ORIGINAL

STATE OF TEXAS	§	**381 GRANT**
BEXAR COUNTY	§	**AGREEMENT**

This 381 grant agreement (the "Agreement") is entered into and between **BEXAR COUNTY, TEXAS** (the "COUNTY") and CLEFT OF THE ROCK CHURCH (the "GRANTEE"), a 501(c)(3) Texas non-profit organization duly authorized to conduct business under the laws of the State of Texas more specifically described in **Exhibit "A"** of this Agreement (individually referred to as a "Party" or, collectively, as the "Parties").

RECITALS

WHEREAS, GRANTEE is offering support to Bexar County residents and has or intends to provide services and incur certain costs or expenses which are eligible for funding for a comprehensive literacy program for both children and seniors ("Services" or "Program");

WHEREAS, the Texas Legislature has determined through Texas Local Government Code Section 381.004(b)(6) that a public purpose is served by a county developing a program to support a comprehensive literacy program for the benefit of county residents, and the county commissioners court may grant public money towards such a program;

WHEREAS, pursuant to Texas Local Government Code Section 381.004(c)(1), COUNTY may contract with another entity, including a non-profit organization, to support a comprehensive literacy program from the benefit of county residents;

WHEREAS, COUNTY, through approval and execution of this Agreement, hereby establishes a program to support comprehensive literacy programs for the benefit of county residents, pursuant to Texas Local Government Code Section 381.004(b)(6) and (h), through a grant of ARPA SLFRF revenue replacement/revenue loss funds to GRANTEE;

WHEREAS, by execution of this Agreement, the Bexar County Commissioners Court has determined that providing grant funding for the Services provided by GRANTEE meets the requirements of law and is an appropriate expenditure of COUNTY's funds.

Therefore, the Parties agree as follows:

ARTICLE ONE
PURPOSE

1.01 The purpose of this Agreement is to set out the terms and conditions under which GRANTEE will provide the Services which are more specifically described in **Exhibit "B"**, attached hereto and incorporated herein for all purposes.

1.02 Certain terms which are applicable to GRANTEE and specific to the Services provided and other terms relevant to this Agreement (including the Term, legal authority, insurance requirements and consideration) are set out in **Exhibit "A", "B" and "F"**, attached hereto and incorporated herein for all purposes.

ARTICLE TWO
FUNDING SOURCE

2.01 Funding for this Agreement is from American Rescue Plan Act ("ARPA") Coronavirus State and Local Fiscal Recovery ("SLFRF") revenue replacement/revenue loss funds ("SLFRF Grant Funds"). In order for COUNTY to comply with ARPA SLFRF funding requirements, GRANTEE must also comply with the applicable ARPA SLFRF requirements contained in **Exhibit "E"**. By executing this Agreement, GRANTEE certifies that it is in compliance and will continue to remain in compliance with the ARPA SLFRF requirements contained in **Exhibit "E"**.

ARTICLE THREE
TERMS OF PAYMENT

3.01 SLFRF Grant Funds will be paid by COUNTY to GRANTEE for allowable costs that GRANTEE incurs in the not to exceed amount stated in **Exhibit "B"**. GRANTEE has submitted a listing of fixtures, furniture, and equipment ("FFE"), contained in **Exhibit "C"**, as the budget of items for reimbursement. GRANTEE will not deviate from strict compliance with the budget unless deviations are pre-approved in writing by COUNTY. GRANTEE will submit any requests for budget revisions to COUNTY for approval. The ARPA Office, without the approval of the Bexar County Commissioners Court, may approve minor budget revisions. Budget revisions that would result in a material deviation from the Work Statement of the Program must be approved by formal written amendment pursuant to section 11.01 of this Agreement. GRANTEE will submit any requests for budget revisions to COUNTY for approval. All budget revision requests must be submitted no less than 60 days prior to the end of the contract period. COUNTY will not consider requests for budget revisions submitted after this deadline.

3.02 GRANTEE will submit a billing package (which will include an Invoice and Performance Report) on a monthly basis no later than the 10th day after the close of each month in the formats detailed in **Exhibit "D"**, along with sufficient documentation of eligible expenses incurred during the preceding month (e.g., receipts, invoices etc.). GRANTEE will utilize the guidance in **Exhibit "D"** in completing its billing package. COUNTY will pay these submitted invoices in accordance with the Texas Prompt Payment Act.

GRANTEE will submit reimbursement requests to County's ARPA Office with supporting documentation to:

Via mail: Bexar County ARPA Office
101 West Nueva, Suite 809
San Antonio, Texas 78205

Via email: ARPA@bexar.org

3.03 All reimbursement decisions are to be made by the Bexar County Auditor ("Auditor"). The decision of the Auditor as to the final amount eligible for reimbursement or whether a particular submitted expense is eligible for reimbursement is final and not subject to dispute. Submitting an incomplete reimbursement request or performance report will cause the reimbursement to be delayed, or denied. GRANTEE will be responsible to furnish any additional documentation requested by the

Auditor to substantiate the reimbursement request or performance report. If the information is not provided within five (5) business days, the reimbursement request will not be considered for reimbursement.

3.04 COUNTY may withhold all or part of any payments to GRANTEE to offset reimbursement for any ineligible expenditures, disallowed costs, or overpayments that GRANTEE has not refunded COUNTY. COUNTY may take repayment from funds available under this Agreement in amounts necessary to fulfill GRANTEE's repayment obligations.

3.05 Within 10 business days of COUNTY's written request, GRANTEE will refund to COUNTY any sum of money paid by COUNTY to GRANTEE that COUNTY has determined:

a) Resulted in overpayment to GRANTEE;
b) Has not been spent by GRANTEE; or
c) Is not supported by adequate documentation to fully justify the expenditure or alternatively, is determined by COUNTY to be an expense or cost that is not qualified for SLFRF Grant Funds.

ARTICLE FOUR
SEC. 381.005. PROVISION OF CERTAIN INFORMATION TO COMPTROLLER

4.01 Not later than the 14th day after the execution of this Agreement pursuant to Chapter 381.005(c), COUNTY shall submit to the Texas Comptroller the information described by Section 403.0246(c), Texas Government Code and shall provide on the COUNTY website a direct link to the location of this Agreement information published on the Comptroller's website.

ARTICLE FIVE
MONITORING; RECORDS RENTENTION REQUIREMENTS

5.01 GRANTEE will maintain all financial records in accordance with 2 CFR Part 200, including 2 CFR §200.302 regarding financial management, and 2 CFR §200.334 through 2 CFR §200.338 regarding record retention and access.

5.02 COUNTY may conduct, at a minimum, two monitoring visits to GRANTEE's project site to determine performance and compliance with the terms of this Agreement. GRANTEE will notify COUNTY in writing of any proposed change in physical location for work to be performed pursuant to the terms of this Agreement at least 30 calendar days in advance of the proposed change.

5.03 GRANTEE will maintain books, records and other documents relating directly to the receipt and disbursement of funds under this Agreement and make available all documents and financial records sufficient to establish compliance with subsection 601 (d) of the Social Security Act, as amended, (42 U.S.C. 801 (d)) and will maintain those records for a period of five (5) years after final payment is made using SLFRF Grant Funds. Records to support compliance with subsection 601 (d) may include, but are not limited to, copies of the following: general ledger and subsidiary ledgers used to account for (a) the receipt of SLFRF Grant Funds payments and (b) the disbursements from

such payments to meet eligible expenses; budget records for 2021 and 2022; payroll, time records, human resource records to support costs incurred for payroll expenses related to responding to the COVID-19 public health emergency and its negative economic impacts; receipts of purchases made related to addressing the COVID-19 public health emergency and its negative economic impacts; subcontracts entered into using SLFRF Grant Funds payments and all documents related to such contracts; all documentation of reports, audits, and other monitoring of contractors, including subcontractors; all documentation supporting the performance outcomes of subcontracts; all internal and external email/electronic communications related to use of SLFRF Grant Funds payments; and all investigative files and inquiry reports involving SLFRF Grant Funds payments. GRANTEE must also maintain a receipts-and-disbursements ledger and a general ledger with an income-and-expense account for each line item. Paid invoices revealing check number, date paid and evidence of goods or services received must be filed according to the vendor paid.

