

Controller's Office

To the Honorable Mayor and City Council of the City of Houston, Texas:

I hereby certify, with respect to the money required for the contract, agreement, obligation or expenditure contemplated by the ordinance set out below that:

- () Funds have been encumbered out of funds previously appropriated for such purpose.
- () Funds have been certified and designated to be appropriated by separate ordinance to be approved prior to the approval of the ordinance set out below.
- () Funds will be available out of current or general revenue prior to the maturity of any such obligation.
- () No pecuniary obligation is to be incurred as a result of approving the ordinance set out below.
- () The money required for the expenditure or expenditures specified below is in the treasury, in the fund or funds specified below, and is not appropriated for any other purposes.
- () A certificate with respect to the money required for the expenditure or expenditures specified below is attached hereto and incorporated herein by this reference.

- ✓) ~~Electronic Grant Application~~
Other - Grant Funds Available

[Handwritten Signature]
City Controller

Date: 10-20, 2020

City Controller of the City of Houston, Texas

FUND REF: 5010-3600

AMOUNT: -0-

6N36085-21
ENCUMB. NO.:

City of Houston, Texas Ordinance No. 2020-902

AN ORDINANCE APPROVING AND AUTHORIZING THE SUBMISSION OF AN ELECTRONIC GRANT APPLICATION TO THE TEXAS PARKS & WILDLIFE DEPARTMENT FOR THE COMMUNITY OUTDOOR OUTREACH PROGRAM FOR THE CITY OF HOUSTON PARKS AND RECREATION DEPARTMENT (THE "GRANT"); DECLARING THE CITY'S ELIGIBILITY FOR SUCH GRANT; AUTHORIZING THE DIRECTOR OF THE HOUSTON PARKS AND RECREATION DEPARTMENT TO ACT AS THE CITY'S REPRESENTATIVE IN THE APPLICATION PROCESS; AUTHORIZING THE DIRECTOR OF THE HOUSTON PARKS AND RECREATION DEPARTMENT TO ACCEPT THE GRANT AND EXPEND THE GRANT FUNDS, AS AWARDED, AND TO APPLY FOR AND ACCEPT

**ALL SUBSEQUENT AWARDS, IF ANY, PERTAINING TO THE GRANT;
CONTAINING PROVISIONS RELATING TO THE SUBJECT; AND DECLARING AN
EMERGENCY.**

* * * *

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOUSTON, TEXAS:

Section 1. That the City Council approves the submission of an electronic grant application for a requested amount of **\$30,000.00** to the Texas Parks and Wild Life Department (TPWD) for the Community Outdoor Outreach Program for the City of Houston Parks and Recreation Department (“the Grant”).

Section 2. That the City of Houston is certified as eligible to receive the above Grant assistance from the TPWD.

Section 3. That the Director of the Houston Parks and Recreation Department (the “Director”) is authorized and directed to represent and act for the City in dealing with the TPWD for the purpose of the above Grant and is authorized to execute such documents and all related documents on behalf of the City of Houston.

Section 4. That the Director is officially designated and is specifically authorized to make applications, in substantially the form attached to this ordinance and incorporated by this reference, to the TPWD for the above-mentioned Grant for the Houston Parks and Recreation Department in the amount of **\$30,000.00**, for this budget period and any continuation periods thereafter, not to exceed five years.

Section 5. That the Director is designated as the official authorized to accept and expend the funds, as awarded, for the purpose of this grant program and to apply for and accept all subsequent awards, if any, for subsequent renewal periods, not to exceed five years, pertaining to the above program. The Mayor is hereby authorized, without further City Council action, to execute all related contracts, agreements, amendments and documents, for project periods not to exceed five years in connection with the above-mentioned grant program, with the approval as to form of the City Attorney. The Mayor and the Director are authorized to execute all documents accepting current and future grant funds. The City Secretary is hereby authorized to attest to all such signatures and to affix the seal of the City to all such documents.

Section 6. There exists a public emergency requiring that this Ordinance be passed finally on the date of its introduction as requested in writing by the Mayor; therefore, this Ordinance shall be passed finally on such date and shall take effect immediately upon its passage

and approval by the Mayor; however, in the event that the Mayor fails to sign this Ordinance within five days after its passage and adoption, it shall take effect in accordance with Article VI, Section 6, Houston City Charter.

