



MEMORANDUM

TO: Rondella Hawkins, Telecom & Regulatory Affairs Officer

FROM: Jesse Rodriguez, Business Process Specialist

DATE: February 25, 2020

SUBJECT: 2020 Grant for Technology Opportunities (GTOPs) Awardees

The purpose of this memorandum is to request your approval and authorization to proceed with 1) the 2020 Grant for Technology Opportunities Program (GTOPs) funding recommendations as recommended by the Community Technology & Telecommunications Commission (CTTC) on February 12, 2020 and 2) the authorization to proceed with negotiation and execution of contracts with the fifteen (15) grant awardees. Per Administrative Bulletin 03-01, and affirmed on July 31, 2019, this serves to delegate signature authority to John Speirs, Program Manager for the contracts.

GRANT PROGRAM PURPOSE

[GTOPs](#) provides matching grant funds to Austin organizations that promote citizen access to information technology, or that offer literacy programs that create digital opportunities and foster digital inclusion, particularly in underserved segments of our community.

The goals of the program are to:

- Increase use of digital and communications technology devices
- Increase knowledge and skills of digital and communications technology
- Increase access to and usage of the Internet

AWARDEE SELECTION PROCESS

Letters of Interest for the 2020 grant were accepted from October 1, 2019 through October 25, 2019 and grant applications were accepted from November 4, 2019 through November 29, 2019. The (CTTC) appointed a volunteer Grant Review Committee comprised of seven (7) qualified community representatives, all of whom remained on the committee for the duration of the process. The City received a total of twenty-one (21) applications for both the GTOPs 2020 Core and Collaborative grants. The Committee scored the sixteen (16) GTOPs Core and five (5) GTOPs Collaborative applications based on the selection criteria outlined by the Commission including: alignment with GTOPs, community impact, evaluation of success, and budget/fiscal responsibility. The applicants proceeding to Round 2 scoring were given the opportunity to respond to questions generated by the Committee. After the final scores were tallied and discussed, staff developed recommendations for full and partial awards based on the funding & ranking guidelines as detailed in the next section. The Committee then selected the most preferred option,

represented by the recommendation in this memorandum. The CTTC then approved the award recommendations at their February 12, 2020 meeting.

FUNDING & RANKING GUIDELINES

- 1) Full and partial awards will be evaluated for each GTOPs goal area.
- 2) \$300,000 in GTOPs Core funds and \$50,000 in GTOPs Collaborative funds available.
- 3) The minimum amount any organization may be awarded is 70% of their requested amount.
- 4) To ensure scores are consistent as well as fair, each judge's scores are normalized so that their average score across all applicants is 80%.
- 5) The highest scores receive the highest awards recommendation.
- 6) Lower scoring but still above average applicants receive a partial awards recommendation as appropriate (including devices).

CONSENSUS

The Grant Review Committee achieved a majority consensus and all reviewers assigned a similar score to proposals from the assessment criteria and program goals. The funding recommendation represents a vote of six (6) of seven (7) reviewers.

RECOMMENDATION FOR APPROVAL

Staff requests approval of the GTOPs Grant Review Committee's recommended 2020 GTOPs Awards as approved by the Community Technology & Telecommunications Commission. Upon your approval, staff will negotiate and execute contracts of the fifteen (15) organizations as indicated in Attachments (A) and (B).

GTOPs Core Recommendation Methodology

Funding is available per the \$300,000 allocated by City Council in the FY 2020 budget. The methodology for selection of the grantees is as follows:

- Fourteen (14) organizations are funded
- The top scoring organization for each GTOPs Goal area received funding regardless of score
- The top two scoring organizations with organization income of \$0-\$499,999 and \$500,000-\$999,999 received funding regardless of their score.
- Organizations receive less funding the lower their score is.
- The second-place awardee received 3% less funding than first place, with each subsequent organization receiving 2% less of their request than the previous organization.
- The organization in last place receives an additional 1.2% less than their request (for a total 3.2% decline from the next highest organization)

Of the organizations recommended for GTOPs 2020 Core funding, ten (10) programs have received GTOPs funding in the past and four (4) programs are new organizations funded by GTOPs.

GTOPs Collaborative Recommendation Methodology

A single award of \$50,000 is available per the City Council FY 2020 budget. Since only one award is available, the highest scoring organization is recommended for funding.

Please feel free to contact me at 512.974.7676 if you need additional information.



Rondella Hawkins,
Telecom & Regulatory Affairs Officer Approval

3/13/2020

Date

cc: John Speirs, Program Manager, Office of Telecommunications & Regulatory Affairs
Cyrenthia Ellis, Procurement Manager, Financial Services: Purchasing Office

Attachments

Attachment A: *Grant Review Committee Recommendation for GTOPs 2020 Core Funding*
Attachment B: *Grant Review Committee Recommendation for GTOPs 2020 Collaborative Funding*
Attachment C: Delegated Signature Authority Memorandum