5.04 Pursuant to 2 CFR § 200.337, GRANTEE will allow any duly authorized representative of COUNTY and any authorized oversight body - including but not limited to the Government Accountability Office, Treasury's Office of Inspector General, and the Pandemic Relief Accountability Committee - at all reasonable times, to have access to and the right to inspect, copy, audit, and examine all books, records and other documents of closeout procedures respecting this Agreement, until final settlement and conclusion of all issues arising out of this activity are completed. GRANTEE will have a continuing obligation to cooperate with COUNTY and any authorized oversight body in the event of any audit, and will provide any documentation requested to substantiate all expenditures utilizing SLFRF Grant Funds provided under this Agreement.

5.05 Sections 5.03 and 5.04 will survive the expiration or termination of this Agreement for five (5) years.

5.06 Open Records. GRANTEE acknowledges that all information written, produced, collected, assembled, or maintained by GRANTEE pursuant to this Agreement is subject to the Texas Public Information Act (Chapter 552 of Texas Government Code) and must be provided to citizens, public agencies, and other interested parties in accordance with the Texas Public Information Act. GRANTEE understands that COUNTY will comply with the Texas Public Information Act (Chapter 552 of the Texas Government Code) as interpreted by judicial rulings and opinions of the Attorney General of the State of Texas. GRANTEE is required to make any information created or exchanged with COUNTY pursuant to this Agreement, available in a format that is accessible by the public at no additional charge to COUNTY. A request to GRANTEE for public information shall be communicated to COUNTY's contact identified in this Agreement, by the close of business on the following business day after the request is received. GRANTEE shall not provide to the requestor any information that was written, produced, collected, assembled, or maintained under this Agreement, but shall respond to the requestor that the request has been forwarded to COUNTY for processing. After gathering all information that is responsive to the request, but in no event later than five (5) business days after receiving the information request, GRANTEE shall send the information to COUNTY. GRANTEE shall timely contact COUNTY if there will be any delay in sending the information request or responsive documents to COUNTY.

ARTICLE SIX
TERMINATION AND DEFAULT

6.01 COUNTY may suspend or terminate this Agreement if GRANTEE materially fails to comply with any term. This Agreement may also be terminated for convenience with thirty (30) days written Notice.

ARTICLE SEVEN
REPRESENTATIONS, WARRANTIES AND COVENANTS

7.01 GRANTEE represents and warrants that:

a) All information ever provided or to be provided to COUNTY is complete and accurate as of the date shown on the document and, that since that date, GRANTEE has not undergone any significant change without written Notice to COUNTY.

b) Any supporting financial statements ever provided or to be provided to COUNTY are complete, accurate and fairly reflect the financial condition of GRANTEE on the date shown on those statements and during the period covered and, that since that date except as provided by written Notice to COUNTY, there has been no material change, adverse or otherwise, in the financial condition of GRANTEE.

c) No litigation or proceedings are presently pending or threatened against GRANTEE relating to the Agreement or Program.

d) None of the provisions in this Agreement contravene or in any way conflict with the authority under which GRANTEE is doing business or with the provisions of any existing obligation or agreement of GRANTEE.

e) GRANTEE has the legal authority to enter into this Agreement and accept payments, and has taken all necessary measures to authorize the execution of and the acceptance of payments under this Agreement.

f) None of GRANTEE's employees, volunteers or subcontractors shall perform Services under this Agreement if he or she has been convicted of or was placed in a pre-trial diversion program for: (1) any crime involving a sex offense; (2) a felony conviction or deferred adjudication within the past ten (10) years; or (3) a jailable misdemeanor conviction or deferred adjudication within the past five (5) years.

g) The following in accordance with Texas laws:

   i. In accordance with Texas Government Code § 2271, GRANTEE does not boycott Israel, and will not boycott Israel during the term of the Agreement;

   ii. In accordance with Texas Government Code § 2252, GRANTEE is not entered on the list prepared pursuant to Section 2252.152 of the Texas Government Code;

   iii. In accordance with Texas Government Code § 2274, GRANTEE does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and will not discriminate during the term of the agreement against a firearm entity or firearm trade association; and

   iv. In accordance with Texas Government Code § 2274, GRANTEE does not boycott energy companies and will not boycott energy companies during the term of the Agreement.

ARTICLE EIGHT
PERFORMANCE RECORDS AND REPORTS

8.01 As often and in such form as COUNTY may require, GRANTEE will furnish to COUNTY information deemed by COUNTY to be pertinent to matters covered by this Agreement. GRANTEE agrees to provide COUNTY with performance reports in the form set out in **Exhibit "D"**. The COUNTY reserves the right to reasonably and unilaterally revise such approved form and request any additional supporting documentation from the GRANTEE as it deems necessary to meet its federal reporting requirements and monitoring obligations. This provision survives expiration of the Agreement.

ARTICLE NINE
INSURANCE AND INDEMNIFICATION

9.01 GRANTEE shall procure, pay for and maintain during the Term of this Agreement the insurance coverage in the limits and under the terms set out in **Exhibit "F"**, attached hereto and incorporated herein for all purposes.

9.02 GRANTEE AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS COUNTY AND ITS ELECTED OFFICIALS, EMPLOYEES, REPRESENTATIVES, AND AGENTS (INDIVIDUALLY AND COLLECTIVELY AN "INDEMNIFIED PARTY") FROM AND AGAINST ANY AND ALL COSTS, LIABILITY, CLAIMS, LIENS, DAMAGES, LOSSES, EXPENSES, FEES, INCLUDING REASONABLE ATTORNEY FEES AND DEFENSE COSTS, FINES, PENALTIES, PROCEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND AND NATURE INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY OR DEATH, AND PROPERTY DAMAGE MADE UPON THE INDEMNIFIED PARTY ARISING OUT OF, RESULTING FROM OR RELATED TO THE ACTS, ERRORS OR OMISSIONS OF GRANTEE, INCLUDING ITS EMPLOYEES, OFFICERS, AGENTS AND SUBCONTRACTORS WHILE IN THE PERFORMANCE OF THIS AGREEMENT. COUNTY SHALL HAVE THE RIGHT, AT ITS OPTION AND ITS OWN EXPENSE, TO PARTICIPATE IN SUCH DEFENSE WITHOUT RELIEVING GRANTEE OF ANY OF ITS OBLIGATIONS UNDER THIS SECTION. GRANTEE SHALL PROMPTLY ADVISE THE INDEMNIFIED PARTY IN WRITING OF ANY CLAIM OR DEMAND AGAINST THE GRANTEE OR THE INDEMNIFIED PARTY WHICH RELATES TO OR ARISES OUT OF THE GRANTEE'S ACTIVITIES UNDER THIS AGREEMENT. NOTHING IN THIS SECTION SHALL BE INTERPRETED TO CONSTITUTE A WAIVER OF ANY GOVERNMENTAL IMMUNITY AVAILABLE UNDER TEXAS LAW OR ANY AVAILABLE DEFENSES UNDER TEXAS LAW. THE PROVISIONS OF THIS ARTICLE ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND ARE NOT INTENDED TO AND DO NOT CREATE OR GRANT ANY RIGHTS, CONTRACTUALLY OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY.

9.03 GRANTEE shall make the indemnity requirement of this Article a requirement of any subcontract wherein the subcontractor is providing any of the Services required by this Agreement. In any such subcontract, in addition to COUNTY being named an indemnitee, GRANTEE shall also be named as an indemnitee.

ARTICLE TEN
RELIGIOUS AND POLITICAL ACTIVITY

10.01 GRANTEE shall not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of its provision of the Program discussed in this Agreement; any and all inherently religious activities must be offered separately, in time or location, from the SLFRF Grant Funds funded services; and participation in any inherently religious activities must be purely voluntary for the beneficiaries of the SLFRF Grant Funds-funded services; therefore, GRANTEE shall not implicitly or explicitly condition receipt of any services funded in whole or part by the SLFRF Grant Funds on either: participation in any inherently religious activities; or membership in or affiliation with any particular faith or religion.

10.02 GRANTEE is prohibited from using the SLFRF Grant Funds provided for in this Agreement or personnel employed in the administration of the SLFRF Grant Funds for lobbying, or political patronage activities. None of the performance under this Agreement may involve, and no portion of the funds received, may be used either directly or indirectly for any political activity including, but not limited to, an activity to further the election or defeat of any candidate for public office or for any activity undertaken to influence the passage, defeat or final content of local, state or federal legislation. GRANTEE further agrees that no funds provided nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V, United States Code ("Hatch Act").

