any reason or expiration of this contract shall not release the Parties from any liability or obligation set forth in this contract that is expressly stated to survive any such termination or by its nature would be intended to be applicable following any such

termination. The following terms and conditions, (in addition to any others that could reasonably be interpreted to survive but are not specifically identified), survive the termination or expiration of this contract: Sections 4, 5, 7, 11, and 12.

## **SECTION 7    AUDIT RIGHTS; RECORDS RETENTION**

**7.1    Duty to Maintain Records.** GRANTEE shall maintain adequate records that enable the OAG to verify all reporting measures and requests for reimbursements related to this contract. GRANTEE also shall maintain such records as are deemed necessary by the OAG, OAG's auditor, the State Auditor's Office or other auditors of the State of Texas, the federal government or such other persons or entities designated by the OAG, to ensure proper accounting for all costs and performances related to this contract.

**7.2    Records Retention.** GRANTEE shall maintain and retain records for a period of seven (7) years after the contract is completed or expires, or all issues that arise from any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the contract are resolved. The records include, but may not be limited to, the contract, any contract solicitation documents, any documents that are necessary to fully disclose the extent of services provided under this contract, any daily activity reports and time distribution and attendance records, and other records that may show the basis of the charges made or performances delivered.

**7.3    Audit Trails.** GRANTEE shall maintain appropriate audit trails to provide accountability for all reporting measures and requests for reimbursements. Audit trails maintained by GRANTEE will, at a minimum, identify the supporting documentation prepared by GRANTEE to permit an audit of its systems. GRANTEE's automated systems, if any, must provide the means whereby authorized personnel have the ability to audit and to verify contractually required performances and to establish individual accountability for any action that can potentially cause access to, generation of, or modification of confidential information.

**7.4    Access and Audit.** At the request of the OAG, GRANTEE shall grant access to and make available all paper and electronic records, books, documents, accounting procedures, practices, and any other items relevant to the performance of this contract, compliance with the applicable state or federal laws and regulations, and the operation and management of GRANTEE to the OAG or its designees for the purposes of inspecting, auditing, or copying such items. GRANTEE will direct any other entity, person, or contractor receiving fund directly under this contract or through a subcontract under this contract to likewise permit access to, inspection of, and reproduction of all books, records and other relevant information of the entity, person or contractor that pertain to this contract. All records, books, documents, accounting procedures, practices, and any other items, in whatever form, relevant to the performance of this contract shall be subject to examination or audit. Whenever practical as determined at the sole discretion of the OAG, the OAG shall provide GRANTEE with up to five (5) business days advance notice of any such examination or audit.

**7.5 State Auditor.** In addition to and without limitation on the other audit provisions of this contract, pursuant to Section 2262.154 of the Texas Government Code, the State Auditor's Office may conduct an audit or investigation of GRANTEE or any other entity or person receiving funds from the State directly under this contract or indirectly through a subcontract under this contract. The acceptance of funds by GRANTEE or any other entity or person directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the State Auditor's Office, under the direction of the Legislative Audit Committee, to conduct an audit or investigation in connection with those funds. Under the direction of the Legislative Audit Committee, GRANTEE or another entity that is the subject of an audit or investigation by the State Auditor's Office must provide the State Auditor's Office with access to any information the State Auditor's Office considers relevant to the investigation or audit. GRANTEE further agrees to cooperate fully with the State Auditor's Office in the conduct of the audit or investigation, including providing all records requested. GRANTEE shall ensure that this paragraph concerning the authority to audit funds received indirectly by subcontractors through GRANTEE and the requirement to cooperate is included in any subcontract it awards. The State Auditor's Office shall at any time have access to and the right to examine, audit, excerpt, and transcribe any pertinent books, documents, working papers, and records of GRANTEE related to this contract.

**7.6 Location.** Any audit of records shall be conducted at GRANTEE's principal place of business and/or the location(s) of GRANTEE's operations during GRANTEE's normal business hours. GRANTEE shall provide to OAG or its designees, on GRANTEE's premises (or if the audit is being performed of a subcontractor, the subcontractor's premises if necessary) private space, office furnishings (including lockable cabinets), telephone and facsimile services, utilities and office-related equipment and duplicating services as OAG or its designees may reasonably require to perform the audits described in this contract.

## **SECTION 8 SUBMISSION OF INFORMATION TO THE OAG**

**8.1** The OAG will designate methods for submission of information to the OAG by GRANTEE. The OAG generally requires submission of information via email or hard copy format. Some reporting requirements must occur via the internet and/or a web-based data collection method.

**Programmatic Reports and Information (excluding Financial Reports).** All quarterly statistical reports, annual performance reports, correspondence, reports or notices, except financial reports specified below, must be submitted via email to:

OAG-Grants@oag.texas.gov

If requested or approved by the OAG, other programmatic reports may be submitted to:

Program Manager – Contracts and Asset Management Division  
Office of the Attorney General

Mail Code 005  
Post Office Box 12548  
Austin, Texas 78711-2548

**8.2 Financial Reports (excluding Programmatic Reports and Information).** All financial status reports, requests for reimbursement, audits, and inventory reports, must be submitted in hard copy format to:

Financial Manager – Contracts and Asset Management Division  
Office of the Attorney General  
Mail Code 005  
Post Office Box 12548  
Austin, Texas 78711-2548

The Annual Independent Financial Audit and related documents, as well as any other reports, if requested or approved by the OAG, may be submitted to:

OAG-Grants@oag.texas.gov

## **SECTION 9 CORRECTIVE ACTION PLANS AND SANCTIONS**

The Parties agree to make a good faith effort to identify, communicate and resolve problems found by either the OAG or GRANTEE.

**9.1 Corrective Action Plans.** If the OAG finds deficiencies with GRANTEE's performance under this contract, the OAG, at its sole discretion, may impose one or more of the following remedies as part of a corrective action plan: increase monitoring visits; require that additional or more detailed financial and/or programmatic reports be submitted; require prior approval for expenditures; require additional technical or management assistance and/or make modifications in business practices; reduce the contract amount; and/or terminate this contract. The foregoing are not exclusive remedies, and the OAG may impose other requirements that the OAG determines will be in the best interest of the State.

**9.2 Financial Hold.** Failure to comply with submission deadlines for required reports, invoices, or other requested information, may result in the OAG, at its sole discretion, placing GRANTEE on immediate financial hold without further notice to GRANTEE and without first requiring a corrective action plan. No reimbursements will be processed until the requested information is submitted. If GRANTEE is placed on financial hold, the OAG, at its sole discretion, may deny reimbursement requests associated with the expenses incurred during the time GRANTEE was placed on financial hold.

**9.3 Sanctions.** In addition to financial hold, the OAG, at its sole discretion, may impose other sanctions without first requiring a corrective action plan. The OAG, at its sole discretion, may impose sanctions, including, but not limited to, withholding or suspending funding,

offsetting previous reimbursements, requiring repayment, disallowing claims for reimbursement, reducing funding, terminate this contract and/or any other appropriate sanction.

**9.4 No Waiver.** Notwithstanding the imposition of corrective actions, financial hold and/or sanctions, GRANTEE remains responsible for complying with the contract terms and conditions. Corrective action plans, financial hold and/or sanctions do not excuse or operate as a waiver of prior failure to comply with this contract.

## **SECTION 10 GENERAL TERMS AND CONDITIONS**

**10.1 Federal and State Laws.** GRANTEE agrees to comply with all applicable federal and state laws relevant to GRANTEE's performance under this contract.

**10.2 Uniform Grant Management Act, UGMS and Applicable Standard Federal and State Certifications and Assurances.** GRANTEE agrees to comply with applicable laws, including the Uniform Grant Management Act of 1981 (UGMA), Texas Government Code, Chapter, 783, as amended. GRANTEE also agrees to comply with Uniform Grant Management Standards (UGMS), as promulgated by the Texas Governor's Budget and Planning Office. Further, GRANTEE agrees to comply with the applicable OAG Certifications and Assurances as contained in the Application Kit.

**10.3 Generally Accepted Accounting Principles or Other Recognized Accounting Principles.** GRANTEE shall adhere to Generally Accepted Accounting Principles (GAAP) promulgated by the American Institute of Certified Public Accountants, unless other recognized accounting principles are required by GRANTEE. GRANTEE shall follow OAG fiscal management policies and procedures in processing and submitting for reimbursement GRANTEE's billing and maintaining financial records relating to this contract.

**10.4 Conflicts of Interest; Disclosure of Conflicts.** GRANTEE has not given or offered to give, nor does GRANTEE intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or employee of the OAG, at any time during the negotiation of this contract or in connection with this contract, except as allowed under relevant state or federal law. GRANTEE will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. GRANTEE will operate with complete independence and objectivity without actual, potential or apparent conflict of interest with respect to its performance under this contract. GRANTEE must disclose, in writing, within fifteen (15) calendar days of discovery any existing or potential conflicts of interest relative to its performance under this contract.

**10.5 Compliance with Regulatory and Licensing Bodies.** GRANTEE agrees that it has obtained all licenses, certifications, permits and authorizations necessary to perform the responsibilities of this contract and currently is in good standing with all regulatory agencies that regulate any or all aspects of GRANTEE's business or operations. GRANTEE agrees to remain

in good standing with the Texas Secretary of State, Texas Comptroller of Public Accounts and related federal governmental bodies related to GRANTEE's right to conduct its business in Texas. GRANTEE agrees to comply with all applicable licenses, legal certifications, inspections, and any other applicable local ordinance or state, or federal laws. If GRANTEE is a law enforcement agency regulated by Chapter 1701 Texas Occupations Code, GRANTEE agrees that it is in compliance with all rules developed by the Texas Commission on Law Enforcement Officer Standards and Education.

## **SECTION 11 SPECIAL TERMS AND CONDITIONS**

**11.1 Independent Contractor Status; Indemnity and Hold Harmless Agreement.** GRANTEE expressly agrees that it is an independent contractor and under no circumstances shall any owner, incorporator, officer, director, employee, or volunteer of GRANTEE be considered an OAG employee, agent, servant, joint venturer, joint enterpriser or partner of the OAG. GRANTEE agrees to take such steps as may be necessary to ensure that each contractor of GRANTEE will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, joint enterpriser or partner of OAG.

All persons furnished, used, retained, or hired by or on behalf of GRANTEE or any of GRANTEE'S contractors shall be considered to be solely the employees or agents of GRANTEE or the contractors. GRANTEE or GRANTEE'S contractors shall be responsible for ensuring that any and all appropriate payments are made, such as unemployment, workers compensation, social security, any benefit available to a state employee as a state employee, and other payroll taxes for such persons, including any related assessments or contributions required by law

To the extent allowed by law, GRANTEE or contractors are responsible for all types of claims whatsoever due to the actions or performance under this contract, including, but not limited to, the use of automobiles or other transportation taken by its owners, incorporators, officers, directors, employees, volunteers or any third parties. GRANTEE and/or contractors will indemnify and hold harmless the OAG and/or the State of Texas from and against any and all claims arising out of actions or performance of GRANTEE or GRANTEE'S contractors under this contract. To the extent allowed by law, GRANTEE agrees to indemnify and hold harmless the OAG and/or the State of Texas from any and all liability, actions, claims, demands, or suits, and all related costs, attorney fees, and expenses, that arise from or are occasioned by the negligence, misconduct, or wrongful act or omission of GRANTEE, its employees, representatives, agents, or subcontractors in their performance under this contract.

**11.2 Publicity.** GRANTEE shall not use the OAG's name or refer to the OAG directly or indirectly in any media release, public service announcement or public service disclosure relating to this contract or any acquisition pursuant hereto, including in any promotional or marketing materials, without first obtaining written consent from the OAG. This section is not intended to and does not limit GRANTEE's ability to comply with its obligations and duties under the Texas Open Meetings Act and/or the Texas Public Information Act.

**11.3 Intellectual Property.** GRANTEE understands and agrees that where funds obtained under this contract may be used to produce original books, manuals, films, or other original material and intellectual property, GRANTEE may copyright such material subject to the royalty-free, non-exclusive, and irrevocable license which is hereby reserved by the OAG and granted by GRANTEE to the OAG or the state (or federal government, if federal funds are expended in this grant) government. The OAG is granted the unrestricted right to use, copy, modify, prepare derivative works, publish and distribute, at no additional cost to the OAG, in any manner the OAG deems appropriate at its sole discretion, any component of such intellectual property made the subject of this contract.

**11.4 Program Income.** Gross income directly generated from the grant funds through a project or activity performed under this contract are considered program income. Unless otherwise required under the terms of this contract, any program income shall be used by GRANTEE to further the program objectives of the project or activity funded by this grant, and the program income shall be spent on the same project or activity in which it was generated. GRANTEE shall identify and report this income in accordance with the OAG's reporting instructions. GRANTEE shall expend program income during this contract term; program income not expended in this contract term shall be refunded to the OAG.

**11.5 No Supplanting.** GRANTEE shall not supplant or otherwise use funds from this contract to replace or substitute existing funding from other sources that also supports the activities that are the subject of this contract.

**11.6 No Solicitation or Receipt of Funds on Behalf of OAG.** It is expressly agreed that any solicitation for or receipt of funds of any type by GRANTEE is for the sole benefit of GRANTEE and is not a solicitation for or receipt of funds on behalf of the OAG or the Attorney General of the State of Texas.

**11.7 No Subcontracting or Assignment Without Prior Written Approval of OAG.** GRANTEE may not subcontract or assign any of its rights or duties under this contract without the prior written approval of the OAG. It is within the OAG's sole discretion to approve any subcontracting or assignment. In the event OAG approves subcontracting or assignment by GRANTEE, GRANTEE will ensure that its contracts with others comply with the provisions of this contract. GRANTEE, in subcontracting for any performances specified herein, expressly understands and agrees that it is not relieved of its responsibilities for ensuring that all performance is in compliance with this contract and that the OAG shall not be liable in any manner to GRANTEE's subcontractor(s).

**11.8 No Waiver of Sovereign Immunity.** The Parties agree that no provision of this contract is in any way intended to constitute a waiver by the OAG or the State of Texas of any immunities from suit or from liability that the OAG or the State of Texas may have by operation of law.

**11.9 Governing Law; Venue.** This contract is made and entered into in the State of Texas. This contract and all disputes arising out of or relating thereto shall be governed by the laws of the State of Texas, without regard to any otherwise applicable conflict of law rules or requirements.

Except where state law establishes mandatory venue, GRANTEE agrees that any action, suit, litigation or other proceeding (collectively "litigation") arising out of or in any way relating to this contract shall be commenced exclusively in the Travis County District Court or the United States District Court in the Western District, Austin Division, and to the extent allowed by law, hereby irrevocably and unconditionally consents to the exclusive jurisdiction of those courts for the purpose of prosecuting and/or defending such litigation. GRANTEE hereby waives and agrees not to assert by way of motion, as a defense, or otherwise, in any suit, action, or proceeding, any claim that GRANTEE is not personally subject to the jurisdiction of the above-named courts; the suit, action, or proceeding is brought in an inconvenient forum, and/or the venue is improper

**11.10 Catalog of Federal Domestic Assistance Number** The Catalog of Federal Domestic Assistance Number (CFDA) number for the Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention program is 16.543 titled "Missing Children's Assistance."

**11.11 MOU between OAG and GRANTEE.** The OAG and GRANTEE will have in place a Memorandum of Understanding that outlines the duties and responsibilities of GRANTEE as a member of the Internet Crimes Against Children Task Force. GRANTEE agrees to comply with the approved Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention ICAC Task Force Operational and Investigative Standards.

## **SECTION 12 CONSTRUCTION OF CONTRACT AND AMENDMENTS**

**12.1 Construction of Contract.** The provisions of Section 1 are intended to be a general introduction to this contract. To the extent the terms and conditions of this contract do not address a particular circumstance or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations and purposes of this contract.