Attachment A: Grant Review Committee Recommendation for GTOPs 2020 Core Funding

Agency	Normalization Average	Amount GTOPs Requested	GTOPs Priority	Org Income	GTOPs Focus Area	Percent Awarded	Award
The Arc of the Capital Area	89.82	\$ 25,000.00	Knowledge and Skills	\$2,000,000+	Core	100%	\$ 25,000.00
El Buen Samaritano Episcopal Mission	89.17	\$ 25,000.00	Knowledge and Skills	\$2,000,000+	Core	97%	\$ 24,250.00
HACA Scholarship Foundation	88.52	\$ 24,000.00	Knowledge and Skills	\$2,000,000+	Core	95%	\$ 22,800.00
Austin Speech Labs	87.99	\$ 25,000.00	Devices	\$500,000-999,999	Core	93%	\$ 23,250.00
Austin Children's Museum	87.52	\$ 25,000.00	Knowledge and Skills	\$2,000,000+	Core	91%	\$ 22,750.00
Girl Scouts of Central Texas	87.30	\$ 25,000.00	Knowledge and Skills	\$2,000,000+	Core	89%	\$ 22,250.00
E4 Youth, Inc.	86.94	\$ 25,000.00	Knowledge and Skills	\$0-499,999	Creative Media	87%	\$ 21,750.00
TEXAS FOLKLIFE RESOURCES INC.	86.80	\$ 25,000.00	Devices	\$500,000-999,999	Creative Media	85%	\$ 21,250.00
Foundation for Inspiration & Recognition Science & Technology in Texas	80.79	\$ 25,000.00	Knowledge and Skills	\$2,000,000+	Core	83%	\$ 20,750.00
Knowbility	80.76	\$ 25,000.00	Knowledge and Skills	\$1,000,000-1,999,999	Core	81%	\$ 20,250.00
Motion Media Arts Center	77.20	\$ 25,000.00	Knowledge and Skills	\$500,000-999,999	Core	79%	\$ 19,750.00
ChickTech	76.36	\$ 25,000.00	Knowledge and Skills	\$500,000-999,999	Core	77%	\$ 19,250.00
Front Steps, Inc.	67.29	\$ 25,000.00	Internet Access	\$2,000,000+	Core	75%	\$ 18,750.00
AFTV Five (AFTV5)	54.99	\$ 25,000.00	Knowledge and Skills	\$0-499,999	Core	72%	\$ 17,950.00
							\$ 300,000.00

Not Funded

Boys & Girls Clubs of Austin and Travis County, Inc.	74.94	\$ 21,808.00	Knowledge and Skills	\$2,000,000+	Creative Media
Easter Seals - Central Texas, Inc.	64.72	\$ 18,300.00	Internet Access	\$2,000,000+	Core

Legend

Top 1 or 2 scoring in a category

14 organizations are funded. Organizations receive less funding the lower their score is. 2nd place received 3% less than 1st place, each subsequent organization receives 2% less, last place receives an additional 1.2% decrease.

Attachment B: Grant Review Committee Recommendation for GTOPs 2020 Collaborative Funding

Agency	Normalization Average	Amount GTOPs Requested	Recommendation
Creative Action	88.453	\$ 50,000.00	Award
Foundation for Inspiration & Recogniti	85.927	\$ 50,000.00	Not Awarded
Community Tech Network	83.451	\$ 50,000.00	Not Awarded
Knowbility	75.159	\$ 50,000.00	Not Awarded
Young Women's Christian Association	67.010	\$ 50,000.00	Not Awarded



MEMORANDUM

To: Financial Services Department

From: Rondella Hawkins, Officer, Telecommunications & Regulatory Affairs

Re: Delegation of Signatory Authority

Date: July 31, 2019

Administrative Bulletin 03-01, requires each department director to delegate authority under the policy in writing on an annual basis. As such, on behalf of the Office of Telecommunications and Regulatory Affairs, I delegate signatory authority under this policy to the following staff in accordance with Exhibit A- General Restrictions:

I delegate signatory authority to:

Name	Title
Paul Lewis	TARA Assistant Manager

- for the following documents:
- Contract (other than purchasing agreement) authorized by Code or ordinance;
- Employment offer, (non-executive), within the pay zone individual qualifies for;
- Fee waivers (when authorized by Council);
- Interdepartmental agreement (between City departments);
- Permit or license issuance;
- Purchase requisition \$5,000 to City Manager administrative authority.

I delegate signatory authority to:

Name	Title
Paul Lewis	TARA Assistant Manager
John Speirs	Program Manager I

for the following documents:

- Contract (other than purchasing agreement) authorized by Code or ordinance.

I delegate signatory authority to:

Name	Title
Melanie Kroll Eichman	Financial Analyst IV

for the following documents:

- Payment document;
- Payment document data entry;
- Petty cash approval - departmental manager or supervisor;
- Purchase requisition under \$5,000;
- Purchasing card;
- Purchasing contract less than \$5,000- departmental manager for purchasing or financial manager.

In accordance with Exhibit A- General Restrictions, Note 2, I delegate signatory authority to:

Name	Title
Paul Lewis	TARA Assistant Manager

in the case of my absence due to illness or other approved reason for the following documents (ACM to be notified of such delegations):

- Grant application or acceptance (unless CM signature required);
- Interlocal agreement or memo of understanding with other governmental entity if Council action approved execution (i.e. no further negotiation is required before the contract is executed). Also includes renewal or extension of existing agreements as allowed by previous Council action;
- RCA;
- Short-term license or use agreement relating to an interest in real property.

If you need any further information, please let me know.



Rondella Hawkins
Officer, Telecommunications & Regulatory Affairs