ARTICLE ELEVEN
GENERAL CONTRACTUAL PROVISIONS

11.01 Amendments. Except when the terms of this Agreement expressly provide otherwise, any alterations, additions, or deletions to the terms of this Agreement will be by amendment in writing, dated subsequent to the date the Agreement, and executed by both Parties.

11.02 Changes In The Law. Changes in applicable local, state and federal rules, regulations or laws occurring during the term of this Agreement will be automatically incorporated into this Agreement without written amendment, as of the effective date of the rule, regulation or law.

11.03 Assignments. GRANTEE will not transfer, pledge or otherwise assign this Agreement, any interest in and to it, or any claim arising under it, without first procuring the written approval of COUNTY. Any attempt at transfer, pledge or other assignment will be void.

11.04 Waiver of Performance.

a) No waiver by COUNTY of a breach of any of the terms, conditions, covenants or guarantees of this Agreement will be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of COUNTY to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, will not be construed as a waiver or relinquishment for the future of that covenant or option. In fact, no waiver, change, modification or discharge by either Party of any provision of this Agreement will be deemed to have been made or will be effective unless expressed in writing and signed by the Party to be charged.

b) No act or omission of COUNTY will in any manner impair or prejudice any right, power, privilege, or remedy available to COUNTY under this Agreement, by law or in equity.

c) No representative or agent of COUNTY may waive the effect of the provisions of this section.

11.05 Interpretation. If any disagreement or dispute should arise between the Parties pertaining to the interpretation or meaning of any part of this Agreement or its governing rules, regulations, laws, codes or ordinances, then COUNTY will have the final authority to render an interpretation.

11.06 Parties Bound. This Agreement will be binding on and inure to the benefit of the Parties and their respective legal representatives, successors and assigns, except as otherwise expressly provided for in this Agreement.

11.07 Gender. Words of gender used in this Agreement will be construed to include the other gender, and words in the singular number will be construed to include the plural, unless the context otherwise requires.

11.08 Captions. The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.

11.09 Applicable Law. This Agreement will be construed under and in accordance with the laws of the United States and the State of Texas, and all obligations of the Parties are performable in Bexar County, Texas. Exclusive venue for any litigation arising from this Agreement will lie in Bexar County, Texas.

11.10 Legal Construction. If any provision of this Agreement is for any reason held to be invalid, illegal or unenforceable in any respect, then that invalidity, illegality, or unenforceability will not affect any other provision and this Agreement will be construed as if the invalid, illegal, or unenforceable provision had never been a part of the Agreement.

11.11 Licenses and Certifications. GRANTEE warrants and certifies that it has obtained and will continue to maintain all licenses, approvals, registrations, permits, and certifications required to legally operate, provide the services, and meet its obligations as described in this Agreement. GRANTEE further warrants and certifies that all services or work provided pursuant to this Agreement shall be performed by employees, volunteers, associates, or agents of the GRANTEE (or of any subcontractor of the GRANTEE) in a professional and skillful manner. Any employee, volunteer, associate, or agent of GRANTEE (or any subcontractor of GRANTEE) who provides work or services pursuant to this Agreement shall have the requisite training, licenses or certifications to provide the work or services, shall maintain valid and active licensure or certification for the full duration of their performance under this Agreement, and shall meet all competency standards promulgated by all other authoritative bodies, as applicable to the work or services. Proof of such licenses, approvals, registrations, permits and certifications shall be submitted to COUNTY upon request. Failure by the COUNTY to request such proof shall in no manner be construed as alleviating the GRANTEE's obligations, not shall it be construed as shifting or imposing any liability onto the COUNTY.

ARTICLE TWELVE
NOTICE

12.01 For purposes of this Agreement, all official communications and notices ("Notice") among the Parties will be sufficient if in writing and mailed, by registered or certified mail, postage prepaid, to the addresses set forth below:

If to COUNTY:	Bexar County Judge Bexar County Commissioners Court 101 W. Nueva, 10th Floor San Antonio, Texas 78205
With copies to:	Melissa Shannon, Director Governmental Affairs, Bexar County 101 W. Nueva, Ste. 809 San Antonio, Texas 78205
If to GRANTEE:	Cleft of the Rock Leslie Bramlett Chief Executive Officer 6041 Wt Montgomery Rd. San Antonio, Texas 78252

ARTICLE THIRTEEN
ENTIRE AGREEMENT

13.01 This Agreement constitutes the final and entire agreement between the Parties and contains all of the terms and conditions agreed upon. No other agreement, oral or otherwise, regarding the subject matter of this Agreement will be deemed to exist or to bind the Parties unless it is in writing, dated subsequent to the date of this Agreement and duly executed by the Parties.

13.02 The following exhibits are attached and incorporated into this Agreement:

a) Exhibit "A" – GRANTEE Specific Terms
b) Exhibit "B" – Work Statement and Goals, Objectives and Outcomes
c) Exhibit "C" – Budget
   Program Funding Sources
   Program Budget Summary
   Expense Justification Category
d) Exhibit "D" – Invoice, Performance Report
e) Exhibit "E" – ARPA SLFRF Requirements
f) Exhibit "F" – Insurance

ARTICLE FOURTEEN
COMMISSIONERS COURT AUTHORIZATION

14.01 This Agreement was approved by Order of the Commissioners Court dated October 29, 2024 authorizing the County Judge to execute this Agreement on behalf of COUNTY. The SLFRF Grant Funds provided pursuant to this Agreement is expressly subject to the fulfillment by GRANTEE of all of the terms and conditions described herein.

This Agreement is executed the 29 day of October, 2024.

COUNTY OF BEXAR:

By: _____
PETER SAKAI
County Judge

CLEFT OF THE ROCK CHURCH

By: _____

Name: Leslie Bramlett

Title: Pastor

Date: 26/09/2024

APPROVED AS TO LEGAL FORM:

By: _____
SUE JANA
Assistant Criminal District Attorney
Civil Division

APPROVED AS TO FINANCIAL CONTENT:

By: _____
LEO CALDERA, CIA, CGAP
County Auditor

By: _____
DAVID SMITH
County Manager

APPROVED:

By: 

MELISSA SHANNON
Government Affairs/ARPA Office Director

EXHIBIT "A"
GRANTEE SPECIFIC TERMS

GRANTEE's Address: Cleft Of The Rock Church
Leslie Bramlett
Chief Executive Officer
6041 Wt Montgomery Rd
San Antonio, Texas 78252

Authority: COUNTY is authorized to provide grants (Texas Local Government Code, Section 381.004(h) to support comprehensive literacy programs for the benefit of county residents (Texas Local Government Code, Section 381.004(b)(6)). Moreover, pursuant to Section 381.004(c), Texas Local Government Code, a commissioner's court may contract with another entity, including a charitable or nonprofit organization, for the administration of any such program, and use county funds for the program.

Term: The term of this Agreement begins upon execution and ends September 30, 2026 (the "Term").

GRANTEE acknowledges that COUNTY's reimbursement of expenses for furniture, fixtures and equipment is for the public purpose of the literacy Program and GRANTEE will be utilizing the furniture, fixtures and equipment for the Program. As such, GRANTEE will implement and execute the Program for five years. The obligation to continue the Program will survive termination or expiration of this Agreement. Failure to continue the Program for a period of five years will result in GRANTEE being required to reimburse COUNTY a proportional amount of the funds granted at the rate of **ONE HUNDRED THOUSAND DOLLARS ($100,000)** per year. GRANTEE will provide COUNTY an annual report in the form set out in **Exhibit "E"** for the five year period of the Program.

Compensation: For costs incurred for fixtures, furniture, and equipment under this Agreement, COUNTY will reimburse GRANTEE an amount not to exceed **FIVE HUNDRED THOUSAND DOLLARS AND NO CENTS ($500,000.00)** in set out in **Exhibit "C".**

Duty To Report: As required by §261.101 and §261.405 of the Texas Family Code, GRANTEE shall report any allegation or incident of abuse, exploitation or neglect of a child within the time frame required by the statute, to a local law enforcement officer/agency (such as the Bexar County Sheriff's Office).