**12.2 Entire Agreement, including Exhibits.** This contract, including all exhibits, reflect the entire agreement between the Parties with respect to the subject matter therein described, and there are no other representations (verbal or written), directives, guidance, assistance, understandings or agreements between the Parties relative to such subject matter. By executing this contract, GRANTEE agrees to strictly comply with the requirements and obligations of this contract, including all exhibits.

**12.3 Amendment.** This contract shall not be modified or amended except in writing, signed by both parties. Any properly executed amendment of this contract shall be binding upon the Parties and presumed to be supported by adequate consideration.

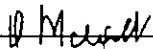
**12.4 Partial Invalidity.** If any term or provision of this contract is found to be illegal or unenforceable, such construction shall not affect the legality or validity of any of its other provisions. The illegal or invalid provision shall be deemed severable and stricken from the contract as if it had never been incorporated herein, but all other provisions shall continue in full force and effect.

**12.5 Non-waiver.** The failure of any Party to insist upon strict performance of any of the terms or conditions herein, irrespective of the length of time of such failure, shall not be a waiver of that Party's right to demand strict compliance in the future. No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under this contract shall constitute a consent or waiver to or of any breach or default in the performance of the same or any other obligation of this contract.

**12.6 Official Capacity.** The Parties agree that the signatories hereto are signing, executing and performing this contract only in their official capacity

**OFFICE OF THE ATTORNEY  
GENERAL OF TEXAS**

**Brazos County District Attorney's Office**

\_\_\_\_\_

Printed Name: David Maxwell

\_\_\_\_\_

Printed Name: Jarvis Parsons

Office of the Attorney General

Authorized Official

**EXHIBIT A**  
**GRANT CONTRACT**

**OAG Contract No. 1774967**

**Maximum Liability of the OAG.** The OAG and GRANTEE agree that the total liability of the OAG to GRANTEE, directly or indirectly, arising out of this contract for reimbursement of all expenses, shall not exceed:

**\$3,300.00**

Subject to the limitations within this contract, the OAG will reimburse GRANTEE for actual allowable and allocable costs paid according to the following amounts and budget categories:

<b>Budget Category</b>	<b>Amount</b>
Personnel	\$0.00
Fringe Benefits	\$0.00
Professional & Contractual Services	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$3,300.00
Other Direct Operating Expenses	\$0.00
<b>Total</b>	<b>\$3,300.00</b>

## **EXHIBIT B**

### **GRANT CONTRACT**

**OAG Contract No. 1774967**

### **SPECIAL CONDITIONS**

Special Conditions are imposed by the OAG at its sole discretion. In addition to the ones identified in this exhibit to this contract, the OAG may, at its sole discretion, impose additional special conditions, with or without notice, without amending this contract.

GRANTEE agrees to comply with all Special Conditions imposed by the OAG, including the following documents, which are attached hereto and incorporated by reference herein:

- **Department of Justice, Office of Justice Programs, Office of the Assistant Attorney General—letter dated September 9, 2016 to Texas Office of the Attorney General.**
  - One (1) page.
- **Department of Justice, Office of Justice Programs, Office of Civil Rights—letter dated September 9, 2016, to Texas Office of the Attorney General, and any subsequent award document.**
  - Three (3) pages.
- **Department of Justice, Office of Justice Programs, Office of the Chief Financial Officer—letter dated September 9, 2016, to Texas Office of the Attorney General, Approved Budget Categories.**
  - Two (2) pages.
- **Department of Justice, Office of Justice Programs, Office of the Chief Financial Officer—Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.**
  - Three (3) pages.
- **Department of Justice, Office of Justice Programs—Standard Assurances**
  - One (1) page.
- **Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention—memorandum to Official Grant File, concerning categorical exclusion for Texas Office of the Attorney General, and any subsequent award document.**
  - One (1) page.

- **Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Grant Manager's Memorandum, Part I, Project Summary FY 16 (OAG Award Document), 2015-MC-FX-K049.**
  - Two (2) pages.
- **Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Cooperative Agreement and Special Conditions FY 16 (OAG Award Document), 2015-MC-FX-K049, and any subsequent award document.**
  - Twelve (12) pages.



U.S. Department of Justice  
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 9, 2016

Mr. Jeffrey C. Mateer  
Texas Office of the Attorney General  
PO Box 12548  
Austin, TX 78711-2548

Dear Mr. Mateer:

On behalf of Attorney General Loretta Lynch, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 16 Internet Crimes Against Children Task Force Invited in the amount of \$514,754 for Texas Office of the Attorney General.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Lou Ann Holland, Program Manager at (202) 305-2742; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you

Sincerely,

A handwritten signature in cursive script, reading "Karol V Mason", is written above the typed name.

Karol Virginia Mason  
Assistant Attorney General

Enclosures



## OFFICE FOR CIVIL RIGHTS

Office of Justice Programs

U.S. Department of Justice

810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690

TTY: (202) 307-2027

E-mail: [askOCR@usdoj.gov](mailto:askOCR@usdoj.gov)

Website: [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr)

September 9, 2016

Mr. Jeffrey C. Mateer  
Texas Office of the Attorney General  
PO Box 12548  
Austin, TX 78711-2548

Dear Mr. Mateer:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

### Ensuring Access to Federally Assisted Programs

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

### Enforcing Civil Rights Laws

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

#### **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

#### **Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, *Equal Treatment for Faith-Based Organizations*, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b), and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

#### **Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See *Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964* (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

#### **Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), 42.205(c)(5)).

#### Meeting the EEOP Requirement

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOSubmission@usdoj.gov](mailto:EEOSubmission@usdoj.gov).

#### Meeting the Requirement to Submit Findings of Discrimination

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

#### Ensuring the Compliance of Subrecipients

SAAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



U.S. Department of Justice  
Office of Justice Programs  
Office of the Chief Financial Officer

Washington, D.C. 20531

September 9, 2016

Mr. Jeffroy C. Mateer  
Texas Office of the Attorney General  
PO Box 12548  
Austin, TX 78711 - 2548

Reference Grant Number: 2015-MC-FX-K049  
Supplemental Budget Number: 01

Dear Mr. Mateer:

I am pleased to inform you that my office has approved the following budget categories for the aforementioned grant award in the cost categories identified below:

Category	Prior Budget	Supplemental Budget	Total
Personnel	\$256,582	\$254,928	\$511,510
Fringe Benefits	\$82,999	\$78,839	\$161,838
Travel	\$59,356	\$75,752	\$135,108
Equipment	\$0	\$0	\$0
Supplies	\$18,514	\$20,720	\$39,234
Construction	\$0	\$0	\$0
Contractual	\$64,199	\$69,965	\$134,164
Other	\$10,550	\$14,550	\$25,100
Total Direct Cost	\$492,200	\$514,754	\$1,006,954
Indirect Cost	\$0	\$0	\$0
Total Project Cost	\$492,200	\$514,754	\$1,006,954
Federal Funds Approved:	\$492,200	\$514,754	\$1,006,954
Non-Federal Share:	\$0	\$0	\$0
Program Income:	\$0	\$0	\$0

Match is not required for this program.

The line item labeled "Contractual" may include contracts, subawards, or consultants.

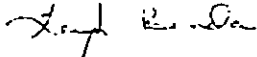
Approval of this budget does not include approval of conference costs. All of conference costs require prior approval of OJP

If you have questions regarding this award, please contact:

- Program Questions, Lou Ann Holland, Program Manager at (202) 305-2742
- Financial Questions, the Office of Chief Financial Officer, Customer Service Center(CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,



Leigh Benda  
Chief Financial Officer

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE CHIEF FINANCIAL OFFICER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1 LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has

received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN:

Control Desk, 810 7th Street, N.W., Washington, D.C. 20531 Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Close Window



OMB APPROVAL NO. 1121-140  
EXPIRES 5/31/2019

### STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including 2 C.F.R. Part 2800 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice), and Ex. Order 12372 (intergovernmental review of federal programs). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subrecipients or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.
7. If a governmental entity—
  - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.



U.S. Department of Justice  
Office of Justice Programs  
*Office of Juvenile Justice and Delinquency Prevention*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Lou Ann Holland, OJJDP NEPA Coordinator

**Subject:** Categorical Exclusion for Texas Office of the Attorney General

This award is made as part of the Internet Crimes Against Children Task Force Program. Awards under this program will be used to support State and local law enforcement agencies to maintain and expand State and regional task forces to address technology-facilitated child exploitation. None of the following activities will be conducted either under this award or a related third party action:

- 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 which 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; or
- 5) Implementation of a program involving the use of chemicals, other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets OJP's criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.



U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

**GRANT MANAGER'S MEMORANDUM, PT 1:  
PROJECT SUMMARY**  
**Cooperative Agreement**

PROJECT NUMBER

2015-MC-FX-K049

PAGE 1 OF 1

This project is supported under FY16(OJDP - MEC ICAC Task Force - other than TTA or "HERO" veterans employment) Pub. L. No. 114-113; 129 Stat. 2242, 2309

**1. STAFF CONTACT (Name & telephone number)**

Los Ann Holland  
(202) 305-2742

**2. PROJECT DIRECTOR (Name, address & telephone number)**

Trey Morales  
OAG Grants Coordinator  
PO Box 12548  
Austin, TX 78711-2548  
(512) 936-7946

**3a. TITLE OF THE PROGRAM**

OJDP FY 16 Internet Crimes Against Children Task Force Invid

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

Texas Office of the Attorney General Southern ICAC Task Force

**5. NAME & ADDRESS OF GRANTEE**

Texas Office of the Attorney General  
PO Box 12548  
Austin, TX 78711-2548

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 07/01/2015 TO: 06/30/2017

**8. BUDGET PERIOD**

FROM: 07/01/2015 TO: 06/30/2017

**9. AMOUNT OF AWARD**

\$ 514,734

**10. DATE OF AWARD**

09/09/2016

**11. SECOND YEAR'S BUDGET**

**12. SECOND YEAR'S BUDGET AMOUNT**

**13. THIRD YEAR'S BUDGET PERIOD**


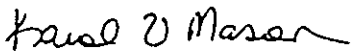
**14. THIRD YEAR'S BUDGET AMOUNT**

**15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)**

The National Internet Crimes Against Children (ICAC) Task Force Program, as established by the PROTECT Our Children Act of 2008, consists of State and local law enforcement task forces dedicated to developing effective responses to online exploitation of children by sexual predators, child exploitation, and child obscenity and pornography cases. Each State and local task force that is part of the national program shall: 1) consist of State and local investigators, prosecutors, forensic specialists, and education specialists who are dedicated to addressing the goals of the task force; 2) engage in proactive investigations, forensic examinations, and effective prosecutions of Internet crimes against children; 3) provide forensic, preventive, and investigative assistance to parents, educators, prosecutors, law enforcement, and others concerned with Internet crimes against children; 4) develop multi-jurisdictional, multi-agency partnerships and responses to Internet crimes against children offenses through ongoing informational, administrative, and technological support to other State and local law enforcement agencies, as a means for such agencies to acquire the necessary knowledge, personnel, and specialized equipment to investigate and prosecute such offenses; 5) participate in nationally coordinated investigations in any case in which the Attorney General determines such participation to be necessary, as permitted by the available resource of such

task force; 6) establish or adopt investigative and prosecution standards consistent with established norms, to which such task force shall comply; 7) investigate, and seek prosecution on tips related to Internet crimes against children, including tips from Operation Fairplay, the National Internet Crimes Against Children Data System, the National Center for Missing and Exploited Children's CyberTipline, ICAC task forces, and other Federal, State, and local agencies, with priority being given to investigate leads that indicate the possibility of identifying or rescuing child victims, including investigative leads that indicate a likelihood of seriousness of offense or dangerousness to the community; 8) develop procedures for handling seized evidence for ICAC task force lead agencies and affiliate agencies; 9) maintain reports required by QJIDP and other reports and records as determined by the Attorney General; and, 10) seek to comply with national standards regarding the investigation and prosecution of Internet crimes against children, as set forth by the Attorney General, to the extent such standards are consistent with the law of the State where the task force is located.

The Texas Office of the Attorney General (OAG) recognizes the importance of expediting the capacity of the Texas OAG Internet Crimes Against Children (ICAC) Task Force. The Texas OAG ICAC will continue to improve task force effectiveness to prevent, interdict, investigate, and prosecute Internet crimes against children and technology-facilitated child exploitation by training internal and external ICAC personnel, as well as non-ICAC entities. An emphasis will continue to be placed on collaborating with external law enforcement and local and federal prosecutors for the successful investigation and prosecution of child predators. In addition, mental wellness training of investigators, supervisors and support staff remains a priority to ensure personnel are sufficiently equipped to prevent and mitigate the negative effects associated with conducting investigations involving child pornography. NCA/CF

 U.S. Department of Justice Office of Justice Programs Office of Juvenile Justice and Delinquency Prevention		Cooperative Agreement		PAGE 1 OF 12
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Texas Office of the Attorney General PO Box 12548 Austin, TX 78711-2548		4. AWARD NUMBER: 2015-MC-FX-K049		
		5. PROJECT PERIOD: FROM 07/01/2015 TO 06/30/2017 BUDGET PERIOD: FROM 07/01/2015 TO 06/30/2017		
		6. AWARD DATE 09/09/2016	7. ACTION Supplemental	
2a. GRANTEE IRS/VENDOR NO 746000057	8. SUPPLEMENT NUMBER 01			
2b. GRANTEE DUNS NO B06780789	9. PREVIOUS AWARD AMOUNT \$ 492,200			
3. PROJECT TITLE Texas Office of the Attorney General Southern ICAC Task Force		10. AMOUNT OF THIS AWARD \$ 514,754		
		11. TOTAL AWARD \$ 1,006,954		
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).				
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY16(OJJDP MEC ICAC Task Force - other than TTA or "HERO" veterans employment) Pub. L. No. 114-113; 129 Stat. 2242, 2309				
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.543 Missing Children's Assistance				
15. METHOD OF PAYMENT GPRS				
AGENCY APPROVAL		GRANTEE ACCEPTANCE		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Masoa Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Jeffrey C. Maheer First Assistant Attorney General		
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL		19a. DATE
AGENCY USE ONLY				
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD DIV. YEAR CODE ACT. OFC. REG SUB POMS AMOUNT X F MC 70 00 00 514754		21. PMCTGT0052		

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



U.S. Department of Justice  
Office of Justice Programs  
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**AWARD CONTINUATION  
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PROJECT NUMBER 2015-MC-FX-A049

AWARD DATE 09/09/2016

**SPECIAL CONDITIONS**

**1. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this 2016 award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2016 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2016 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

**2. Compliance with DOJ Grants Financial Guide**

The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

**3. Required training for Point of Contact and all Financial Points of Contact**

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after – (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <http://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

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PROJECT NUMBER 2015-MC-FX-K049

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**SPECIAL CONDITIONS**

4. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

5. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

6. Requirements related to System for Award Management and Unique Entity Identifiers

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <http://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

7. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <http://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

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**SPECIAL CONDITIONS**

8. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

9. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

11. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

12. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

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*SPECIAL CONDITIONS*

13. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

14. The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter I, Part 38, under e-CFR "current" data.

17. Restrictions on "lobbying"

Federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

Should any question arise as to whether a particular use of Federal funds by a recipient (or subrecipient) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

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***SPECIAL CONDITIONS***

**18. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016)**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

**19. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

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**SPECIAL CONDITIONS**

**20. Restrictions and certifications regarding non-disclosure agreements and related matters**

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

**1. In accepting this award, the recipient--**

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

**2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--**


**a. it represents that--**

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

Initials \_\_\_\_\_

 <p>U.S. Department of Justice Office of Justice Programs Office of Juvenile Justice and Delinquency Prevention</p>	<p align="center"><b>AWARD CONTINUATION SHEET</b></p> <p align="center">Cooperative Agreement</p>	<p align="center">PAGE 8 OF 12</p>
<p>PROJECT NUMBER 2015-MC-FX-K049      AWARD DATE 09/09/2016</p>		
<p align="center"><i>SPECIAL CONDITIONS</i></p> <p>21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)</p> <p>The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.</p> <p>The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.</p> <p>Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.</p> <p>22. Encouragement of policies to ban text messaging while driving</p> <p>Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.</p> <p align="right">Initials_____</p>		



U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

PAGE 9 OF 12

PROJECT NUMBER 2015-MC-FX-K049

AWARD DATE 09/09/2016

**SPECIAL CONDITIONS**

23. Within 45 calendar days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

Further instructions regarding the submission of this data, and how to determine costs, are available in the OJP Financial Guide Conference Cost Chapter.

Initials\_\_\_\_\_



U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

**AWARD CONTINUATION  
SHEET**  
Cooperative Agreement

PAGE 10 OF 12

PROJECT NUMBER 2015-MC-FX-K049

AWARD DATE 09/09/2016

*SPECIAL CONDITIONS*

24. Prior to the expenditure of confidential funds, the recipient and any subrecipients agree to sign a certification indicating that he or she has read, understands, and agrees to abide by all of the conditions pertaining to confidential fund expenditures as set forth in the OJP Financial Guide.
25. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
26. The recipient acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

27. The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <http://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

28. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons. Successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. OJP will not unreasonably withhold approval. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.

Initials\_\_\_\_\_



U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

**AWARD CONTINUATION  
SHEET**  
Cooperative Agreement

PAGE 11 OF 12

PROJECT NUMBER 2015-MC-FX-K049

AWARD DATE 09/09/2016


**SPECIAL CONDITIONS**

29. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

30. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
31. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov/>) using the SF 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/ff\\_report.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf)), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
32. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
33. ICAC Annual Reports  
The recipient agrees to submit annual reports to OJP that set forth the following:  
(A) The number of law enforcement agencies participating in Internet crimes against children program standards established by the task force. (B) Staffing levels of the task force, including the number of investigators, prosecutors, education specialists, and forensic specialists dedicated to investigating and prosecuting Internet crimes against children.
34. The recipient agrees to forward reports of ICAC Task Force Program Monthly Performance Measures to the OJJDP-designated site.
35. The recipient agrees to submit quarterly reports to OJP that set forth the following:  
Prosecution performance measures of the lead task force agency and any affiliates receiving \$20,000 or more in subrecipient funding per project period year, including-  
1) the number of prosecutions for Internet crimes against children;  
2) whether the prosecution resulted in a conviction for such crime; and  
3) the sentence and the statutory maximum for such crime under State law.
36. The recipient agrees to comply with the OJJDP approved ICAC Task Force Operational and Investigative Standards

Initials \_\_\_\_\_

 <p>U.S. Department of Justice Office of Justice Programs Office of Juvenile Justice and Delinquency Prevention</p>	<p><b>AWARD CONTINUATION SHEET</b></p> <p><b>Cooperative Agreement</b></p>	<p>PAGE 12 OF 12</p>
<p>PROJECT NUMBER 2015-MC-FX-K049      AWARD DATE 09/09/2016</p>		
<p style="text-align: center;"><i>SPECIAL CONDITIONS</i></p> <p>37. The Office of Juvenile Justice and Delinquency Prevention has elected to enter into a Cooperative Agreement rather than a grant with the recipient. This decision reflects the mutual interest of the recipient and OJJDP in the operation of the project as well as the anticipated level of Federal involvement in this project. OJJDP's participatory role in the project is as follows:</p> <ul style="list-style-type: none"> <li>a. Review and approve major work plans, including changes to such plans, and key decisions pertaining to project operations.</li> <li>b. Review and approve major project generated documents and materials used in the provision of project services. Provide guidance in significant project planning meetings, and participate in project sponsored training events or conferences.</li> </ul> <p>38. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service.</p> <p>"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."</p> <p>The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.</p> <p>39. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS</p> <p>The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").</p> <p>The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <a href="http://ojp.gov/funding/FAPIIS.htm">http://ojp.gov/funding/FAPIIS.htm</a> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.</p> <p style="text-align: right;">Initials _____</p>		



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Human Resources NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Approval of the job description for Class Code 0832, Position 7 - Temp. Attendant, Building & Grounds for Exposition Complex.

TO: Commissioners Court

DATE: 04/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Class Code 0832 Position 7.pdf](#)

**Description**

Class Code 0832, Position 7

**Type**

Cover Memo



## Brazos County Job Description

Last Updated: September 2012

pos 7 RECEIVED  
APR 26 2017

Template Revision 1.2 08/15/2012

13

<b>Class Number:</b>	832	<b>Title:</b>	Temporary Attendant, Building & Grounds (1040 hrs.)
<b>Pay Group:</b>	09	<b>Department:</b>	Exposition Complex
<b>FLSA Status:</b>	Non Exempt	<b>Reports To:</b>	Event Coordinators & All Managers
<b>Approved Date:</b>	10/01/2016	<b>EEOC Category:</b>	Service / Maintenance
<b>Position End Date:</b>	09/30/2017	<b>Temporary Employee Signature:</b>	x Huyon W. Silas

### General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events

### Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables

### Other Duties as assigned. (1%)

#### Supervision

**Received:** Event Coordinators & All Managers

**Given:** This is a non-supervisory position.

#### Education

**Required:** High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

**Preferred:**

#### Experience

**Required:** At least one year of related work experience.

**Preferred:** Some experience in operating a tractor and/or other light to moderate equipment is preferred.

#### Certificates, Licenses, Registrations

**Required:** None.

**Preferred:**

### *Physical Demands*

**Typical:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus

### *Knowledge, Skills, & Abilities*

**Typical:** Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work, and an ability to understand and follow Brazos County safety policies.

### *Work Environment*

**Typical:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions

**APPROVED**

Duane Peters  
County Judge

5/2/17  
Date



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: NUMBER:  
DATE OF COURT MEETING: 5/2/2017  
ITEM: Order 17-003 declaring the funding of the creation of an Applications Administration Position and fringe benefits in the Information Technology Department as an amendment to the original budget per Section 111.070 of the Local Government Code.  
TO: Commissioners Court  
DATE: 04/27/2017  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">EMERGENCY AMEND ORDER #1.doc</a>	Order	Cover Memo

**ORDER FOR EMERGENCY AMENDMENT  
FISCAL YEAR 2017  
May 2, 2017**

This Order for Emergency Amendment to the Brazos County Adopted Budget for Fiscal Year 2017 ("Amendment") is entered into by the County of Brazos, ("County") a political subdivision of the State of Texas, acting by and through its County Commissioner's Court ("Court").

Following the adoption of the Brazos County Budget for Fiscal Year 2017 ("Budget"), the Information Technology Department expressed the necessity for an Applications Administrator to provide additional assistance to departments for Odyssey support. The addition of the position of an Applications Administrator requires a budget amendment to the current budget in accordance with Texas Local Government Code §111.010 (Emergency Expenditure). The addition of the Applications Administrator represents a grave public necessity.

Electronic filing of criminal cases in Brazos County's district and statutory county courts will be mandatory starting July 1, 2018. To accept electronic filings, Brazos County's justice information management system, Tyler Technology's Odyssey, must be configured properly and business processes across multiple offices must be modified. Failure to meet the July 1, 2018, mandate will result in significant negative consequences.


In order to maintain the integrity of the justice system, the County finds that it is necessary to amend its Budget to add the following new position.

- a. One (1) Applications Administrator

Texas Local Government Code §111.010(c) provides that: "The commissioners court may authorize an emergency expenditure as an amendment to the original budget only in a case of grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention. If the court amends the original budget to meet an emergency, the court shall file a copy of its order amending the budget with the county clerk, and the clerk shall attach the copy to the original budget."


The Court finds that the emergency expenditure as an amendment to the original budget is authorized because the County is responsible for maintaining a justice court system and the absence of the justice software to accomplish this would constitute a grave public threat to the safety of the citizens of Brazos County.


PASSED AND APPROVED this 2nd day of May, 2017

  
County Judge


  
Commissioner, Precinct 1

\_\_\_\_\_  
Commissioner, Precinct 3

  
Commissioner, Precinct 2

  
Commissioner, Precinct 4

ATTEST:

  
County Clerk  
Brazos County, Texas



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Information Technology      NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Request from the Information Technology Department for the following personnel request. This request will have an increase to the FY 17 Information Technology Department's Budget in the amount of \$30,924.00.

- a. Create Applications Administrator, Class Code 1238 Position 3, Group 22 Step 2, Pay Code 013, Effective May 2, 2017.
- b. Create Cell Phone Allowance for Application Administrator, Class Code 1238 Position 3, Pay Code 332, Effective May 2, 2017.

TO: Commissioners Court

FROM: Eric Caldwell

DATE: 04/27/2017

FISCAL IMPACT: True

BUDGETED: False

DOLLAR AMOUNT: \$30,924.00

SOURCE OF FUNDS: 11001500-61130000 - General Fund Contingency

NOTES/EXCEPTIONS: If Commissioner's Court approves the Order for Emergency Amendment, per Section 111.70 of the Local Government Code, the position will be created. A budget amendment allocating funds to support the position will come at a later court date.

ACTION REQUESTED OR ALTERNATIVES: Request approval.

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

**BRAZOS COUNTY, TEXAS**  
**REQUESTED POSITION CONTROL CHANGES TO PROPOSED BUDGET**  
**Information Technology - Prorated**  
**For the Year Ending September 30, 2017**

Letter Date: 4/27/2017  
 Effective Date: 5/2/2017  
 Agenda Date: 5/2/2017

		Basic	Pay	Budget	Biweekly/ Hourly	Base Budget	Increase/ (Decrease)	Increase/ (Decrease)	Increase/ (Increase)	Increase/ (Decrease)	Increase/ (Decrease)		
						Salary + Merit							
Depart.	Title	Class	Post.	Group	Steps	Code	Hours	Rate					
1	Request: Create Position												
	From: Information Technology								51300000	53100000	53200000	53800000	53900000 Medical/Flex
	To:												
14000100	Applications Administrator	1238	3	22	2	013	11	1,907.20	20,980.00	20,980.00	1,605.00	2,937.00	67.00 - 4,908.00
RESULT	Increase												
								Actual	20,979.20				
NET RESULT													30,497.00
2	Request: Create Cell Phone Allowance												
	From: Information Technology								51300000	53100000	53200000	53800000	53900000 Medical/Flex
	To:												
14000100	Applications Administrator	1238	3			332	5	70.00	350.00	350.00	27.00	49.00	1.00 - -
RESULT	Increase												
								Actual	350.00				
NET RESULT													427.00

For Budget Office Use:

\$ 21,330.00 \$ 1,632.00 \$ 2,986.00 \$ 68.00 \$ - \$ 4,908.00

Total Cost \$ 30,924.00 Increase to FY 17 Budget

Approved by

**BRAZOS COUNTY, TEXAS**  
**REQUESTED POSITION CONTROL CHANGES TO PROPOSED BUDGET**  
**Information Technology - Annual**  
**For the Year Ending September 30, 2017**

Letter Date: 4/27/2017  
 Effective Date: 5/2/2017  
 Agenda Date: 5/2/2017

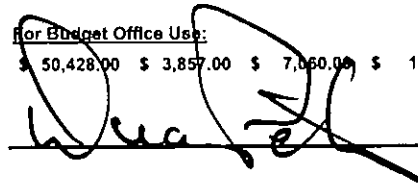
Depart.	Title	Class	Post.	Group	Steps	Code	Hours	Basic Pay	Biweekly/ Hourly	Base Budget Salary + Merit	Increase/ (Decrease) Salaries	Increase/ (Decrease) FICA	Increase/ (Decrease) Retirement	Increase/ (Decrease) W/C	Increase/ (Decrease) Unemployment	Medical/ Dental
1 Request:	Create Position															
From:	Information Technology										51300000	53100000	53200000	53800000	53900000	Medical/Flex
To:																
14000100	Applications Administrator	1238	3	22	2	013	26	1,907.20		49,588.00	49,588.00	3,793.00	6,942.00	158.00	-	11,778.00
RESULT	Increase															
									Actual	49,587.20						
NET RESULT								72,259.00								
2 Request:	Create Cell Phone Allowance															
From:	Information Technology										51300000	53100000	53200000	53800000	53900000	Medical/Flex
To:																
14000100	Applications Administrator	1238	3			332	1	840.00		840.00	840.00	64.00	118.00	3.00	-	-
RESULT	Increase															
									Actual	840.00						
NET RESULT								1,025.00								

For Budget Office Use:

\$ 50,428.00 \$ 3,857.00 \$ 7,060.00 \$ 161.00 \$ - \$ 11,778.00

Total Cost \$ 73,284.00 Increase to FY 17 Budget

Approved by: \_\_\_\_\_





**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: NUMBER:  
DATE OF COURT MEETING: 5/2/2017  
ITEM: Order 17-004 declaring the creation of a Buyer III position and fringe benefits in the Purchasing Department as an amendment to the original budget per Section 111.070 of the Local Government Code.  
TO: Commissioners Court  
DATE: 04/27/2017  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Scanned from a Xerox Multifunction Device (2).pdf</a>	Order	Cover Memo

16

**ORDER FOR EMERGENCY AMENDMENT  
FISCAL YEAR 2017  
May 2, 2017**

This Order for Emergency Amendment to the Brazos County Adopted Budget for Fiscal Year 2017 ("Amendment") is entered into by the County of Brazos, ("County") a political subdivision of the State of Texas, acting by and through its County Commissioner's Court ("Court")

Following the adoption of the Brazos County Budget for Fiscal Year 2017 ("Budget"), the Purchasing Department expressed the necessity for a Buyer III to provide additional assistance in the preparation of formal and informal solicitations for County departments due to the unexpected, extended leave of a County employee filling a key position.

Contracts with definite, immediate time periods are approaching expiration and there is a need for departments and elected officials to continue operations. Lapses in term contracts could put the County at financial risk and jeopardize the continuity of critical operations.


In order to maintain the integrity of County contracts, the County finds that it is necessary to amend its Budget to add the following new position.

- a. One (1) Buyer III


Texas Local Government Code §111.010(c) provides that: "The commissioners court may authorize an emergency expenditure as an amendment to the original budget only in a case of grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention. If the court amends the original budget to meet an emergency, the court shall file a copy of its order amending the budget with the county clerk, and the clerk shall attach the copy to the original budget."

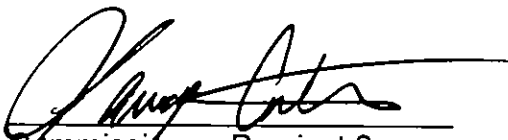
The Court finds that the emergency expenditure as an amendment to the original budget is authorized because the County is responsible for contracts for goods and services for elected officials to perform their duly elected responsibilities and the absence of these contracts would constitute a grave public threat to the safety of the citizens of Brazos County

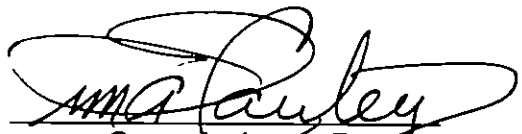
PASSED AND APPROVED this 2nd day of May, 2017

  
County Judge

  
Commissioner, Precinct 1

  
Commissioner, Precinct 3

  
Commissioner, Precinct 2

  
Commissioner, Precinct 4

ATTEST

  
County Clerk  
Brazos County, Texas



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Purchasing Department NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM: Request from the Purchasing Department for the following personnel request. This request will have an increase to the FY 17 Purchasing Department's Budget in the amount of \$41,209.00.