EXHIBIT "B"
WORK STATEMENT

I. **AGENCY NAME:** Cleft of the Rock Church

II. **PROGRAM NAME:** Cleft of the Rock Church Literacy Program

III. **STATEMENT OF PROGRAM RESPONSIBILITY**

- **Mission Statement:** We partner with volunteers, philanthropists, social service agencies, and organizations on crisis response and community resiliency.
- **Administration:** Leslie Bramlett, Chief Executive Officer
- **Staff:** Stephanie Hill, Administrator (Grant administrator)

IV. **PROGRAM DESCRIPTION:**

The community space will provide a safe and nurturing environment that will provide various needed services, including childcare services, summer camps, and services for seniors.

Children receiving childcare services will engage in literacy-related play activities that will help them engage and develop their language skills. These learning activities will improve literacy skills and positively impact the child's social, emotional, physical, language, and cognitive development.

Senior services will provide a place for seniors in the community to meet in a congregate setting that will provide access to nutritious meals, educational and outreach opportunities, and other recreational services.

V. **PROGRAM GOALS, OBJECTIVES & PERFORMANCE INDICATORS:**

See attachments

VI. **SERVICE AVAILABILITY:**

- 6041 W.T. Montgomery Rd 78252
- 8:00 am – 6 pm
- Monday-Saturday. Calendar willbe provided quartelry with specified dates
- Families, seniors, and youth who need health and wellness support, community meeting space, outreach services, emergency services, and childcare services

VII. **TARGET POPULATION:**

Children, seniors and families residing in the far west corridor outside of Bexar County

VIII. **ELIGIBILITY CRITERIA:**

Families in need of non-sectarian support services.

IX. FEES:

No fees are assessed for community outreach services (food, clothes, emergency support, and necessities). Any other fees assessed (i.e., childcare, youth sports, etc.) will be used for operations, services, personnel, and facilities maintenance. The school age literacy program for children will charge $50-$55 per day per child. There will be no charge to seniors attending the senior literacy program.

GOALS, OBJECTIVES AND OUTCOMES

Company Name: Cleft of the Rock Church

Program Name: Cleft of the Rock Church Literacy Program

Period:

GOALS	ACTIVITIES	OUTCOMES
Childcare • Provide high-quality, affordable childcare to 100 children annually. • Support children's social, emotional, and academic development. **Senior Program** • Engage 50 seniors annually in activities promoting well-being. • Reduce social isolation and enhance quality of life. **Combined Initiatives** • Foster intergenerational connections between children and seniors.	**Childcare** • Children will engage with literacy-related play activities that will help them engage and develop their language skills. • Provide homework and reading assistance for children participating in the before and after school childcare services. • Healthy meals and parental workshops. **Senior Program** • Exercise classes, social events, and education and outreach workshops. • Volunteer opportunities and mental health support **Combined Initiatives** • Joint activities, mentorship, and community events.	**Childcare** • Improved school readiness and social skills. • Support for working families. **Senior Program** • Improved physical and mental health. • Stronger community connections. **Combined Initiatives** • Strengthened community bonds and mutual support across generations.

EXHIBIT "C"
PROGRAM FUNDING

1. Program Funding Sources
2. Program Budget Summary
3. Expense Justification Category

PROGRAM FUNDING SOURCES

Cleft of the Rock Church

Cleft of the Rock Church Literacy Program

FY 2023-2024

FUNDING SOURCE REVENUE	
Local Government Grants	$ 500,000.00
Donations	$ 215,000.00
In-Kind Revenue	
Other Income	$ 199,500.00
Total	**$ 914,500.00**
Salaries	$ 182,200.00
Fringe Benefits	$ 19,000.00
Communication	$ 40,000.00
Insurance	$ 12,000.00
Supplies	$ 3,500.00
Maintenance/Repairs	$ 7,500.00
Advertising	$ 5,000.00
Professionals Fees/Contract Labor	$ 2,500.00
Program Materials	$ 7,500.00
Furniture, Fixtures, Equipment	$ 633,305.57
TOTAL:	**$ 912,505.57**

PROGRAM BUDGET SUMMARY

Expense Category	Bexar County Funds	%	Other Funds	%	Total
Salaries		0%	$ 182,200.00	100%	$182,200.00
Fringe Benefits		0%	$ 19,000.00	100%	$19,000.00
Communication - Telephone/Cell Phone/ Internet;		0%	$ 40,000.00	100%	$40,000.00
Insurance - Certificate of Liability/ Building Insurance/ Auto Insurance		0%	$ 12,000.00	100%	$12,000.00
Supplies - Office / Administrative		0%	$ 3,500.00	100%	$3,500.00
Maintenance/Repairs - Vehicles / Equipment Upkeep		0%	$ 7,500.00	100%	$7,500.00
Advertising		0%	$ 5,000.00	100%	$5,000.00
Professional Fees/ Contract Labor - Instructor Fees (i.e. non-salaried)		0%	$ 2,500.00	100%	$2,500.00
Program Materials/Supplies/Incentives		0%	$ 7,500.00	100%	$7,500.00
Furniture, Fixtures, Equipment	$500,000.00	79%	$ 133,305.57	21%	$633,305.57
Total	**$500,000**	55%	**$412,506**	45%	**$912,506**

Cleft of the Rock Community- Child Care Services Program

Revenue Source	Amount
Bexar County	$ 500,000.00
Other Cleft of the Rock operating Funds	$ 133,305.57
Total	$ 633,305.57