- a. Create Buyer III, Class Code TBD Position 1, Group 24 Step 8, Pay Code 13, Effective May 2, 2017.
- b. Reclassify Asst. Purchasing Agent, Class Code 1102 Position 1, Group 22 Step 8 to Group 26 Step 5, Pay Group 13, Effective May 6, 2017.

TO: Commissioners Court

FROM: Charles Wendt

DATE: 04/27/2017

FISCAL IMPACT: True

BUDGETED: False

DOLLAR AMOUNT: \$41,209.00

SOURCE OF FUNDS: 11001500-61130000 - General Fund Contingency

NOTES/EXCEPTIONS: If Commissioner's Court approves the Order for Emergency Amendment, per Section 111.70 of the Local Government Code, the positions will be created and reclassified. A budget amendment allocating funds to support the positions will come at a later date.

ACTION REQUESTED OR ALTERNATIVES: Request approval.

**ATTACHMENTS:**

<u>File Name</u>	<u>Description</u>	<u>Type</u>
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**BRAZOS COUNTY, TEXAS**  
**REQUESTED POSITION CONTROL CHANGES TO PROPOSED BUDGET**  
**Purchasing - Prorated**  
**For the Year Ending September 30, 2017**

Letter Date: 4/27/2017  
 Effective Date: 5/2/2017  
 Agenda Date: 5/2/2017

Effective Date: 5/2/2017								Biweekly/		Base		Increase/		Increase/		Increase/		Increase/		Increase/	
Agenda Date: 5/2/2017								Hourly		Budget		(Decrease)		(Decrease)		(Decrease)		(Decrease)		(Decrease)	
										Salary +										Medical/	
Depart.		Title		Class Post. Group		Steps Code		Hours		Rate				Salaries		FICA		Retirement		W/C	
																				Unemploy- ment	
																				Dental	
1 Request: Create Position																					
From: Purchasing														51300000		53100000		53200000		53800000	
																				53900000	
																				Medical/Flex	
To: 16500100		Buyer III		TBD		1 24		8 13		11		2,441.60		26,858.00		26,858.00		2,055.00		3,760.00	
RESULT		Increase																		86.00	
																				-	
																				4,908.00	

For Budget Office Use:

\$ 26,762.00 \$ 2,277.00 \$ 4,167.00 \$ 95.00 \$ - \$ 4,908.00

Total Cost \$ 41,209.00 Increase to FY 17 Budget

Approved by: \_\_\_\_\_

Letter Date. 4/27/2017  
Effective Date. 5/2/2017  
Agenda Date. 5/2/2017

For Budget Office Use:

**Approved by:**



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Road and Bridge      NUMBER: CC 2017 - Right of Way  
Acquisition - Ann Kapella -  
Stousland Road - 0.083 acre

DATE OF COURT MEETING: 5/2/2017

ITEM: Acceptance of Special Warranty Deed from Ann Kapella for 0.083 acre of land to be used  
for improvements to Stousland Road located in Precinct 1.

TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 04/26/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

**BRAZOS COUNTY  
COMMISSIONERS' COURT  
ACTION FORM**

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DEPARTMENT            Road & Bridge

MEETING DATE.        May 2, 2017

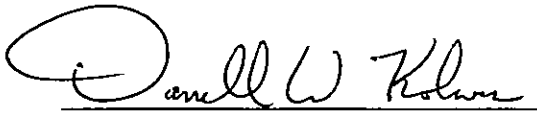
SUBJECT                Right-of-Way Acquisition

Acceptance of Special Warranty Deed from Ann Kapella for 0.083 acre of land to be used for improvements to Stousland Road located in Precinct 1

The following supporting documentation is attached for reference:

- Copy of Special Warranty Deed
- Copy of Right-of-Way Acquisition Agreement

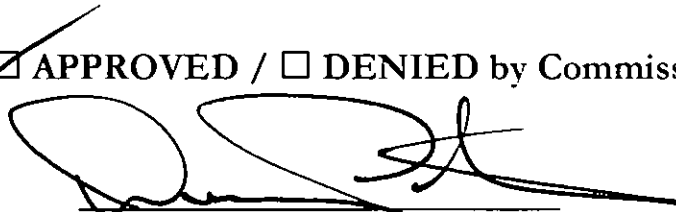
SUBMITTED BY

  
Darrell W. Kolwes  
Right of Way Agent

ACKNOWLEDGED BY

  
Steve Aldrich  
Commissioner Precinct 1

This request is ☒ **APPROVED** / ☐ **DENIED** by Commissioners' Court

  
Duane Peters, County Judge

DATE. 5/2/17

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER**

Stousland Road

### **Special Warranty Deed**

**THE STATE OF TEXAS    §  
                                     §  
COUNTY OF BRAZOS    §**

**KNOW ALL MEN  
BY THESE PRESENTS:**

**GRANTOR(S):       ANN KAPELLA**

Grantor's Mailing Address:

5276 Gary Road  
College Station, Texas 77845-6950

**GRANTEE:           BRAZOS COUNTY, TEXAS**

Grantee's Mailing Address:

300 East 26th Street  
Bryan, Texas 77803

#### **Consideration.**

Ten and No/100 dollars (\$10 00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged.

#### **Property (including any improvements):**

All that certain lot, tract or parcel of land being 0.083 of one acre of land situated in the SAMUEL DAVIDSON SURVEY Abstract No 13, Brazos County, Texas and being a part of that certain called Lot 1, Wellborn South Subdivision as described in Plat of Record in Volume 422. Page 873, Deed Records of Brazos County, Texas and being the same tract as described in deed from Randall Lee Geiger and wife, Marlene Ruth Geiger to Bernard F Kapella and wife, Ann Kapella, recorded in Volume 1214, Page 240 of the Official Records of Brazos County Texas, said 0.083 of one acre tract being more particularly described by metes and bounds description as shown in Exhibit "A" attached hereto and made a part hereof for all purposes.

### **Reservations from and Exceptions to Conveyance and Warranty:**

There is hereby EXCEPTED and RESERVED from this conveyance, and retained in favor of the Grantor their heirs, executors, administrators, successors and assigns, in perpetuity, all of the oil, gas, liquid hydrocarbons, residue gas, the products and by-products of the foregoing, sulphur, coal, lignite, uranium, and all other minerals in, on or under the hereinabove described property, provided, however Grantor their heirs, personal representatives, executors, successors and assigns shall have no right of ingress and egress at any times for the purpose of mining, drilling, exploring, operating and developing said lands for oil, gas, and other minerals or for storing, removing, transporting, processing or marketing the same there from. This reservation and exception shall, however, include the right of Grantor, its successors and assigns, to grant leases on the property to develop same by directional drilling, pooling, unitization, or subsurface gasification, or liquefaction processes. Notwithstanding anything herein to the contrary the Grantee shall have the right to use, without additional compensation, any stone, earth, gravel, caliche, iron ore or any other road building material upon, in or under the property for the construction and maintenance of road or roads thereon, such materials, for the purposes of this conveyance, being herein defined as not constituting "other minerals."

This conveyance is made and accepted subject to any and all conditions, restrictions, if any, relating to the hereinabove described property, to the extent, and only to the extent, that the same may still be in force and effect, shown of record in the office of the County Clerk of Brazos County Texas.

**Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, sells and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's successors or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, by, through, or under Grantor, but not otherwise, except as to the reservations from and exceptions to conveyance and warranty.**

When the context requires, singular nouns and pronouns include the plural.

Executed this 26<sup>th</sup> day of April 2017

Ann Kapella  
Ann Kapella

Acknowledgment

STATE OF TEXAS  
COUNTY OF Brazos §

This instrument was acknowledged before me on 4-26-17 by Ann Kapella.



Darrell W. Kolwes  
Notary Public, State of Texas

**EXHIBIT " A "**  
**SHEET 1 OF 3**

**FIELD NOTES**  
**BRAZOS COUNTY**  
**STRAUB ROAD WIDENING**  
**0.083 OF ONE ACRE**  
**OUT OF THE**  
**BERNARD F. KAPELLA & WIFE,**  
**ANN KAPELLA**  
**VOLUME 1214, PAGE 240**  
**BEING OUT OF**  
**LOT 1**  
**WELLBORN SOUTH SUBDIVISION**  
**VOLUME 422, PAGE 873**  
**SAMUEL DAVIDSON LEAGUE, A - 13**  
**AUGUST 30, 2016**

All that certain lot, tract or parcel of land being 0.083 of one acre situated in the SAMUEL DAVIDSON LEAGUE, Abstract No. 13, Brazos County, and being a part of that certain Called Lot 1, Wellborn South Subdivision as described in Plat of Record in Volume 422, Page 873, Deed Records of Brazos County, Texas, and being the same tract as described in deed from Randall Lee Geiger and wife, Marlene Ruth Geiger to Bernard F. Kapella and wife, Ann Kapella of record in Volume 1214, Page 240, Official Records of Brazos County, Texas, said 0.083 of one acre tract being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" Iron Rod found for the most westerly corner, said corner being the Occupied most westerly corner of said Called Lot 1, said corner also being the Occupied most southerly corner of the Brittany Ann Ferrer and Melquaides Ferrer Called 1.55 acre tract as described in Volume 13320, Page 155, said corner also being located in the Occupied northeast line of Stousland Road;

THENCE N 41 ° 51 ' 58 " E, along the northwest line of said Called Lot 1 and the southeast line of said Called 1.55 acre tract a distance of 16.18 feet to a 1/2" Iron Rod with Cap set for the most northerly corner, a point for the most easterly corner of said Called Lot 1 bears N 41 ° 51 ' 58 " E a distance of 375.12 feet;

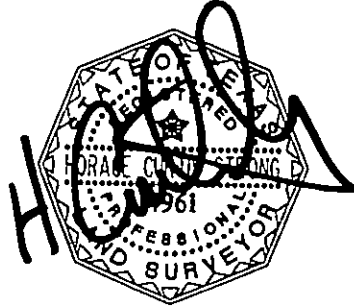
THENCE S 25 ° 53 ' 01 " E, across said Called Lot 1 a distance of 46.77 feet to a 1/2" Iron Rod with Cap set for angle point;

THENCE S 28 ° 59 ' 20 " E, continuing across said Called Lot 1 a distance of 215.77 feet to a 1/2" Iron Rod with Cap set for the most easterly corner, said corner being located in the southeast line of said Called Lot 1, said corner also being locate in the northwest right of way line of Gary Road, a fence corner post found for the Occupied most easterly corner of said Lot 1 bears N 41 ° 51 ' 58 " E a distance of 463.96 feet;

THENCE S 41 ° 51 ' 58 " W, along the southeast line of said Called Lot 1 and the northwest right of way line of Gary Road a distance of 15.40 to a point for the most southerly corner, said corner being the most southerly corner of said Called Lot 1, said corner also being located in the northeasterly right of way line of Stousland Road;

SHEET 2 OF 3

THENCE N 28 ° 35 ' 53 " W, along the southwest line of said Called Lot 1 and the northeasterly right of way line of Stousland Road a distance of 262.22 to the PLACE OF BEGINNING AND CONTAINING AN AREA OF 0.083 OF ONE ACRE OF LAND MORE OR LESS, according to a survey performed on the ground during April, 2016, under the supervision of H. Curtis Strong, Registered Professional Land Surveyor No. 4961 and doing business as FIRM No. 10093500. North Orientation is based on rotating the southwest line of Wellborn South Subdivision to Grid North NAD83 (2011) epoch 2010.00 Texas Central Zone by utilizing GPS Methods. For other information, see accompanying plat.



NOTES:

North Orientation is based on rotating the southwest line of Wellborn South Subdivision to Grid North NAD83(2011) epoch2010.00 by utilizing GPS methods.

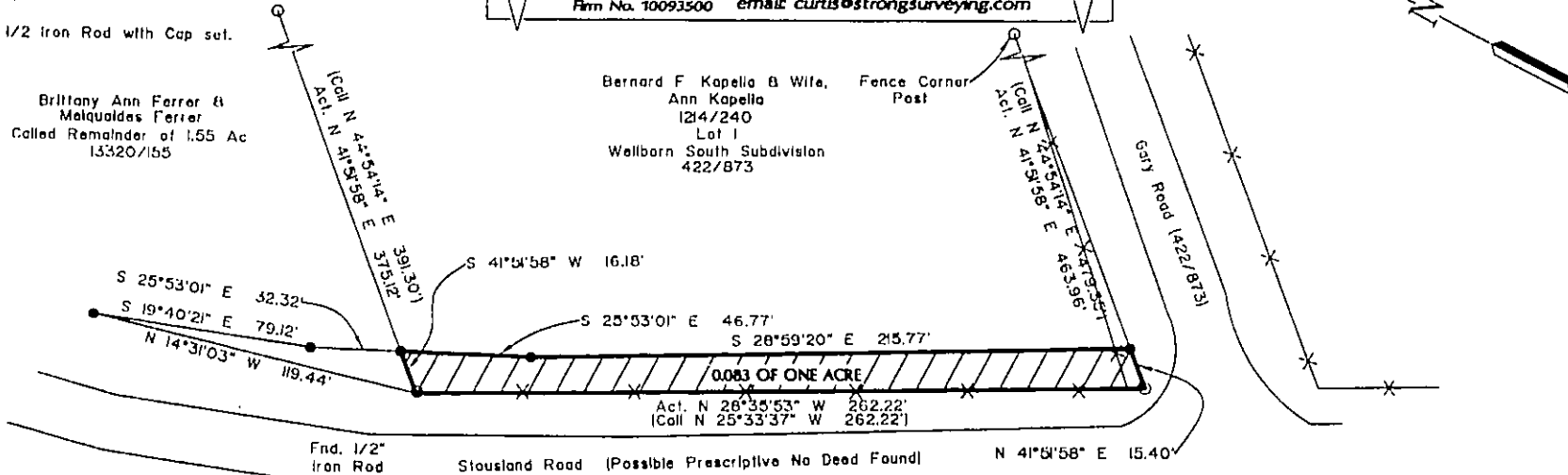
● Indicates 1/2 Iron Rod with Cap set.

Brittany Ann Ferrer &  
Melquialdes Ferrer  
Called Remainder of 1.55 Ac  
13320/155



Bernard F. Kapella & Wife,  
Ann Kapella  
124/240  
Lot 1  
Wellborn South Subdivision  
422/873

Fence Corner  
Post



I, I. H. Curtis Strong, Registered Professional Land Surveyor No. 4961 do hereby certify that the above plat represents the results of an on the ground survey performed under my supervision during the month of April, 2016, and is true and correct to the best of my knowledge.

**BRAZOS COUNTY**  
**STRAUB ROAD R.O.W. WIDENING**  
**0.083 OF ONE ACRE**  
**BEING A PART OF THE**  
**BERNARD F. KAPELLA & WIFE,**  
**ANN KAPELLA**  
**LOT 1**  
**WELLBORN SOUTH SUBDIVISION**  
**VOLUME 422, PAGE 873**  
**SAMUEL DAVIDSON SURVEY, A-13**  
**SCALE 1"=50' AUGUST 30, 2016**  
**PAGE 3 OF 3**

**RIGHT-OF-WAY  
ACQUISITION AGREEMENT**

**Road:** Stousland Road  
**Project:** R1-220  
**W.O. No.:** 33414  
**Precinct:** 1

I (we) the undersigned owner(s). accept payment of \$4,815 00 as compensation and full settlement for granting of Special Warranty Deed in. along, upon and across 0 083 acre of property located on above mentioned project.

  
\_\_\_\_\_  
Ann Kapella

Date: 04-26-17



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Road and Bridge NUMBER: CC 2017 - Right of Way  
Acquisition - Mark Hunphrey -  
Straub Road - 0.092 acre

DATE OF COURT MEETING: 5/2/2017

ITEM: Acceptance of Special Warranty Deed from Mark Humphrey for 0.092 acre of land to be  
used for improvements to Straub Road located in Precinct 1.

TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 04/24/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

**BRAZOS COUNTY  
COMMISSIONERS' COURT  
ACTION FORM**

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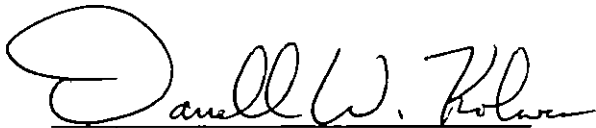
DEPARTMENT            Road & Bridge  
MEETING DATE.        May 2, 2017  
SUBJECT                Right-of-Way Acquisition

Acceptance of Special Warranty Deed from Mark Humphrey for 0.092 acre of land to be used for improvements to Straub Road located in Precinct 1

The following supporting documentation is attached for reference:

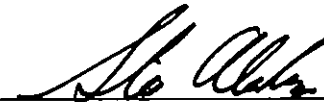
- Copy of Special Warranty Deed
- Copy of Right-of-Way Acquisition Agreement

SUBMITTED BY



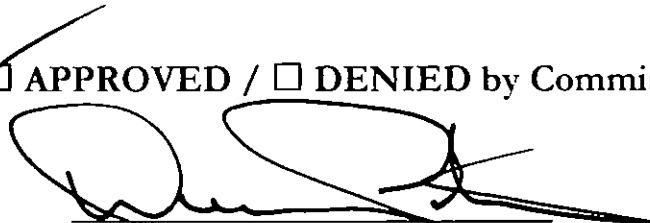
Darrell W. Kolwes  
Right of Way Agent

ACKNOWLEDGED BY



Steve Aldrich  
Commissioner Precinct 1

This request is ☒ **APPROVED** / ☐ **DENIED** by Commissioners' Court



Duane Peters, County Judge

DATE. 5/2/17

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER**

Straub Road

### **Special Warranty Deed**

**THE STATE OF TEXAS   §  
                                     §  
COUNTY OF BRAZOS   §**

**KNOW ALL MEN  
BY THESE PRESENTS:**

**GRANTOR(S):       MARK HUMPHREY**

Grantor's Mailing Address:

5532 Straub Road  
College Station, Texas 77845-6954

**GRANTEE:           BRAZOS COUNTY, TEXAS**

Grantee's Mailing Address.

300 East 26th Street  
Bryan, Texas 77803

#### **Consideration.**

Ten and No/100 dollars (\$10 00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged.

#### **Property (including any improvements):**

All that certain lot, tract or parcel of land being 0.092 of one acre of land situated in the SAMUEL DAVIDSON SURVEY Abstract No.13, Brazos County, Texas and being a part of that certain called 6.05 acre tract as described in deed from Dorene Watson et vir to D Denise Maraist, recorded in Volume 10564 Page 88 of the Official Records of Brazos County Texas, said 0.092 of one acre tract being more particularly described by metes and bounds description as shown in Exhibit "A" attached hereto and made a part hereof for all purposes.

### **Reservations from and Exceptions to Conveyance and Warranty:**

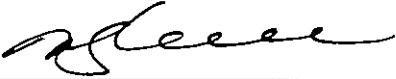
There is hereby EXCEPTED and RESERVED from this conveyance, and retained in favor of the Grantor their heirs, executors, administrators, successors and assigns, in perpetuity, all of the oil, gas, liquid hydrocarbons, residue gas, the products and by-products of the foregoing, sulphur, coal, lignite, uranium, and all other minerals in, on or under the hereinabove described property, provided, however, Grantor, their heirs, personal representatives, executors, successors and assigns shall have no right of ingress and egress at any times for the purpose of mining, drilling, exploring, operating and developing said lands for oil, gas, and other minerals or for storing, removing, transporting, processing or marketing the same there from. This reservation and exception shall, however include the right of Grantor its successors and assigns, to grant leases on the property to develop same by directional drilling, pooling, unitization, or subsurface gasification, or liquefaction processes. Notwithstanding anything herein to the contrary, the Grantee shall have the right to use, without additional compensation, any stone, earth, gravel, caliche, iron ore or any other road building material upon, in or under the property for the construction and maintenance of road or roads thereon, such materials, for the purposes of this conveyance, being herein defined as not constituting "other minerals."

This conveyance is made and accepted subject to any and all conditions, restrictions, if any relating to the hereinabove described property, to the extent, and only to the extent, that the same may still be in force and effect, shown of record in the office of the County Clerk of Brazos County, Texas.

**Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, sells and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's successors or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, by, through, or under Grantor, but not otherwise, except as to the reservations from and exceptions to conveyance and warranty.**

When the context requires, singular nouns and pronouns include the plural.

Executed this 19<sup>th</sup> day of April 2017


  
\_\_\_\_\_  
Mark Humphrey

Acknowledgment

STATE OF TEXAS                   §  
COUNTY OF Brazos           §

This instrument was acknowledged before me on 4-19-17 by Mark Humphrey.



  
Notary Public, State of Texas

**EXHIBIT " A "**  
**SHEET 1 OF 2**

**FIELD NOTES**  
**BRAZOS COUNTY**  
**STRAUB ROAD WIDENING**  
**0.092 OF ONE ACRE**  
**OUT OF THE**  
**D. DENISE MARAIST**  
**CALLED 6.05 ACRE TRACT**  
**VOLUME 10564, PAGE 88**  
**SAMUEL DAVIDSON LEAGUE, A - 13**  
**JULY 7, 2016**

All that certain lot, tract or parcel of land being 0.092 of one acre situated in the SAMUEL DAVIDSON LEAGUE, Abstract No. 13, Brazos County, Texas and being a part of that certain 6.05 acre tract as described in deed from Dorene Watson et vir to D Denise Maraist of record in Volume 10564, Page 88, Official Records of Brazos County, Texas, said 0.092 of one acre tract being more particularly described by metes and bounds as follows:

Beginning at a 1/2" Iron Rod found in the westerly right-of-way line of Straub Road for the most easterly corner, said corner being the most easterly corner of said Called 6.05 acre tract;

THENCE S 43 ° 46 ' 06 " W, along the southeast line of said Called 6.05 acre tract a distance of 47.38 feet to a 1/2" Iron Rod with Cap found for the most southerly corner, said corner being the most northerly corner of Lot 1, Block 1, Straub Road Subdivision as recorded in Volume 9938, Page 232, a 1/2" Iron Rod found on the southeast line of said Called 6 05 acre tract bears S 43 ° 44 ' 43 " W a distance of 57 16 feet;

THENCE N 41 ° 56 ' 14 " W, across said Called 6.05 acre tract a distance of 72.20 feet to a 1/2" Iron Rod with Cap set for the most westerly corner, said corner being located in the northwest line of said Called 6.05 acre tract, a 1/2" Iron Rod with Cap found on the northwest line of said Called 6.05 acre tract bears S 43 ° 45 ' 29 " W a distance of 74.02 feet,;

THENCE N 43 ° 45 ' 29 " E, along the northwest line of said Called 6.05 acre tract a distance of 63.89 feet to a point in I & GN Road for the most northerly corner, said corner being the calculated north corner of said Called 6.05 acre tract;

THENCE S 29 ° 18 ' 09 " E, along the north line of said Called 6.05 acre tract a distance of 75.27 feet to the PLACE OF BEGINNING AND CONTAINING AN AREA OF 0.092 OF ONE ACRE OF LAND MORE OR LESS, according to a survey performed on the ground during April, 2016, under the supervision of H. Curtis Strong, Registered Professional Land Surveyor No 4961 and doing business as FIRM No. 10093500 North Orientation is based on rotating the northeast line of said Called 6.05 acre tract to Grid North NAD83 (2011) epoch 2010.00 Texas Central Zone by utilizing GPS Methods. For other information, see accompanying plat.

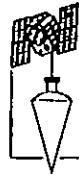


NOTES:

North Orientation is based on rotating the northeast line of the Called 6.05 acre tract to Grid North NAD83(2011) epoch2010.00 by utilizing GPS methods.

1/2 Iron Rod with Cap set at all corners unless otherwise noted.

LINE	BEARING	DISTANCE
L1	S 29°18'09" E	75.27'
L2	S 43°46'06" W	47.38'
L4	N 43°45'29" E	63.89'
L5	N 43°44'43" E	57.16'
L6	S 43°45'29" W	74.02'
L9	N 33°28'39" W	56.39'



**STRONG**  
**SURVEYING**

Firm No. 10093500

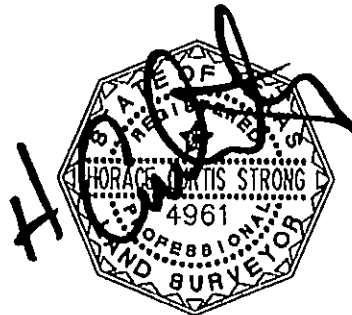
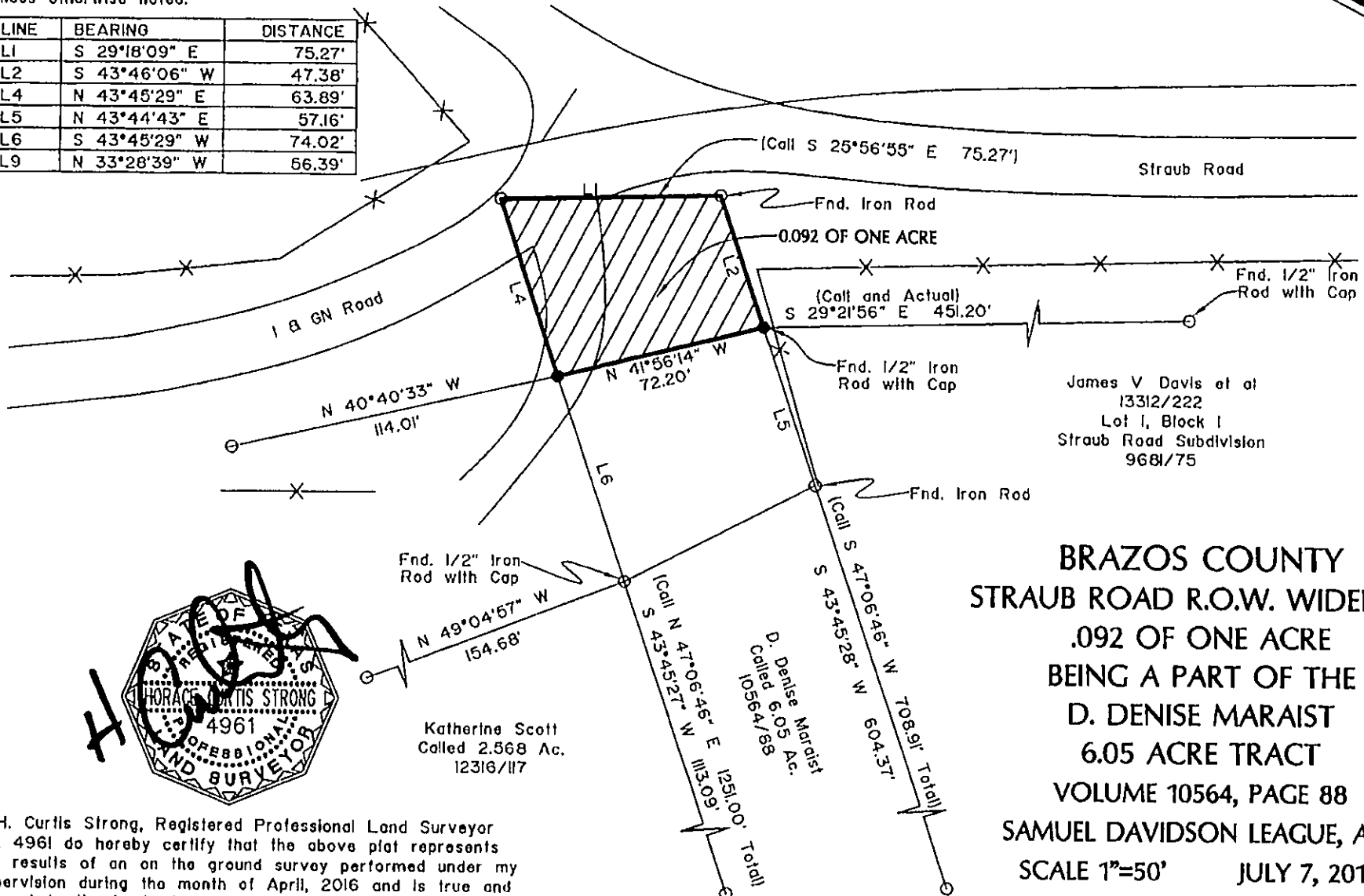
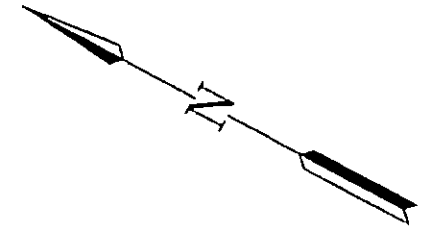
email: curtis@strongsurveying.com

1722 Broadmoor, Suite 105

Bryan, Texas 77802

Phone: (979) 776-9836

Fax: (979) 731-0096



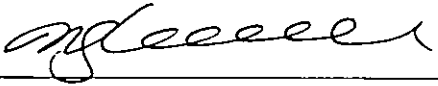
I, H. Curtis Strong, Registered Professional Land Surveyor No. 4961 do hereby certify that the above plat represents the results of an on the ground survey performed under my supervision during the month of April, 2016 and is true and correct to the best of my knowledge.

**BRAZOS COUNTY**  
**STRAUB ROAD R.O.W. WIDENING**  
**.092 OF ONE ACRE**  
**BEING A PART OF THE**  
**D. DENISE MARAIST**  
**6.05 ACRE TRACT**  
**VOLUME 10564, PAGE 88**  
**SAMUEL DAVIDSON LEAGUE, A-13**  
**SCALE 1"=50' JULY 7, 2016**  
**PAGE 2 OF 2**

**RIGHT-OF-WAY  
ACQUISITION AGREEMENT**

**Road:** Straub Road  
**Project:** R1-219  
**W.O. No.:** 33415  
**Precinct:** 1

I (we) the undersigned owner(s), accept payment of \$5,500.00 as compensation and full settlement for granting of Special Warranty Deed in, along, upon and across 0.092 acre of property located on above mentioned project.

  
\_\_\_\_\_  
Mark Humphrey

Date: 4-19-17



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Road and Bridge                      NUMBER: CC 2017 -Right of Way Acquisition  
- George E. Klett - Stousland Road  
- 0.035 acre

DATE OF COURT MEETING: 5/2/2017

ITEM: Acceptance of Special Warranty Deed from George E. Klett for 0.035 acre of land to be  
used for improvements to Stousland Road located in Precinct 1.

TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 04/24/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

**BRAZOS COUNTY  
COMMISSIONERS' COURT  
ACTION FORM**

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DEPARTMENT            Road & Bridge

MEETING DATE.        May 2, 2017

SUBJECT                Right-of-Way Acquisition

Acceptance of Special Warranty Deed from George E. Klett for 0.035 acre of land to be used for improvements to Stousland Road located in Precinct 1

The following supporting documentation is attached for reference:

- Copy of Special Warranty Deed
- Copy of Right-of-Way Acquisition Agreement

SUBMITTED BY



Darrell W. Kolwes  
Right of Way Agent

ACKNOWLEDGED BY



Steve Aldrich  
Commissioner Precinct 1

This request is ☒ **APPROVED** / ☐ **DENIED** by Commissioners' Court



Duane Peters, County Judge

DATE. 5/2/17

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER**

Stousland Road

### **Special Warranty Deed**

**THE STATE OF TEXAS   §  
                                  §  
COUNTY OF BRAZOS   §**

**KNOW ALL MEN  
BY THESE PRESENTS:**

**GRANTOR(S)       GEORGE E. KLETT**

Grantor's Mailing Address:

P O Box 555  
Wellborn, Texas 77881-0555

**GRANTEE:       BRAZOS COUNTY, TEXAS**

Grantee's Mailing Address.