Qty	Description	Price	Extended	Bexar County Funding Request	% of Funding	Other Funding Sources	% of Funding	Total of Line Item	Expenditure Justification Provide a detailed description of requested expenses for each line item. Note: The use of "etc." cannot be used as a description.
500	Hercules Series Capacity High Density Stacking Chair	$31.30	$15,650.00	$12,355.80	79%	$3,294.20	21%	$15,650.00	Chairs will be used for child care to have seating in the gym for educational activities
10	Vertical Storage Folding Chair Dolly	$303.49	$3,034.90	$2,396.08	79%	$638.82	21%	$3,034.90	Portable chair racks to help us stack and store
5	Rounnd Table Top 4-pack	$989.00	$4,945.00	$3,904.12	79%	$1,040.88	21%	$4,945.00	Cafeteria furniture to feed Child Care
10	Round Table	$66.98	$669.80	$528.81	79%	$140.99	21%	$669.80	Cafeteria furniture to feed Child Care
2	Sofa	$1999.00	$3,998.00	$3,156.45	79%	$841.55	21%	$3,998.00	Child Care Lobby furniiture
4	Lounge Chairs	$685.00	$2,740.00	$2,163.25	79%	$576.75	21%	$2,740.00	Child Care Lobby furniiture
3	Coffee Table	$787.15	$2,361.45	$1,864.38	79%	$497.07	21%	$2,361.45	Child Care Lobby furniiture
2	Settee	$1,799.10	$3,598.20	$2,840.81	79%	$757.39	21%	$3,598.20	Child Care Lobby furniiture
4	Accent Chair	$550.00	$2,200.00	$1,736.92	79%	$463.08	21%	$2,200.00	Child Care Lobby furniiture
3	Task Chair	$257.00	$771.00	$608.71	79%	$162.29	21%	$771.00	Child Care Lobby furniiture
3	Side Table	$220.00	$660.00	$521.08	79%	$138.92	21%	$660.00	Child Care Lobby furniiture
1	Bookshelf	$1,199.00	$1,199.00	$946.62	79%	$252.38	21%	$1,199.00	Child Care Lobby furniiture
77	FLOR Tiles	$19.00	$1,463.00	$1,155.05	79%	$307.95	21%	$1,463.00	Child Care Lobby furniiture
1	Reception Desk	$5,999.00	$5,999.00	$4,736.26	79%	$1,262.74	21%	$5,999.00	Furnitutre to use for Administrative/Check-in Station for Child Care
2	Desk	$1,149.00	$2,298.00	$1,814.29	79%	$483.71	21%	$2,298.00	Child Care Office Furniture
1	L Desk	$1,179.00	$1,179.00	$930.83	79%	$248.17	21%	$1,179.00	Child Care Office Furniture
3	Office Chair	$257.00	$771.00	$608.71	79%	$162.29	21%	$771.00	Child Care Office Furniture
6	Guest Chair	$514.81	$3,088.86	$2,438.68	79%	$650.18	21%	$3,088.86	Child Care Office Furniture
1	Loveseat	$346.00	$346.00	$273.17	79%	$72.83	21%	$346.00	Child Care Office Furniture
1	Table	$115.00	$115.00	$90.79	79%	$24.21	21%	$115.00	Child Care Office Furniture
3	Chair	$95.00	$285.00	$225.01	79%	$59.99	21%	$285.00	Child Care Office Furniture
1	L Desk	$1179.00	$1179.00	$930.83	79%	$248.17	21%	$1,179.00	Directors Office
1	Bookshelf	$749.00	$749.00	$591.34	79%	$157.66	21%	$749.00	Directors Office
1	Tabke	$115.00	$115.00	$90.79	79%	$24.21	21%	$115.00	Directors Office
3	Chairs	$95.00	$285.00	$225.01	79%	$59.99	21%	$285.00	Directors Office
1	Office Chair	$257.00	$257.00	$202.90	79%	$54.10	21%	$257.00	Directors Office
2	Guest Chair	$514.81	$1029.62	$812.89	79%	$216.73	21%	$1,029.62	Directors Office
1	Loveseat	$346.00	$346.00	$273.17	79%	$72.83	21%	$346.00	Directors Office
20	Kids Chairs	$40.00	$800.00	$631.61	79%	$168.39	21%	$800.00	Classroom Furniture
20	Kids Chairs	$40.00	$800.00	$631.61	79%	$168.39	21%	$800.00	Classroom Furniture
20	Kids Chairs	$46.00	$920.00	$726.35	79%	$193.65	21%	$920.00	Classroom Furniture
8	Kids Chairs	$46.00	$368.00	$290.54	79%	$77.46	21%	$368.00	Classroom Furniture
1	Kids Sectional	$2400.00	$2400.00	$1,894.82	79%	$505.18	21%	$2,400.00	Kids Communal Space Furniture
1	Kids Pod Ottomon	$2250.00	$2250.00	$1,776.39	79%	$473.61	21%	$2,250.00	Kids Communal Space Furniture
5	Kids Activity Table	$212.00	$1,060.00	$836.88	79%	$223.12	21%	$1,060.00	Tables used for childe care rooms
9	Kids Activity Table	$204.00	$1,836.00	$1,449.54	79%	$386.46	21%	$1,836.00	Classroom Furniture
9	Kids Activity Table	$234.00	$2,106.00	$1,662.70	79%	$443.30	21%	$2,106.00	Classroom Furniture
3	Crib	$380.00	$1,140.00	$900.04	79%	$239.96	21%	$1,140.00	Classroom Furniture
3	Evacuation Crib	$380.00	$1,140.00	$900.04	79%	$239.96	21%	$1,140.00	Classroom Furniture
2	Changing Table	$882.00	$1,764.00	$1,392.69	79%	$371.31	21%	$1,764.00	Classroom Furniture
4	Changing Table	$1,062.00	$4,248.00	$3,353.83	79%	$894.17	21%	$4,248.00	Classroom Furniture
3	Rocker	$558.00	$1,674.00	$1,321.64	79%	$352.36	21%	$1,674.00	Classroom Furniture

4	Changing Table	$239.00	$956.00	$754.77	79%	$201.23	21%	$956.00	Classroom Furniture
1	Shelf	$372.00	$372.00	$293.70	79%	$78.30	21%	$372.00	Classroom Furniture
3	Mobile Bookcase	$480.00	$1,440.00	$1,136.89	79%	$303.11	21%	$1,440.00	Classroom Furniture
2	Mobile Storage	$466.00	$932.00	$735.82	79%	$196.18	21%	$932.00	Classroom Furniture
4	Whiteboard	$390.00	$1,560.00	$1,231.63	79%	$328.37	21%	$1,560.00	Classroom Furniture
4	Whiteboard	$456.00	$1,824.00	$1,440.06	79%	$383.94	21%	$1,824.00	White boards in child care staff office
4	Bulletin Board	$177.00	$708.00	$558.97	79%	$149.03	21%	$708.00	Childcare Office Furniture
4	Cabinets	$760.00	$3,040.00	$2,400.11	79%	$639.89	21%	$3,040.00	Childcare Office Furniture
4	Cabinets	$883.00	$3,532.00	$2,788.54	79%	$743.46	21%	$3,532.00	Childcare Office Furniture
4	Drawer/Shelf Combo	$1,759.00	$7,036.00	$5,554.98	79%	$1,481.02	21%	$7,036.00	Childcare Office Furniture
22	Folding Table	$104.00	$2,288.00	$1,806.39	79%	$481.61	21%	$2,288.00	Folding tables for tables from child care operations
2	Table Caddy	$338.00	$676.00	$533.71	79%	$142.29	21%	$676.00	Storage systems for tables to stack tables and move in bulk
14	Folding Table	$186.00	$2,604.00	$2,055.88	79%	$548.12	21%	$2,604.00	Folding tables for tables from child care operations
2	Table Caddy	$283.00	$566.00	$446.86	79%	$119.14	21%	$566.00	Storage systems for tables to stack tables and move in bulk
1	Security Camera System	$19,192.99	$19,192.99	$15,153.02	79%	$4,039.97	21%	$19,192.99	Child care security camera system
3	Seculrty Monitor Viewing Station	$998.00	$2,994.00	$2,363.79	79%	$630.21	21%	$2,994.00	Child care security camera system
1	Coommercial Fridge three section reach in refrigerator	$9,164.80	$9,164.80	$7,235.69	79%	$1,929.11	21%	$9,164.80	Fridge for Kitchen to feed child care
1	Kitchen appliance bundle	$11,924.00	$11,924.00	$9,414.10	79%	$2,509.90	21%	$11,924.00	Appliance bundle for kitchen to feed child care
8	Mini fridge for classrooms and offices	$388.00	$3,104.00	$2,450.63	79%	$653.37	21%	$3,104.00	Fridge for child care staff offices
1	Staff breakroom/Lounge furnishing	$19,500.00	$19,500.00	$15,395.41	79%	$4,104.59	21%	$19,500.00	Child care staff break room furnishing
8	Computers	$2,099.00	$16,792.00	$13,257.42	79%	$3,534.58	21%	$16,792.00	Computers for child care staff
50	iPads	$1,799.00	$89,950.00	$72,072.44	80%	$17,877.56	20%	$89,950.00	iPads for check in system and for monitoring for each classroom and for student use
50	iPad Case	$52.00	$2,600.00	$2,052.72	79%	$547.28	21%	$2,600.00	Charging Cart for iPads
2	iPad Charging Cart	$900.00	$1,800.00	$1,421.11	79%	$378.89	21%	$1,800.00	Charging Cart for iPads
3	Printer	$8,359.00	$25,077.00	$19,798.50	79%	$5,278.50	21%	$25,077.00	printer scanner and copier for child caare administrative purposes
1	Youth Sports Equipment Package	$58,767.00	$58,767.00	$46,397.03	79%	$12,369.97	21%	$58,767.00	equipment for the gym for child care to use for physical activity time
1	Youth Sports Comm Equipment	$4,748.00	$4,748.00	$3,748.59	79%	$999.41	21%	$4,748.00	equipment for the gym for child care to use for physical activity time
2	Electric Magnetic Lock and Card Reader Double Doors	$5,990.59	$11,981.18	$9,459.24	79%	$2,521.94	21%	$11,981.18	security enter and exit system to ensure saftey for child care
1	Accress Control for Building Entry	$11,075.00	$11,075.00	$8,743.80	79%	$2,331.20	21%	$11,075.00	Video Access Control for entry into building
1	Video Wall	$11,599.99	$11,599.99	$9,158.29	79%	$2,441.70	21%	$11,599.99	signage for marketing and communication in the child care
3	Digital Signage	$2,994.00	$8,982.00	$7,091.36	79%	$1,890.64	21%	$8,982.00	signage for marketing and communication in the child care
1	Sensory Room Equipment	$17,999.00	$17,999.00	$14,210.36	79%	$3,788.64	21%	$17,999.00	Sensory room for special needs child care population
4	Childcare Walkie Talkies	$2107.00	$8,428.00	$6,653.98	79%	$1,774.02	21%	$8,428.00	Walkies for child care staff and leadership
1	Childcare Pager System	$12000.00	$12,000.00	$9,474.10	79%	$2,525.90	21%	$12,000.00	Pager/Intersom system for child care staff and leadership
1	Commercial Generator for building	$31,000.00	$31,000.00	$24,474.76	79%	$6,525.24	21%	$31,000.00	Generator to ensure power during emergencies and contingency plan for child care
3	Classroom Modular Storage Cabinet	$989.00	$2,967.00	$2,342.47	79%	$624.53	21%	$2,967.00	Storge system for child care class rooms
1	PB&J TV	$22000.00	$22,000.00	$17,369.18	79%	$4,630.82	21%	$22,000.00	24/7 live stream monitoring systems for parents to monitor their children
1	Procare Solutions	$5000.00	$5,000.00	$3,947.54	79%	$1,052.46	21%	$5,000.00	Childcare Center Software
1	Monument Sign	$2,225.00	$2,225.00	$1,756.66	79%	$468.34	21%	$2,225.00	Outdoor signage for the child care
2	Osmo Genius Early Learning System	$1,889.00	$3,778.00	$2,982.76	79%	$795.24	21%	$3,778.00	Early Learning System for iPads
20	Sit & Play (PreSchool Learning Systems)	$184.99	$3,699.80	$2,921.02	79%	$778.78	21%	$3,699.80	Educational tool and platform for child care structured learning
1	Gym Recreational Flooring	$70000.00	$70,000.00	$70,000.00	100%	$0.00	0%	$70,000.00	Flooring to reduce injury risk during active gross motor development, to support children's
2	Buggy for Childcare	$2,393.99	$4,787.98	$3,780.15	79%	$1,007.83	21%	$4,787.98	Stroller system for multiple kids to be transported throughout the child care
2	Commercial Washer & Dryer	$4,398.00	$8,796.00	$6,944.51	79%	$1,851.49	21%	$8,796.00	Washer and Dryer for child care purposed linen
	Freight		$ 10,000.00					$10,000.00	
	Installation		$ 10,000.00					$10,000.00	
	TOTAL		$ 633,305.57	$500,000.00		$113,305.57		633,305.57	

EXHIBIT "D"
INVOICE/BILLING PACKAGE

1. Invoice
2. Performance Report
3. Invoice Guidance

INVOICE

GRANTEE NAME: Cleft of the Rock Church

PROGRAM NAME: Cleft of the Rock Church Literacy Program

PERIOD COVERED: _____ INVOICE NO: _____

Line-Item	Budget	TOTAL Cost to Date	Less Payment Received	$ MONTHLY Amount Due
FF&E	$500,000.00			
Total Budget:				
			Total Due:	$

By signing this request for payment, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Prepared By: _____ *Date:* _____

Approved By: _____ *Date:* _____

COUNTY USE ONLY

Reviewed by County _____ *Date:* _____

Approved by County _____ *Date:* _____

INVOICE EXPENDITURE REPORT

Agency Name:

Program:

Invoice Date

Date	Payee		Amount
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
	Subtotal	$	-
	TOTAL INVOICE		#REF!

Performance Report

Cleft of the Rock Church Literacy Program

10/01/24 through 09/30/25	Goal	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	**Total**
Number of children attending literacy program	100													
Number of seniors attending literacy program	50													

Exhibit "F"
INVOICE GUIDANCE

Purpose

The purpose of this document is to provide invoicing guidance and describe responsibilities, procedures, and instructions governing the review and approval of invoice payments to grant recipients. This guidance will help ensure that invoices are properly and consistently reviewed and analyzed in a standardized manner prior to making payments to grant recipients.

Terms of Payment

Grant payments occur on a reimbursement basis, meaning that payment will be made after the eligible expense has been incurred and paid by the grant recipient. The grant recipient must request reimbursement of expenses by submitting a signed invoice and completed invoice package. Invoice packages must include required documentation of expenses.

All grantees need to track project expenses accurately using the same expense categories as in the approved budget included in the executed agreement. To be eligible for reimbursement, all expenses must meet all applicable requirements of the executed agreement.

Invoices and documentation

Invoices are due to our office on a monthly basis. Grantees should invoice Bexar County for project costs and send copies of receipts or other documentation that confirms that vendors, consultants, personnel, etc. have been paid. Documentation must demonstrate that costs are: reasonable, accurate and allowable; within grant limits; and treated consistently

Documentation must include, but is not limited to:

- Itemized receipt or vendor invoice - merchant name, transaction date, amount paid, list of items purchased, list of any additional charges, form of payment used
- Timesheets - Signed timesheet indicating hours allocated to grants/ project

- Proof of Payment - Payroll Log, cancelled check (front and back), Monthly Credit Card/Bank statement demonstrating purchase

Typical Invoice Problems

- Missing timesheets/unsigned timesheets
- Disallowed Costs (taxes, unapproved expenditures)
- Math errors
- Submitting proposal instead of invoice
- Incorrect/missing shipment information on receipts (Amazon orders)
- Missing details on receipt – date, vendor address
- Submitting credit card or bank statements instead of vendor receipts

Disallowed costs

- Items paid for with a gift card will most likely not be reimbursed
- Sales taxes are not reimbursed
- Purchases not in line with the award or approved budget line items will not be reimbursed. For example: paying for a catered lunch or lunches for group meeting - if it was not listed on the Project Budget it will not be approved

Performance Reports

Performance reports must be submitted monthly accompanying your invoice. These reports describe the Grantees accomplishments and share achievements and progress made towards program goals and to ensure accountability and transparency in the use of County funds. Progress reports contain updates on activities and align with expenditures that occurred since the previous report. The information provided is used by the County when reviewing an invoice and to keep up on project progress and to ensure compliance with contractual requirements.

Performance supporting documentation including, but not limited to, newspaper articles, brochures, flyers, meeting notices, meeting minutes, training agendas, attendance rosters and any information that would support or authenticate the progress of performance relating to the terms of the grant agreement should also be submitted.

Required Invoice Documentation

PROGRAM BUDGET CATEGORIES	REQUIRED DOCUMENTATION
Salaries	• Signed timesheet including number of hours allocated to grants/ projects • Proof of payment (cancelled check made payable to employee, bank statements, etc. or payroll register listing the name(s) of each employee(s) charged to the grant At the beginning of your grant period, the first invoice for reimbursement of salary expenses must demonstrate how the expense was calculated.
Fringe Benefits *(health insurance, state and federal withholdings and any other benefits paid)*	• Signed timesheet including number of hours allocated to grants/ projects • Proof of payment (cancelled check made payable to employee, bank statements, etc. or payroll register listing the name(s) of each employee(s) charged to the grant At the beginning of your grant period, the first invoice for reimbursement of fringe benefit expenses must demonstrate how the expense was calculated.
Staff Trainings	• Sign in sheets – signed by both instructor & participants • List of staff trained with name, title, training course, date trained • Curriculum • Consultant/Trainer agreement • Invoice or receipts • Proof of payment (canceled check, bank statement, electronic reference, etc.)
Training/Conferences	• Conference Agenda • Confirmation of scheduled training • Receipt or bank statement identifying Conference Registration Payment • Itemized receipts for Airfare, Hotel, Car Rental • Receipts for meals and local travel: taxis, mileage logs, train tickets
Travel/Mileage	• mileage log sheet • Proof of payment (canceled check, bank statement, electronic reference, etc.)
Communication - Telephone/Cell Phone/ Internet	• Phone bill • Proof of payment (canceled check, bank statement, electronic reference, etc.)
Printing/Copies	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.)
Postage	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.)
Facility Rental	• Invoice, • signed lease agreement • Proof of payment (canceled check, bank statement, electronic reference, etc.)