300 East 26th Street  
Bryan, Texas 77803

#### **Consideration**

Ten and No/100 dollars (\$10 00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged.

#### **Property (including any improvements):**

All that certain lot, tract or parcel of land being 0.035 of one acre of land situated in the SAMUEL DAVIDSON SURVEY Abstract No.13 Brazos County Texas and being a part of that certain called 1.58 acre tract as described in deed from Jimmy D Scott and Sherry L. Scott to George E. Klett, recorded in Volume 9282, Page 140 of the Official Records of Brazos County Texas, said 0.035 of one acre tract being more particularly described by metes and bounds description as shown in Exhibit "A" attached hereto and made a part hereof for all purposes.

### **Reservations from and Exceptions to Conveyance and Warranty:**

There is hereby EXCEPTED and RESERVED from this conveyance, and retained in favor of the Grantor their heirs, executors, administrators, successors and assigns, in perpetuity all of the oil, gas, liquid hydrocarbons, residue gas, the products and by-products of the foregoing, sulphur, coal, lignite, uranium, and all other minerals in, on or under the hereinabove described property, provided, however, Grantor their heirs, personal representatives, executors, successors and assigns shall have no right of ingress and egress at any times for the purpose of mining, drilling, exploring, operating and developing said lands for oil, gas, and other minerals or for storing, removing, transporting, processing or marketing the same there from. This reservation and exception shall, however include the right of Grantor its successors and assigns, to grant leases on the property to develop same by directional drilling, pooling, unitization, or subsurface gasification, or liquefaction processes. Notwithstanding anything herein to the contrary, the Grantee shall have the right to use, without additional compensation, any stone, earth, gravel, caliche, iron ore or any other road building material upon, in or under the property for the construction and maintenance of road or roads thereon, such materials, for the purposes of this conveyance, being herein defined as not constituting "other minerals."

This conveyance is made and accepted subject to any and all conditions, restrictions, if any, relating to the hereinabove described property, to the extent, and only to the extent, that the same may still be in force and effect, shown of record in the office of the County Clerk of Brazos County Texas.

**Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, sells and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's successors or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, by, through, or under Grantor, but not otherwise, except as to the reservations from and exceptions to conveyance and warranty.**

When the context requires, singular nouns and pronouns include the plural.

Executed this 20<sup>th</sup> day of April 2017

George E. Klett  
George E. Klett

Acknowledgment

STATE OF TEXAS  
COUNTY OF Brazos §  
§

This instrument was acknowledged before me on 4-20-17 by George E. Klett.



Darrell W. Kolwes  
Notary Public, State of Texas

EXHIBIT " A "  
SHEET 1 OF 2

FIELD NOTES  
BRAZOS COUNTY  
STRAUB ROAD WIDENING  
0.035 OF ONE ACRE  
OUT OF THE  
GEORGE E. KLETT  
CALLED 1.58 ACRE TRACT  
VOLUME 9282, PAGE 140  
SAMUEL DAVIDSON LEAGUE, A - 13  
JULY 7, 2016

All that certain lot, tract or parcel of land being 0.035 of one acre situated in the SAMUEL DAVIDSON LEAGUE, Abstract No. 13, Brazos County, Texas and being a part of that certain Called 1.58 acre tract as described in deed from Jimmy D. Scott and Sherry L. Scott to George E. Klett of record in Volume 9282, Page 140, Official Records of Brazos County, Texas, said 0.035 of one acre tract being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" Iron Rod with Cap found for the most easterly corner, said corner being the most easterly corner of said Called 1.58 Acre Tract, said corner being the most northerly corner of the Called 2.16 acre tract as described in Volume 8919, Page 182, said corner also being located in the Occupied southwest line of Stousland Road;

THENCE S 57 ° 20 ' 23 " W, along the southeast line of said Called 1.58 acre tract and the northwest line of said Called 2.16 acre tract a distance of 13.35 feet to a 1/2" Iron Rod with Cap set for the Occupied most southerly corner, a 3/4" Iron Rod found for the most southerly corner of said Called 1.58 acre tract bears S 59 ° 16 ' 56 " W a distance of 189.15 feet;

THENCE N 28 ° 59 ' 20 " W, a distance of 1.56 feet to a 1/2" Iron Rod with Cap set for angle point;

THENCE N 25 ° 53 ' 01 " W, a distance of 85.60 feet to a 1/2" Iron Rod with Cap set for angle point;

THENCE N 19 ° 40 ' 21 " W, a distance of 85.60 feet to a 1/2" Iron Rod with Cap set for the most northerly corner, said corner being located in the northeast line of said Called 1.58 acre tract, a calculated exterior corner of said Called 1.58 acre tract bears N 27 ° 15 ' 16 " E a distance of 110.03 feet, said corner also being located in the Occupied southwest line of Stousland Road, a 5/8" Iron Rod with Cap found for the most northerly corner of said Called 1.58 acre tract bears N 27 ° 15 ' 13 " W a distance of 110.03 feet and N 37 ° 14 ' 01 " W a distance of 56.04 feet;

THENCE S 27 ° 15 ' 13 " E, along a northeast line of said Called 1.58 acre tract and the Occupied southwest line of Stousland road a distance of 170.72 feet to the PLACE OF BEGINNING AND CONTAINING AN AREA OF 0.035 OF ONE ACRE OF LAND MORE OR LESS, according to a survey performed on the ground during April, 2016, under the supervision of H. Curtis Strong, Registered Professional Land Surveyor No. 4961 and doing business as FIRM No. 10093500. North Orientation is based on rotating the northeast line of said Called 6.66 acre tract to Grid North NAD83 (2011) epoch 2010.00 Texas Central Zone by utilizing GPS Methods. For other information, see accompanying plat.



NOTES:

North Orientation is based on rotating the northeast line of Straub Road Subdivision to Grid North NAD83(2011) epoch 2010.00 by utilizing GPS methods.

● Indicates 1/2 Iron Rod with Cap set.



**STRONG**  
SURVEYING

Firm No. 10093500

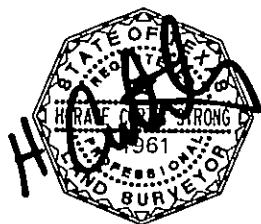
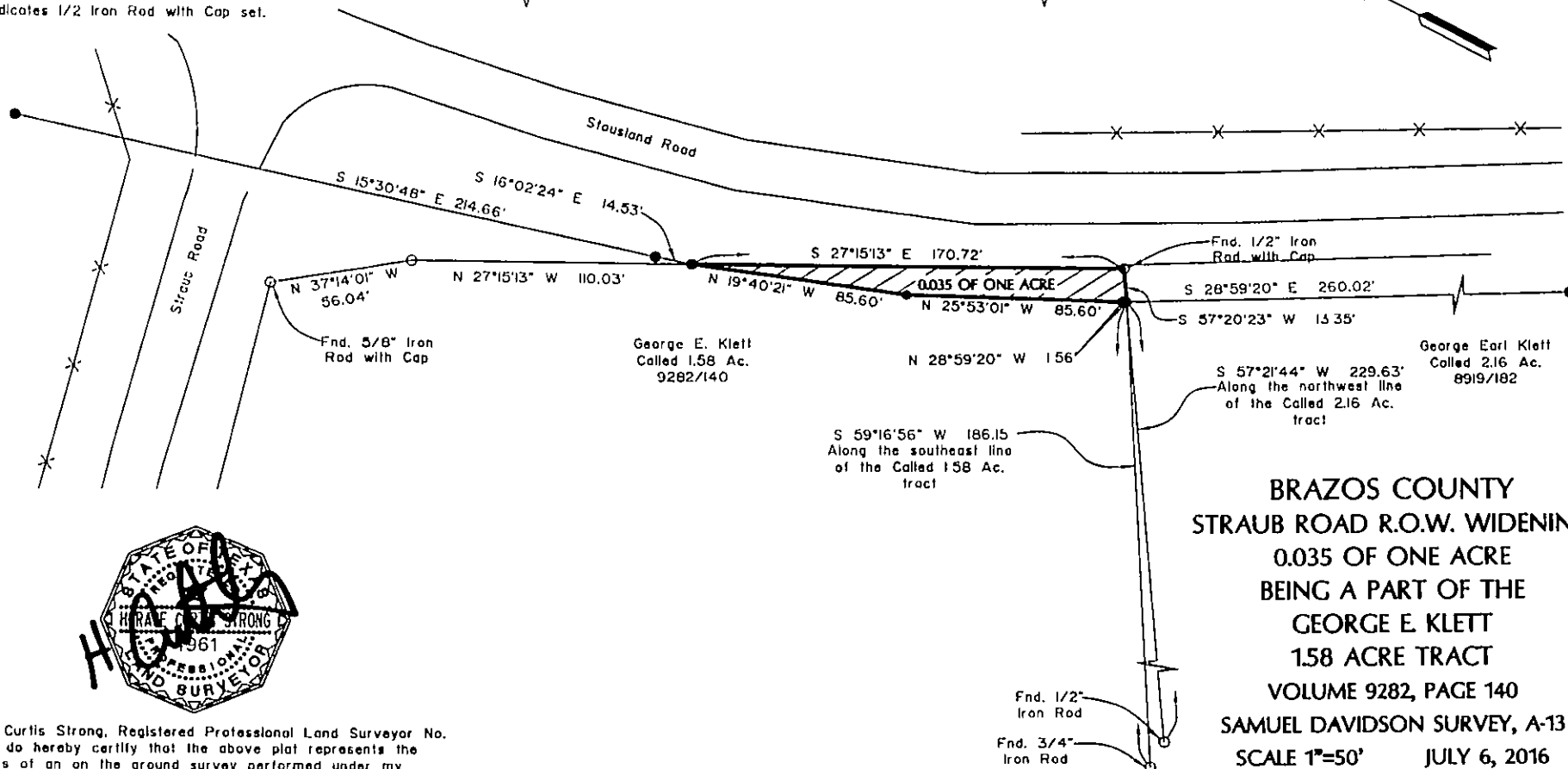
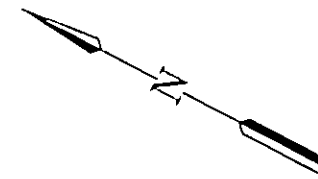
email: [curtis@strongsurveying.com](mailto:curtis@strongsurveying.com)

1722 Broadmoor, Suite 105

Bryan, Texas 77802

Phone: (979) 776-9836

Fax: (979) 731-0096



I, H. Curtis Strong, Registered Professional Land Surveyor No. 4961 do hereby certify that the above plat represents the results of an on the ground survey performed under my supervision during the month of April, 2016, and is true and correct to the best of my knowledge.

**BRAZOS COUNTY**  
**STRAUB ROAD R.O.W. WIDENING**  
**0.035 OF ONE ACRE**  
**BEING A PART OF THE**  
**GEORGE E. KLETT**  
**1.58 ACRE TRACT**  
**VOLUME 9282, PAGE 140**  
**SAMUEL DAVIDSON SURVEY, A-13**

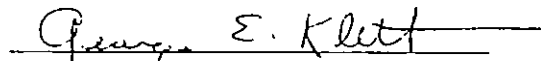
SCALE 1"=50' JULY 6, 2016

PAGE 2 OF 2

**RIGHT-OF-WAY  
ACQUISITION AGREEMENT**

**Road:** Stousland Road  
**Project:** R1-220  
**W.O. No.:** 33414  
**Precinct:** 1

I (we) the undersigned owner(s). accept payment of \$2,479.00 as compensation and full settlement for granting of Special Warranty Deed in, along, upon and across 0.035 acre of property located on above mentioned project.

  
George E. Klett

Date: 4-20-17



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Road and Bridge      NUMBER: CC 2017 - Right of Way  
Acquisition - George E. Klett -  
Stousland Road - 0.088 acre

DATE OF COURT MEETING: 5/2/2017

ITEM: Acceptance of Special Warranty Deed from George E. Klett for 0.088 acre of land to be  
used for improvements to Stousland Road located in Precinct 1.

TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 04/24/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

**BRAZOS COUNTY  
COMMISSIONERS' COURT  
ACTION FORM**

---

DEPARTMENT            Road & Bridge

MEETING DATE.        May 2, 2017

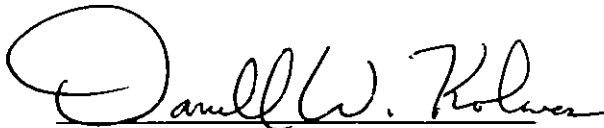
SUBJECT                Right-of-Way Acquisition

Acceptance of Special Warranty Deed from George E. Klett for 0.088 acre of land to be used for improvements to Stousland Road located in Precinct 1

The following supporting documentation is attached for reference:

- Copy of Special Warranty Deed
- Copy of Right-of-Way Acquisition Agreement

SUBMITTED BY



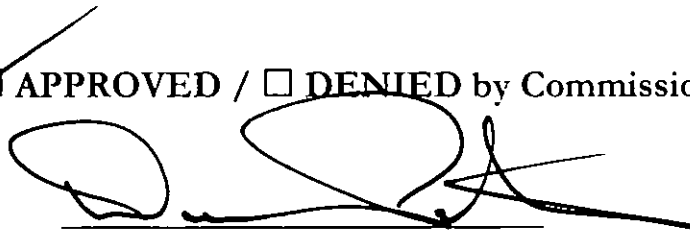
Darrell W. Kolwes  
Right of Way Agent

ACKNOWLEDGED BY



Steve Aldrich  
Commissioner Precinct 1

This request is ☒ **APPROVED** / ☐ **DENIED** by Commissioners' Court



Duane Peters, County Judge

DATE. 5/2/17

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER**

Stousland Road

### **Special Warranty Deed**

**THE STATE OF TEXAS   §  
                                     §  
COUNTY OF BRAZOS   §**

**KNOW ALL MEN  
BY THESE PRESENTS:**

**GRANTOR(S):       GEORGE EARL KLETT**

Grantor's Mailing Address:

P O Box 555  
Wellborn. Texas 77881-0555

**GRANTEE:           BRAZOS COUNTY, TEXAS**

Grantee's Mailing Address:

300 East 26th Street  
Bryan, Texas 77803

#### **Consideration.**

Ten and No/100 dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged.

#### **Property (including any improvements):**

All that certain lot, tract or parcel of land being 0.088 of one acre of land situated in the SAMUEL DAVIDSON SURVEY, Abstract No 13 Brazos County Texas and being a part of that certain called 2.16 acre tract as described in deed from Jonathan Walker Seay to George Earl Klett, recorded in Volume 8919 Page 182 of the Official Records of Brazos County Texas, said 0 088 of one acre tract being more particularly described by metes and bounds description as shown in Exhibit "A" attached hereto and made a part hereof for all purposes.

### **Reservations from and Exceptions to Conveyance and Warranty:**

There is hereby EXCEPTED and RESERVED from this conveyance, and retained in favor of the Grantor their heirs, executors, administrators, successors and assigns, in perpetuity, all of the oil, gas, liquid hydrocarbons, residue gas, the products and by-products of the foregoing, sulphur, coal, lignite, uranium, and all other minerals in, on or under the hereinabove described property, provided, however, Grantor their heirs, personal representatives, executors, successors and assigns shall have no right of ingress and egress at any times for the purpose of mining, drilling, exploring, operating and developing said lands for oil, gas, and other minerals or for storing, removing, transporting, processing or marketing the same there from. This reservation and exception shall, however, include the right of Grantor, its successors and assigns, to grant leases on the property to develop same by directional drilling, pooling, unitization, or subsurface gasification, or liquefaction processes. Notwithstanding anything herein to the contrary, the Grantee shall have the right to use, without additional compensation, any stone, earth, gravel, caliche, iron ore or any other road building material upon, in or under the property for the construction and maintenance of road or roads thereon, such materials, for the purposes of this conveyance, being herein defined as not constituting "other minerals."