PROGRAM BUDGET CATEGORIES	REQUIRED DOCUMENTATION
Insurance	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.)
Supplies - Office / Administrative	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.)
Equipment Lease/Agreement	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.) • signed lease agreement
Utilities - Water/Gas/Electric	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.)
Maintenance/Repairs - Vehicles / Equipment Upkeep	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.) • signed contract
Advertising	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.) • signed contract
Public Relations	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.)
Professional Fees/ Contract Labor (i.e. non-salaried)	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.) • Employment Contracts (signed by both parties with deliverables and payment terms) • Proof of payment (cancelled check made payable to vendor, credit card statements, bank statements, etc.
Volunteer Stipends	• All invoices, purchase orders and canceled checks or any other method of payment for the purchase of the incentive • Register of receipt signed by client indicating that they received the incentive. Log should include clients name, signature, type of incentive and date it was received
Program Materials/Supplies/Incentives	• Vendor Invoice, Order confirmation or Receipt • Proof of payment (canceled check, bank statement, electronic reference, etc.)
Direct Client Assistance	• All invoices, purchase orders and canceled checks or any other method of payment for the purchase of the incentive • Register of receipt signed by client indicating that they received the incentive. Log should include clients name, signature, type of incentive and date it was received

EXHIBIT "E"
ARPA SLFRF Requirements

Notice: The Agreement to which this exhibit is attached expends federal assistance provided to Bexar County by the US Department of Treasury under the American Rescue Plan Act ("ARPA"), Sections 602(b) and 603(b) of the Social Security Act, Pub. L. No. 117-2 (March 11, 2021).

GRANTEE shall comply with the requirements of the funding source, which includes but is not limited to ARPA as applicable to projects funded under the Revenue Loss/Revenue Replacement category. Specific requirements of the funding source are incorporated herein, which include but are not limited to the following:

- Sections 602 and 603 of the Social Security Act, as added by Section 9901 of ARPA;
- Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities, the most current version;
- Treasury's Portal for Recipient Reporting State and Local Fiscal Recovery Funds, the most current version;
- Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule 31 CFR Part 35 dated May 17, 2021;
- Coronavirus State and Local Fiscal Recovery Funds Final Rule 31 CFR Part 35 effective April 1, 2022;
- Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions, the most current version (see FAQ 13.15 for additional information on revenue loss applicability); and
- 2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, other than such provisions as the Treasury may determine are inapplicable to the SLFRF program and subject to such exceptions as may be otherwise provided by the Treasury.

The following terms and conditions apply to GRANTEE, according to the County's Award Terms and Conditions signed on May 11, 2021; by ARPA and its implementing regulations; and as established by the Treasury Department.

1. **Cost Principles**. GRANTEE will comply with all applicable cost principles as detailed in 2 C.F.R. subpart E that specify that all reimbursed costs are allowable and reasonable to the Program. GRANTEE, by executing this Exhibit, hereby agrees and acknowledges that GRANTEE will reimburse COUNTY in a sum equivalent to the amount of any disallowed expenditures in the event that COUNTY, through audit exception or other action, determines that GRANTEE's expenditure of funds, performance of work or submittal of documentation of work performed under this Agreement, including but not limited to work performed by any subcontractor under the Agreement, was not performed in compliance with the Agreement, including this Exhibit or other applicable law. Further, COUNTY reserves the right to set-off any reimbursement obligations owed to COUNTY by GRANTEE under this provision against any request for payment under the Agreement. This reimbursement obligation will terminate upon the expiration of five (5) years after the expiration or termination of the Agreement.

2. **System for Award Management/ Suspension and Debarment.** 2 CFR Part 200 Appendix II (H).

GRANTEE attests that it is not listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(A) This contract is a covered transaction for purposes of 2 CFR pt. 180 and 2 CFR pt. 3000. As such, the GRANTEE is required to verify that none of GRANTEE's principals (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935).
(B) GRANTEE must comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
(C) This certification is a material representation of fact relied upon by Bexar County. If it is later determined that GRANTEE did not comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, in addition to remedies available to Bexar County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
(D) GRANTEE agrees to comply with the requirements of 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. GRANTEE further agrees to include a provision requiring such compliance in its lower tier covered transactions.

GRANTEE must sign the certification on Attachment A of this addendum

3. **Retention of Records**. GRANTEE must keep records of services and accounts under this Agreement and these records must be kept on a general recognized accounting basis for a period of five years with the following qualification: If any audit, litigation or claim is started before the expiration of the five-year period, the records must be retained until all audits, litigation, claims, or other findings involving the records have been resolved. The retention periods for all records begin upon termination or expiration of the contract.

4. **Access to Records.** 2 CFR 200.337.

(A) GRANTEE agrees to provide Bexar County, the U.S. Department of Treasury, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of GRANTEE which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. GRANTEE agrees to permit any of the foregoing parties to reproduce by any means or to copy excerpts and transcriptions as reasonably needed, and agrees to cooperate with all such requests.
(B) GRANTEE agrees to provide the Treasury Department or authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
(C) No language in this contract is intended to prohibit audits or internal reviews by the Treasury Department or the Comptroller General of the United States.

5. **Reporting**. GRANTEE will provide information for reporting purposes as described in the Compliance and Reporting Guidance available on the Treasury's website at https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds.

6. **Clean Air Act & Federal Water Pollution Control Act.** (Applies to purchases of more than $150,000.) 2 CFR Part 200 Appendix II (G).
(A) GRANTEE agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
(B) GRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
(C) GRANTEE agrees to report each violation of the Clean Air Act and the Water Pollution Control Act to Bexar County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
(D) GRANTEE agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance.

7. **Publications**. Any publications produced with funds from this award must display the following language: "This program [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."

8. **Increasing Seat Belt Use in the United States**. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), GRANTEE is encouraged to adopt and enforce on-the-job seat belt policies and programs for your employees when operating company-owned, rented or personally owned vehicles.

9. **Reducing Text Messaging While Driving**. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), GRANTEE is encouraged to adopt and enforce policies that ban text messaging while driving, and establish workplace safety policies to decrease accidents caused by distracted drivers.

EXHIBIT "F"
Insurance

GRANTEE shall procure, pay for, and maintain during the Term:

A. Comprehensive general liability insurance of ONE MILLION DOLLARS ($1,000,000.00), aggregate coverage, with FIVE HUNDRED THOUSAND DOLLARS ($500,000.00) for each occurrence. **Sexual abuse endorsement shall be required. County shall be named as an additional insured on this policy.**

B. Commercial Automobile Liability Insurance covering all owned/leased, rented, borrowed, hired and non-owned motor vehicles including fuel transports used in connection with the work being performed under the Contract with limits of liability not less than ONE MILLION DOLLARS ($1,000,000.00), combined single limit: County shall be named as an additional insured on this policy.

C. Professional Liability Errors and Omissions insurance of ONE MILLION ($1,000,000.00) each claim and ONE MILLION DOLLARS ($1,000,000.00) aggregate. The policy shall have an extended Reporting Period (or tail coverage) extending for a minimum of three (3) years following immediately upon the effective date of the policy expiration.

D. Statutory workers' compensation insurance for all employees of GRANTEE. **A waiver of subrogation in favor of COUNTY is required.**

E. GRANTEE shall provide COUNTY with Certificates of Insurance and endorsements prior to the execution of this Agreement evidencing that the stated coverages have been obtained.

F. GRANTEE is responsible for all premiums and deductibles due pursuant to all of the insurance policies required by this exhibit.

G. When there is a cancellation, non-renewal or material change in coverage which is not made pursuant to a request by COUNTY, GRANTEE shall notify the COUNTY of such and shall give such Notices not less than thirty (30) calendar days prior to the change, if GRANTEE knows of said change in advance, or ten (10) calendar days' Notice after the change, if GRANTEE did not know of the change in advance. Such Notice must be accompanied by a replacement Certificate of Insurance. All Notices shall be given to the COUNTY at the following addresses with a copy of this Agreement:

Bexar County Risk Manager
Bexar County Manager's Office
101 Nueva, Suite 900
San Antonio, Texas 78205

Melissa Shannon, Director
Governmental Affairs
101 W. Nueva, Ste. 809
San Antonio, Texas 78205

H. If GRANTEE fails to maintain the aforementioned insurance, or fails to secure and maintain the aforementioned endorsements, COUNTY may obtain such insurance and deduct and retain the amount of the premiums for such insurance from any compensation due pursuant to this Agreement; however, procuring of said insurance by the COUNTY is an alternative to other remedies COUNTY may have, and is not the exclusive remedy for failure of GRANTEE to maintain said insurance or secure such endorsement. In addition to any other remedies COUNTY may have upon SERVICE PROVIDER's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, COUNTY shall have the right to order GRANTEE to stop work hereunder, and/or withhold any payment(s) which become due to GRANTEE hereunder until GRANTEE demonstrates compliance with the requirements hereof.