This conveyance is made and accepted subject to any and all conditions, restrictions, if any relating to the hereinabove described property to the extent, and only to the extent, that the same may still be in force and effect, shown of record in the office of the County Clerk of Brazos County Texas.

**Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, sells and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's successors or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, by, through, or under Grantor, but not otherwise, except as to the reservations from and exceptions to conveyance and warranty.**

When the context requires, singular nouns and pronouns include the plural.

Executed this 20<sup>th</sup> day of April, 2017

George Earl Klett  
George Earl Klett

Acknowledgment

STATE OF TEXAS  
COUNTY OF Brazos §  
§

This instrument was acknowledged before me on 4-20-17 by George Earl Klett.



  
Notary Public, State of Texas

EXHIBIT " A "  
SHEET 1 OF 2

FIELD NOTES  
BRAZOS COUNTY  
STRAUB ROAD WIDENING  
0.088 OF ONE ACRE  
OUT OF THE  
GEORGE EARL KLETT  
CALLED 2.16 ACRE TRACT  
VOLUME 8919, PAGE 182  
SAMUEL DAVIDSON LEAGUE, A – 13  
JULY 7, 2016

All that certain lot, tract or parcel of land being 0.088 of one acre situated in the SAMUEL DAVIDSON LEAGUE, Abstract No. 13, Brazos County, Texas and being a part of that certain Called 2.16 acre tract as described in deed from Jonathan Walker Seay to George Earl Klett of record in Volume 8919, Page 182, Official Records of Brazos County, Texas, said 0.088 of one acre tract being more particularly described by metes and bounds as follows:

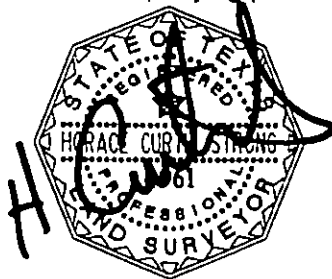
BEGINNING at a calculated point for corner for the most easterly corner, said corner being the most easterly corner of said Called 2.16 Acre Tract, said corner being located in the Occupied southwest line of Stousland Road;

THENCE S 48 ° 21 ' 53 " W, at a distance of 0.43 feet passing a 5/8" Iron Rod with Cap found for the most northerly corner of the Called 6.52 acre tract as described in Volume 991, Page 531 and continuing for a total distance of 17.05 feet to a 1/2" Iron Rod with Cap set for the most southerly corner, a 3/4" Iron Rod found for the most southerly corner of said Called 2.16 acre tract bears S 48 ° 21 ' 53 " W a distance of 366.57 feet;

THENCE N 28 ° 59 ' 20 " W, a distance of 244.06 feet to a 1/2" Iron Rod with Cap set for the most westerly corner, a 1/2" Iron Rod found for the most westerly corner of said Called 2.16 acre tract bears S 57 ° 21 ' 44 " W a distance of 229.63 feet;

THENCE N 57 ° 52 ' 57 " E, a distance of 14.86 feet to a 5/8" Iron Rod with Cap found for the most northerly corner, said corner being located in the Occupied southwest line of Stousland Road;

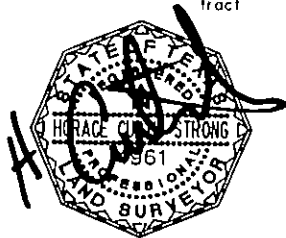
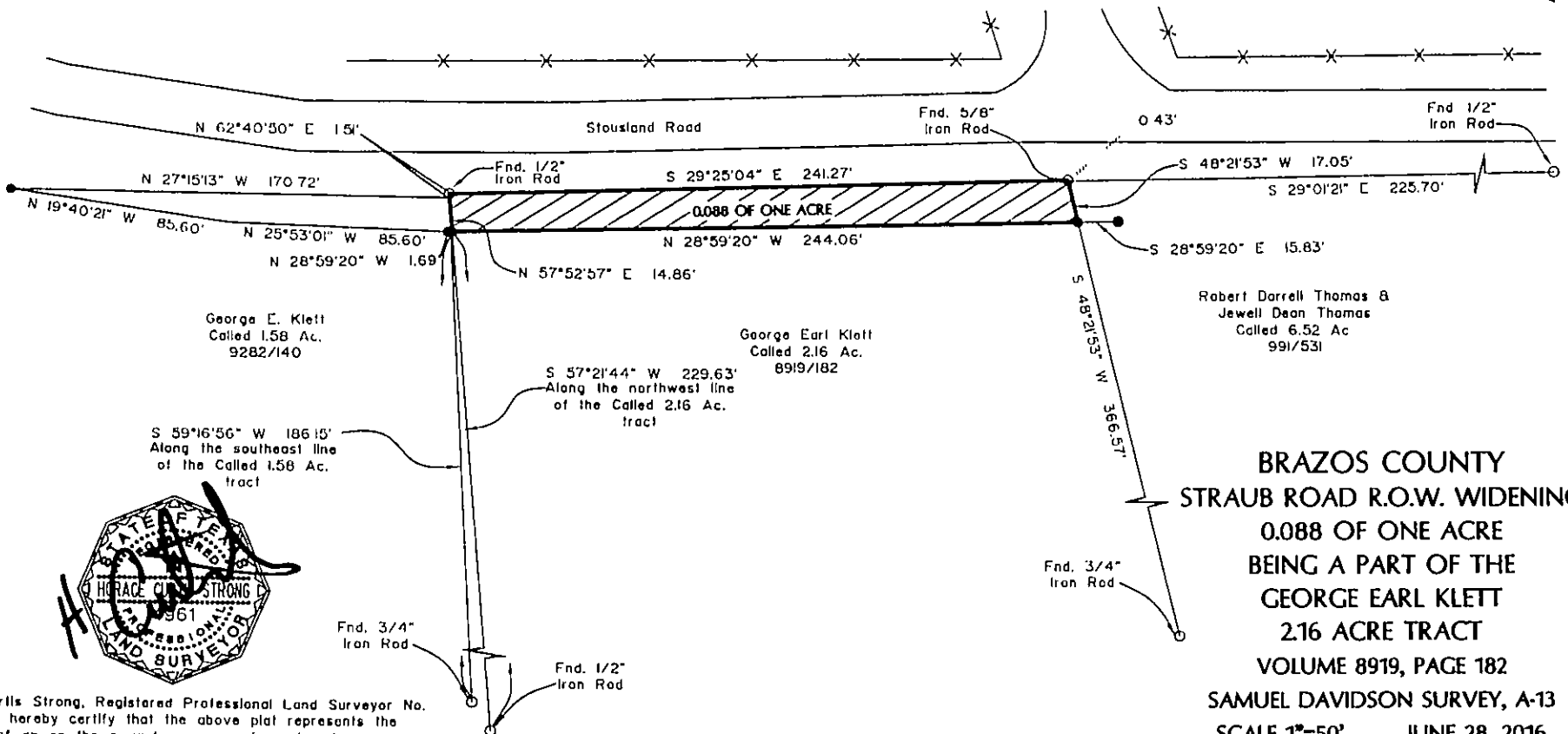
THENCE S 29 ° 25 ' 04 " E, along the northeast line of said Called 2.16 acre tract a distance of 241.27 feet to the PLACE OF BEGINNING AND CONTAINING AN AREA OF 0.088 OF ONE ACRE OF LAND MORE OR LESS, according to a survey performed on the ground during April, 2016, under the supervision of H. Curtis Strong, Registered Professional Land Surveyor No. 4961 and doing business as FIRM No. 10093500. North Orientation is based on rotating the northeast line of said Called 6.66 acre tract to Grid North NAD83 (2011) epoch 2010.00 Texas Central Zone by utilizing GPS Methods. For other information, see accompanying plat.



NOTES:

North Orientation is based on rotating the northeast line of Straub Road Subdivision to Grid North NAD83(2011) epoch2010.00 by utilizing GPS methods.

● Indicates 1/2 Iron Rod with Cap set.



I, H. Curtis Strong, Registered Professional Land Surveyor No. 4961 do hereby certify that the above plat represents the results of an on the ground survey performed under my supervision during the month of April, 2016, and is true and correct to the best of my knowledge.

**BRAZOS COUNTY  
STRAUB ROAD R.O.W. WIDENING  
0.088 OF ONE ACRE  
BEING A PART OF THE  
GEORGE EARL KLETT  
2.16 ACRE TRACT**

**VOLUME 8919, PAGE 182  
SAMUEL DAVIDSON SURVEY, A-13  
SCALE 1"=50' JUNE 28, 2016**

**PAGE 2 OF 2**

**RIGHT-OF-WAY  
ACQUISITION AGREEMENT**

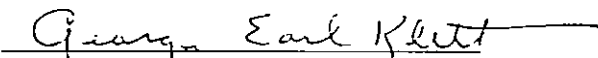
**Road:** Stousland Road

**Project:** R1-220

**W.O. No.:** 33414

**Precinct:** 1

I (we) the undersigned owner(s). accept payment of \$5,610.00 as compensation and full settlement for granting of Special Warranty Deed in. along, upon and across 0 088 acre of property located on above mentioned project.

  
George Earl Klett

Date: 4-20-17



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 5/2/2017

ITEM:

- a. Henry Bynum c/o Jennifer Villa Independent Executrix- Overpayment \$359.14
- b. Ray, Cassandra & Theresa - Overpayment \$32.71
- c. Summerlin, Jerrold - Overpayment \$10.00
- d. Dalton Schulze - Overpayment \$32.05
- e. Darlene Sims - Overpayment \$15.46

TO: Commissioners Court

DATE: 04/25/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[5-2-17 Tax Refund Applications.pdf](#)

**Description**

Tax Refund Applications

**Type**

Cover Memo

# APPLICATION FOR TAX REFUND

<b>Collecting Office Name</b> <b>Brazos County Tax Office</b> <b>4151 County Park Court</b> <b>Bryan Texas 77802</b>		<b>Collecting tax for: (taxing units)</b> Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten
<b>Phone Number</b> 979-775-9930		

To apply for a tax refund, the taxpayer must complete the following:

<b>Step 1:</b>	<b>BYNUM HENRY D</b>				
<b>Owner's name</b>	<b>% VILLA JENNIFER INDEPENDENT EXECUTRIX</b>				
<b>and address</b>	<b>5009 GLENPARK DR</b>				
	<b>LA PORTE, TX 77571-7814</b>				
<b>Step 2:</b>					
<b>Describe the property</b>	<b>Legal Lynndale Acres Ph 1 Block 2 Lot 3 &amp; 10</b>				
	<b>Address 2909 North Texas Avenue</b>				
	<b>Bryan Texas</b>				
	<b>Acct.#</b>	<b>31769</b>			
<b>Step 3:</b>					
<b>Give the tax payment information</b>	<b>Name of Taxing unit</b>	<b>Tax Year of refund</b>	<b>Date of Payment</b>	<b>Amount Paid</b>	<b>Refund amt Requested</b>
	Zrefund	2016	3/23/2017	\$6,493.45	\$359.14
	<b>Refund to Henry Bynum % Jennifer Villa Independent Executrix</b>				
	<b>5009 Glenpark Dr</b>				
	<b>La Porte, Texas 77571</b>				
<b>Step 4:</b>					
<b>Sign the form and return</b>	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
	sign here > <i>Jennifer Villa</i>			date > 4/16/17	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
<b>Step 5:</b>					
<b>Tax refund determination</b>	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
	<b>Authorized officer</b>				
	sign here > <i>[Signature]</i>			date > 5/2/17	
	<b>Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code</b>				
	sign here >			date >	

# APPLICATION FOR TAX REFUND

<b>Collecting Office Name</b> <b>Brazos County Tax Office</b> <b>4151 County Park Court</b> <b>Bryan Texas 77802</b>		<b>Collecting tax for: (taxing units)</b> Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten																																														
<b>Phone Number</b> 979-775-9930																																																
<b>To apply for a tax refund, the taxpayer must complete the following:</b>																																																
<b>Step 1:</b> <b>Owner's name and address</b>	<b>RAY CASSANDRA &amp; THERESA</b> <b>170 NORTHRIDGE DR</b> <b>DALY CITY, CA 94015-4618</b>																																															
<b>Step 2:</b> <b>Describe the property</b>	<b>Legal</b> Mcculloch Addn Ph 3, Block 6, Lot 1-2 <b>Address</b> 900 California St Bryan, Texas 77805 <b>Acct.#</b> 32493																																															
<b>Step 3:</b> <b>Give the tax payment information</b>	<table border="1"> <thead> <tr> <th>Name of Taxing unit</th> <th>Tax Year of refund</th> <th>Date of Payment</th> <th>Amount Paid</th> <th>Refund amt Requested</th> </tr> </thead> <tbody> <tr> <td>Zrefund</td> <td>2016</td> <td>4/6/2017</td> <td>\$400.00</td> <td>\$32.71</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Name of Taxing unit	Tax Year of refund	Date of Payment	Amount Paid	Refund amt Requested	Zrefund	2016	4/6/2017	\$400.00	\$32.71																																			
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<b>Taxpayer's reason for refund:</b> OP-Overpayment <b>Refund to:</b> RAY CASSANDRA & THERESA 170 NORTHRIDGE DR DALY CITY, CA 94015-4618																																																
<b>Step 4:</b> <b>Sign the form and return</b>	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct." sign here > <i>Theresa Ray Cassandra R. S.</i> date > 4/14/17 If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.																																															
<b>Step 5:</b> <b>Tax refund determination</b>	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <b>Authorized officer</b> sign here > <i>[Signature]</i> date > 5/2/17 Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code sign here > date >																																															

# APPLICATION FOR TAX REFUND

<b>Collecting Office Name</b> <b>Brazos County Tax Office</b> <b>4151 County Park Court</b> <b>Bryan Texas 77802</b>	<b>Phone Number</b> <b>979-775-9930</b>	<b>Collecting tax for: (taxing units)</b> Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten
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To apply for a tax refund, the taxpayer must complete the following:

<b>Step 1:</b>	
<b>Owner's name</b>	<b>SUMMERLIN JERROLD</b>
<b>and address</b>	<b>239 ROLLING VIEW DR</b>
	<b>BOERNE, TX 78006-7849</b>

<b>Step 2:</b>	
<b>Describe the property</b>	<b>Legal ALLEN FOREST PH 4, BLOCK 15 LOT 8</b>
	<b>Address 2904 SWEET GUM DR</b>
	<b>Acct.# 17231</b>

<b>Step 3:</b>	<b>Name of Taxing unit</b>	<b>Tax Year</b>	<b>Date of</b>	<b>Amount</b>	<b>Refund amt</b>
<b>Give the tax payment information</b>		<b>of refund</b>	<b>Payment</b>	<b>Paid</b>	<b>Requested</b>
	<b>Zrefund</b>	<b>2016</b>	<b>12/30/2016</b>	<b>\$2,507.04</b>	<b>\$10.00</b>
	<b>Taxpayer's reason for refund: OP-Overpayment</b>				
	<b>Refund to SUMMERLIN JERROLD</b>				
	<b>239 ROLLINGVIEW DR. BOERNE, TX 78006-7849</b>				

<b>Step 4:</b>	<b>I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct.</b>	
<b>Sign the form</b>	<b>sign here &gt;</b>	<b>date &gt; 4/15/17</b>
<b>Return</b>		
	<b>If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.</b>	

<b>Step 5:</b>	<b>This tax refund is</b>	
<b>Tax refund determination</b>	<input checked="" type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Disapproved</b>
	<b>Authorized officer</b>	
	<b>sign here &gt;</b>	<b>date &gt; 5/2/17</b>
	<b>Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code</b>	
	<b>sign here &gt;</b>	<b>date &gt;</b>

# APPLICATION FOR TAX REFUND

Collecting Office Name <b>Brazos County Tax Office</b> <b>4151 County Park Court</b> <b>Bryan Texas 77802</b>		Phone Number <b>979-775-9930</b>	Collecting tax for: (taxing units) <b>Brazos County, City of Bryan, City of College Station</b> <b>Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten</b>		
To apply for a tax refund, the taxpayer must complete the following:					
Step 1:					
Owner's name and address	<b>TOOTER SCHULZE</b>				
	<b>PO BOX 14</b>				
	<b>JUNCTION TX 76849-0014</b>				
Step 2:					
Describe the property	Legal	<b>ROLLING RIDGE SPACE 117RH</b>			
	Address	<b>117 RIDGE RUN</b>			
	Acct#	<b>100649</b>			
Step 3:					
Give the tax payment information	<u>Name of Taxing unit</u>	<u>Tax Year</u>	<u>Date of</u>	<u>Amount</u>	<u>Refund amt</u>
		<u>of refund</u>	<u>Payment</u>	<u>Paid</u>	<u>Requested</u>
	<b>Zrefund</b>	<b>2016</b>	<b>10/10/2016</b>	<b>\$280.00</b>	<b>\$32.05</b>
Taxpayer's reason for refund:		<b>OP-Overpayment</b>			
Refund to:		<b>DALTON SCHULZE PO BOX 53 JUNCTION TX 76849</b>			
Step 4:	I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct.				
Sign the form  <b>4</b> <b>RETURN</b>	sign here > <i>Dalton Schulze</i>			date > <b>4-18-17</b>	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5:	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
Tax refund determination	Authorized officer				
	sign here > <i>[Signature]</i>			date > <b>5/2/17</b>	
	Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code				
	sign here >			date >	

# APPLICATION FOR TAX REFUND

Collecting Office Name <b>Brazos County Tax Office</b> <b>4151 County Park Court</b> <b>Bryan Texas 77802</b>		Phone Number 979-775-9930		Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten	
To apply for a tax refund, the taxpayer must complete the following:					
Step 1:					
Owner's name	Terri Smith				
and address	2913 Colton Pl				
	College Station Tx 77845				
Step 2:					
Describe the	Legal	Sunset Ridge Space 137			
property	Address	137 Sunset Way			
	Acct.#	345216			
Step 3:					
Give the tax	Name of Taxing unit	Tax Year	Date of	Amount	Refund amt
payment		of refund	Payment	Paid	Requested
information	Zrefund	2015	2/23/2015	\$271.45	\$15.46
	Taxpayer's reason for refund: OP-Overpayment				
	Refund to Darlene Sims 137 Sunset Way College Station Tx 77845				
Step 4:	I hereby apply for the refund of the above-described taxes and certify that				
Sign the form	the information I have given on this form is true and correct.				
and return	sign here > Darlene Lopez Sims		date > 4-20-17		
	If you make a false statement on this application, you could be found guilty of a				
	Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5:	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
Tax refund	Authorized officer				
determination	sign here > [Signature]		date > 5/2/17		
	Authorized officer of taxing unit for refund applications over amount required under				
	Section 31.11 Tax Code				
	sign here >		date >		



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Budget Office NUMBER:  
DATE OF COURT MEETING: 5/2/2017  
ITEM: Budget Amendments FY 16/17 31.1 - 31.10  
TO: Commissioners Court  
FROM: Irene Jett  
DATE: 04/27/2017  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00  
SOURCE OF FUNDS: Individual budget amendments specifies sources.  
ACTION REQUESTED OR ALTERNATIVES: Request approval.

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">31_Coversheet.pdf</a>	31 Coversheet	Cover Memo
<a href="#">31.1.pdf</a>	31.1 IT	Backup Material
<a href="#">31.2.pdf</a>	31.2 IT	Backup Material
<a href="#">31.3.pdf</a>	31.3 Facilities Svc	Backup Material
<a href="#">31.4.pdf</a>	31.4 SO	Backup Material
<a href="#">31.5.pdf</a>	31.5 CA	Backup Material
<a href="#">31.6.pdf</a>	31.6 SO	Backup Material
<a href="#">31.7.pdf</a>	31.7 Constable #2	Backup Material
<a href="#">31.8.pdf</a>	31.8 Jail	Backup Material
<a href="#">31.9.pdf</a>	31.9 DA	Backup Material
<a href="#">31.10.pdf</a>	31.10 Constable #3	Backup Material

**BRAZOS COUNTY, TEXAS**

**BUDGET AMENDMENT(S) FOR THE 2016-2017 BUDGET YEAR**

**NO. 16/17 31.1 – 31.10**

On this the 2nd day of May 2017 at a regular meeting of the Commissioners' Court, the following members were present:

- A. Duane Peters, County Judge, Presiding
- B. Steve Aldrich, Commissioner, Precinct 1
- C. Sammy Catalena, Commissioner, Precinct 2
- D. Nancy Berry, Commissioner, Precinct 3
- E. Irma Cauley, Commissioner, Precinct 4
- F. Karen McQueen, County Clerk


The following proceedings were held:

**THAT WHEREAS**, on 2nd day of May 2017 the Court heard and approved a budget amendment for the 2016-2017 budget year for Brazos County, Texas; and

**WHEREAS**, expenditure is necessary due to the necessity to meet unusual and unforeseen conditions which could not be reasonably included in the original budget adopted 6 September 2016, the following amendment(s) to the original budget are hereby authorized, as described on the attached page(s).

**ADOPTED AND APPROVED** this the 2nd day of May 2017

**THE COMMISSIONERS COURT OF BRAZOS COUNTY, TEXAS.**

By   
Duane Peters, County Judge

Original: County Clerk's Office and  
Attached to the original budget

**BRAZOS COUNTY, TEXAS  
BUDGET AMENDMENTS  
No. 16/17 - 31.1  
5/2/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION		Increase	Decrease
General Fund	Commissioners Court	Non-Departmental	Minor Acquisitions			38,515 00
General Fund	Information Technology	I.T. Services	Contractual Services		38,515 00	
Commissioners Court and Information Technology						

Reallocation of funds to the appropriate accounts to purchase computer contracts for the Remote Data Center Project.

Date:

nnm  
4/27/2017

**Department Approval**

Date \_\_\_\_\_

**County Judge Approval**

Date \_\_\_\_\_


[illegible]

**BRAZOS COUNTY, TEXAS  
BUDGET AMENDMENTS  
No. 16/17 - 31.2  
5/2/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Fund	Commissioners Court	Non-Departmental	Minor Acquisitions		10,901.40
General Fund	Information Technology	I. T. Services	Departmental Support	1,827.48	
General Fund	Information Technology	I. T. Services	Minor Acquisitions	9,073.92	
<b>Commissioners Court and Information Technology</b>					

Reallocation of funds to the appropriate accounts to replacement aged computers and monitors.

Date: nm  
4/27/2017

	
Department Approval	Date
County Judge Approval	Date 5/2/17


For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
0100	11000500	67203000	CR	Minor Computer Hardware		10,901.40
0100	14000200	60500000	DR	Equipment & IT Enhancement	1,827.48	
0100	14000200	67203000	DR	Minor Computer Hardware	9,073.92	

**BRAZOS COUNTY, TEXAS**  
**BUDGET AMENDMENTS**  
**No. 16/17 - 31.3**  
**5/2/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Permanent Improv Fund	General Permanent Improv. Fund	Capital Projects	Capital Outlay		77,500 00
General Permanent Improv Fund			Other Financing Sources	77,500.00	
General Fund			Other Financing Sources	77,500 00	
General Fund	Facilities Services		Contractual Services		
<b>General Permanent Improvement Fund and Facilities Services</b>					

Reallocation of funds to the appropriate accounts for the Convergentz Upgrade at the Courthouse.

Date: nnm  
4/27/2017

<b>Department Approval</b>	<b>Date</b>
	5/2/17
<b>County Judge Approval</b>	<b>Date</b>

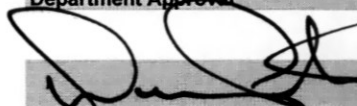
For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
4500	63000700	80101003	CR	Bldg. Renov - Court House		77,500.00
4500		91300000	DR	Transfer to General Fund	77,500.00	
0100		49015000	CR	Transfer from Cap. Imp. Fund	77,500.00	
0100	17000100	71025000	DR	Contract Services	77,500.00	

**BRAZOS COUNTY, TEXAS**  
**BUDGET AMENDMENTS**  
**No. 16/17 - 31.4**  
**5/2/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
Forfeiture Fund	Sheriff Forfeiture Fund		Departmental Support		8,552.00
Forfeiture Fund	Sheriff Forfeiture Fund		Capital Outlay		3,007.00
Forfeiture Fund	Sheriff Forfeiture Fund		Departmental Support	11,559.00	
<b>Sheriff Forfeiture Fund</b>					

Reallocation of funds to the appropriate accounts for the purchase of equipment.

Date: nrm  
4/27/2017

Department Approval Date  
  
County Judge Approval Date  
5/2/17

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
2500	28010000	60400000	CR	Investigation Supplies		1,000.00
2500	28010000	60600000	CR	Office Supplies		500.00
2500	28010000	61130000	CR	Contingency		5,552.00
2500	28010000	61680000	CR	Training		1,500.00
2500	28010000	80286000	CR	Equipment - Other		3,007.00
2500	28010000	60500000	DR	Equipment & IT Enhancement	11,559.00	

**BRAZOS COUNTY, TEXAS  
BUDGET AMENDMENTS  
No. 16/17 - 31.5  
5/2/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
Grant Fund			Intergovernmental	3,060.00	
Grant Fund	NRA - County Attorney		Departmental Support	3,060.00	
NRA Grant - County Attorney					

To set up the NRA Grant that was awarded to the County Attorney for FY 2017

Date:

nm  
4/27/2017

**Department Approval**

Date \_\_\_\_\_

County Judge Approval

Date \_\_\_\_\_

[illegible]

**BRAZOS COUNTY, TEXAS  
BUDGET AMENDMENTS  
No. 16/17 - 31.6  
5/2/2017**

[illegible]

To set up the NRA Grant that was awarded to the Sheriff Office for FY 2017

Date:

nm  
4/27/2017

Department Approval

Date \_\_\_\_\_

**County Judge Approval**

Date \_\_\_\_\_

[illegible]

**BRAZOS COUNTY, TEXAS  
BUDGET AMENDMENTS  
No. 16/17 - 31.7  
5/2/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION		Increase	Decrease
Grant Fund			Intergovernmental		982.50	
Grant Fund	NRA -Constable Pct. #2		Departmental Support		982.50	
NRA Grant - Constable Pct. #2						

To set up the NRA Grant that was awarded to Constable Pct. #2 for FY 2017

Date:

nm  
4/27/2017

**Department Approval**

Date \_\_\_\_\_

**County Judge Approval**

Date \_\_\_\_\_

[illegible]

**BRAZOS COUNTY, TEXAS  
BUDGET AMENDMENTS  
No. 16/17 - 31.8  
5/2/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION		Increase	Decrease
General Fund	Commissioners Court	Non-Departmental	Minor Acquisitions		1,392.23	
General Fund	Sheriff Office	Jail	Minor Acquisitions		1,392.33	
Commissioners Court and SO -Jail						

Reallocation of funds to the appropriate accounts for the purchase of a kitchen fryer

Date:

nm  
4/27/2017

~~Department Approval~~

Date \_\_\_\_\_

County Judge Approval

Date \_\_\_\_\_

[illegible]

**5/2/2017**

**OAG Grant - District Attorney**

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

nm

Date \_\_\_\_\_

Date \_\_\_\_\_

[illegible]

**BRAZOS COUNTY, TEXAS**  
**BUDGET AMENDMENTS**  
**No. 16/17 - 31.10**  
**5/2/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION		Increase	Decrease
Grant Fund			Intergovernmental		2,173.44	
Grant Fund	NRA - Constable Pct. #3		Departmental Support		2,173.44	
NRA Grant - Constable Pct. #3						

To set up the NRA Grant that was awarded to the Constable Pct. #3 for FY 2017.

Date:

nm  
4/27/2017

Department Approval

Date \_\_\_\_\_

**County Judge Approval**

Date \_\_\_\_\_

[illegible]



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Human Resources NUMBER:  
DATE OF COURT MEETING: 5/2/2017  
ITEM: Personnel Action Forms  
TO: Commissioners Court  
DATE: 04/27/2017  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[PAF\\_05-02-17.doc](#)

**Description**

Cover Sheet

**Type**

Cover Memo

**PERSONNEL  
CHANGE OF STATUS REQUESTS**

25

Commissioner Court Date. May 02, 2017  
 Department Submitting Information. Human Resources  
 Purpose of Submissions. Consider and Take Action on Change Requests

<b>Department Submitting Request(s)</b>	<b>Employee Request Applies To</b>	<b>Action Requested</b>
Brazos Center	Pollock, Zachary	Employment
County Clerk	Peters-Bowman, Ashlie Reistino, Lauren Wright, Rebecca	Change of Status Change of Status Separation
District Clerk	Mitchell, Tanner	Separation
Exposition Complex	Silas, Tuvara	Employment
Juvenile Services – Detention	Ocampo, Pedro Taylor, Jeffery	Separation Separation
Road & Bridge	Arrington, Blake Cook, Aubrey DeJesus, Andres Menchaca, Emilio Talley, Diana Tutt, Caron	Change of Status Change of Status Change of Status Change of Status Change of Status Change of Status
Sheriff's Office – Admin.	Aranda, Jody Garon, Stephen Kirk, Robert Williams, John	Change of Status Change of Status Change of Status Change of Status

Approved in Commissioners' Court: May 02, 2017 :

County Judge's or Commissioner's Signature:  
(This Copy to be attached to minutes)

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a horizontal line and a small flourish.

FILED FOR RECORD  
DATE 5-15-17  
AT 5 O'CLOCK M  
KAREN MCQUEEN  
Brazos County Clerk  
By [Signature]

AFFIDAVIT  
TEXAS LOCAL GOVERNMENT CODE, CHAPTER 171

STATE OF TEXAS §  
COUNTY OF BRAZOS §

BEFORE ME, the undersigned authority, on May 2, 2017 personally appeared

Duane Peters, who being duly sworn, deposes and says:

1. That he/she has a substantial interest in a business entity or real property. Official action taken by the

Commissioners Court of Brazos County, Texas concerning Agenda Item No. 25 of the Court

Agenda dated 5-2-17 described as Personnel Action Forms

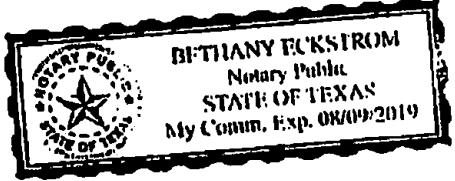
\_\_\_\_\_, would have a special economic effect on that business entity or a special economic effect on the value of the real property, that is distinguishable from the effect on the public.

2. That the substantial interest is (check the following as is appropriate):
- ( ) a. Ownership of 10 percent or more of the voting stock or shares of the business entity or either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
  - ( ) b. Funds received by me from the business entity exceed 10 percent of my gross income for the previous year; or
  - ( ) c. An equitable or legal ownership in real property with a fair market value of \$2,500 or more; or
  - ☒ d. A person related in the first degree by either affinity or consanguinity to me has a substantial interest as defined above; or
  - ( ) e. other \_\_\_\_\_

3. That I will abstain from participation in the matter referred to in Item 1 unless authorized by law.

Signature [Signature]

SWORN TO AND SUBSCRIBED BEFORE ME this the 15th day of May 2017



Notary Public in and for  
The State of Texas Bethany Eckstrom

Filed: Karen McQueen, County Clerk