I. Nothing herein contained shall be construed as limiting in any way the extent to which GRANTEE may be held responsible for payments of damages to persons or property resulting from SERVICE PROVIDER's or its subconsultants' performance of the Services covered by this Agreement.

J. It is agreed that SERVICE PROVIDER's insurance shall be deemed primary with respect to any insurance or self-insurance carried by COUNTY for liability of GRANTEE arising out of operation of this Agreement.

K. GRANTEE agrees to require, by written contract, that all subcontractors providing Services pursuant to this Agreement shall obtain the same insurance coverages required of GRANTEE, and shall provide a certificate of insurance and endorsement that names the GRANTEE and the COUNTY as additional insureds.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Acrisure Texas Risk Advisors & Insurance Services, LLC
5057 Keller Springs Rd.
Suite 200
Addison TX 75001

License#: BR-1797482

CONTACT NAME: Ryndi Herrera
PHONE (A/C, No, Ext): 210-939-0892 **FAX (A/C, No):**
E-MAIL ADDRESS: rherrera@acrisure.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Scottsdale Insurance Company	41297
INSURER B : Hartford Casualty Insurance Company	29424
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
CLEFT OF THE ROCK CHURCH
P.O. BOX 760566
San Antonio TX 78245

CLEFOFT-01

COVERAGES **CERTIFICATE NUMBER:** 664706470 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y	Y	CPS8059624	8/26/2024	8/26/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:						Abuse Aggregate	$ 300,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	DED [ ] RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N		Y	65WECBK5VLK	9/20/2024	9/20/2025	X PER STATUTE [ ] OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Bexar County Department of Community Investment is an additional insured with regards to general liability as required by written contract subject to the terms of the policy.
Waiver of subrogation applies to the general liability and workers comp as required by written contract subject to the terms of the policy.

CERTIFICATE HOLDER

Bexar County Department of Community Investment
233 N Pecos
Suite 590
San Antonio TX 78207

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Jimmy Irwin

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CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2022-958073

Date Filed:
11/22/2022

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Cleft of the Rock
San Antonio, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Other

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
COTRSA -500K
State and local fiscal recovery funds used for community service programs.

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. [X]

6 UNSWORN DECLARATION

My name is Leslie Bramlett, and my date of birth is August 3, 1973.

My address is 13031 Gordons Mott (street), San Antonio (city), TN (state), 78253 (zip code), US (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Bexar County, State of TX, on the 22 day of Nov (month), 20 22 (year).

Signature of authorized agent of contracting business entity
(Declarant)

Item Number: _____
(for Comm Ct use only)

AGENDA COORDINATION FORM
Bexar County Commissioners Court

Rec'd Office of the County Manager
OCT 14 '24 PM4:28

Type of Agenda Item (Choose one): Ceremonial ☐ Special Presentation ☐ Time Certain ☐ Consent ☒ Individual ☐

Sponsoring Office/Department: Office of the County Manager Recipient Agency / Individual Name: _____

Contact Person: Olinda Martinez Phone Number: 210 - 335 - 7050 Court Date Requested: 10/29/2024

Presenter: Melissa Shannon Phone Number: 210 - 335 - 3295 Deadline for Action: 10/29/2024

Audio / Visual Presentation: Y ☐ N ☒ PowerPoint? Y ☐ N ☒ ADA Assistance Required (type): N/A

Official/Department Head Signature: Melissa Shannon

Small, Minority, Women-owned Business Enterprise (SMWBE): Impact: Y ☐ N ☒

CAPTION:

In accordance with Chapter 381 of the Local Government Code, Section 381.004(b)(6), approval of the establishment of a program to support a comprehensive literacy program for the benefit of the county residents and authorizes Cleft of the Rock to administer a comprehensive literacy program for both children and seniors funded by the County in the dollar amount of $500,000, to include any appropriate budget transfer as necessary and subject to the submission and receipt of a fully signed agreement and supporting documentation to the County Manager's office, who will have approval authority and which will be reviewed by the District Attorney's Office and the Bexar County Auditor prior to acceptance.

ESTIMATED PRESENTATION TIME: Consent

BACKGROUND:

On October 25, 2022, Commissioners Court directed staff to negotiate an agreement with Cleft of the Rock in the amount of $500,000.00 for a five-year period. Cleft of the Rock will administer a comprehensive literacy program for both children and seniors.
All Management Agreements include a detailed budget and performance indicators that will be tracked and monitored by Economic and Community Development staff. Below is a brief description of the services to be provided by each agency.

Attached:
FY 2024-2025 Management Agreements

RECOMMENDED MOTION:

In accordance with Chapter 381 of the Local Government Code, Section 381.004(b)(6), approval of the establishment of a program to support a comprehensive literacy program for the benefit of the county residents and authorizes Cleft of the Rock to administer a comprehensive literacy program for both children and seniors funded by the County in the dollar amount of $500,000, subject to the submission and receipt of a fully signed agreement and supporting documentation to the County Manager's office, who will have approval authority and which will reviewed by the District Attorney's Office and the Bexar County Auditor prior to acceptance.

Item Number: _____
(for Comm Ct use only)

FISCAL ASSESSMENT: **APPLICABLE** Yes ☐ No ☐ Fiscal Note ☐

1	Is this a revenue or expense?	Revenue ☐	Expense ☐
2	Dollar amount of revenue or expense associated with item?	$500,000	
3	Is this a budgeted revenue or expense?	Yes ☐	No ☒
4	Does this item require additional staff?	Yes ☐	No ☒
5	Will this increase your current budget?	Yes ☒	No ☐
6	Impact on future Budget? If Yes, Explain in Comments.	Yes ☒	No ☐
7	Current End-of-Year Expenditure Estimate-for impacted Object Code(s)?	$2,485,000	
8	If an expense, what is the current Object Code budget amount?	$1,985,000	
9	If an expense, are sufficient funds currently budgeted in the Object Code?	Yes ☒	No ☐
10	If an expense, are sufficient funds currently budgeted in the Appropriation?	Yes ☒	No ☐
11	List impacted offices or departments or note if countywide:	Countywide	
12	Fund:	100: General fund	
13	Org Number and Agency Code:	7001: Behavioral Health	
14	Object Code Number:	52006: Contracted Services	
15	If this is a grant, what is the estimated amount of program income?		
16	If this is a grant, what is the amount of Grantor funding?		
17	If this is a grant, what is the required County cash match?		
18	If this is a grant, what is the required County in-kind/allocation match?		
19	If this is a grant, was item approved by the Grant Review Committee?	Yes ☐	No ☐
20	Comments: This item is for the approval to authorize Cleft of the Rock to administer a program to support a comprehensive literacy program for the benefit of the county residents. Upon approval, a transfer will be processed from the General Fund Undesignated Funds to Behavioral Health Contracted Services.		
21	Coordinated By: Olinda Martinez	Verified By:	Iris Soto 10.11.2024

Bexar County
REQUEST FOR BUDGET TRANSFER

Initiating Department: Office of the County Manager **Request Number: BT 25-16**

Justification for Transfer:
This budget transfer will reallocate $500,000 from the Non-Departmental Undesignated Funds to the Behavioral Health Department Contracted services to authorize Cleft of the Rock to administer a program to support a comprehensive literacy program for the benefit of the county residents.

On May 21st, 2024, The Commissioner Court directed staff to transfer the remaining ARPA Unallocated Funds to Revenue Replacement. This transfer reallocated $17,711,722. Cleft of the Rock was allocated $500,000.

Upon approval, a transfer will be processed from the General Fund Undesignated Funds to Behavioral Health Contracted Services.

The Budget Department recommends approval of this budget transfer.

	FROM:	**FUND**	**100**	**General Fund**	
Office/ Department	**Accounting Unit**	**Account**	**Revised Budget**	**Account Description**	**Transfer Amount**
Non-Departmental	9999	99920	$4,500,000	Undesignated Funds	$500,000
				TOTAL:	**$500,000**
	TO:	**FUND**	**100**	**General Fund Fund**	
Office/ Department	**Accounting Unit**	**Account**	**Revised Budget**	**Description**	**Transfer Amount**
Behavioral Health Department	7001	52006	$2,485,000	Contracted Services	$500,000
				TOTAL:	**$500,000**

COMPLETED BY: Iris Soto, Budget Analyst

MANAGEMENT'S SIGNATURE: 

COMMISSIONERS COURT DATE: October 29, 2024