PASSED AND ADOPTED this 21st day of October, 2020.

APPROVED this _____ day of _____, 2020

Mayor of the City of Houston, Texas

Pursuant to Article VI, Section 6, Houston City Charter, the effective date of the foregoing Ordinance is OCT 27 2020.

AT J. H. H. H.
City Secretary

DocuSigned by:
lan Nguyen
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(Prepared by Legal Dept. _____)
(LPN:ln 10-6-2020) Sr. Assistant City Attorney
(Requested by Stephen Wright, Director, Houston Parks and Recreation Department)
(L.D. File No. 0492000136001)

Z:\CONTRACT\LPN\Ordinances\TXParksWildLife-GrantAppl-COOP_2020.doc

AYE	NO	
✓		MAYOR TURNER
••••	••••	COUNCIL MEMBERS
✓		PECK
✓		DAVIS
✓		KAMIN
✓		EVANS-SHABAZZ
✓		MARTIN
✓		THOMAS
✓		TRAVIS
✓		CISNEROS
✓		GALLEGOS
✓		POLLARD
✓		MARTHA CASTEX-TATUM
✓		KNOX
✓		ROBINSON
✓		KUBOSH
✓		PLUMMER
✓		ALCORN
CAPTION	ADOPTED	

Texas Parks and Wildlife Department
Community Outdoor Outreach Program (COOP)
GRANT APPLICATION

GENERAL APPLICATION INFORMATION

Organization Name: Houston Parks and Recreation Department
Project Name: Houston PARKS Adventure
Contact Person: Rose Esteves
Phone number: 832-395-7058
Email address: rose.esteves@houstontx.gov
Physical Address: 2999 S. Wayside Dr.
Houston, TX 77023

Is your mailing address different than your physical address? NO

Federal Tax ID Number: 746001164
DUNS Number : 832125058
SAM CAGE Code: 412X1

Senate District: 6
House District: 145
Federal Congressional District: 29

Funds Requested: \$30,000

Please upload the following documentation online:

Signature Page
Resolution Authorizing Submission of the Grant Application
Applicant's Certification and Program Assurances
Project Key Personnel (Upload a document listing the key personnel directly involved with the project including their name, title and a brief summary of their grant-related duties and qualifications).

APPLICATION PREPARED BY

Preparers Name: Rose Esteves
Preparers Title: Senior Community Liaison
Preparers Phone Number: 832-395-7058
Preparers Email Address: Rose.Esteves@houstontx.gov

Applicant has properly closed out all previous CO-OP grant projects. YES

Organization Overview

Provide a brief overview of your organization's mission and history. (200 word max)

PRIORITY FUNDING ELEMENTS

The following series of questions pertain to the Priority Funding Elements. It is very important that you are clear about how your project addresses the Priority Funding Elements, as this is the information which will be used to determine the priority for funding projects. In order to successfully complete this section, you will need to secure partnerships/participants prior to the application process. When addressing numbers of participants, please only include those who will be directly served by the program in which grant funds are being requested.

DESCRIPTION OF THE PROJECT (0-5 Points)

1. Program Narrative

This program narrative is a very important section of the application which describes all elements of the project and the need for assistance. Each section of the program narrative should be clear and concise. If the application is to be successful, you must clearly communicate what is proposed and why it is needed. State dollars may not be used to support any religious activities or groups requiring membership to participate. Recipients of this grant cannot use any part of these monies to fund religious worship, instruction or proselytization. Membership only organizations must show CO-OP funded activities are open to the public. If your organization falls in either one of these categories, please be sure to state in your program narrative how your program will meet these guidelines. Failure to follow instructions may result in the application being ruled ineligible. Provide an overview of the Project. This should be a very basic explanation in layman's terms to provide a reviewer with an understanding of the project. If a person that is unfamiliar with this particular project reads this section and cannot grasp the basic concept, then you have not achieved what is requested here. Please address specifically: who you are serving, what activities/programs you will be conducting, when the activities/programs will take place, where the activities/programs will take place and why these activities/programs are important to your organization and participants.

The Houston Parks and Recreation Department (HPARD) proposes to implement Houston PARKS Adventure, a collaborative, community-based program targeting at-

risk, minority youth. Houston at-risk youth are lagging in awareness, knowledge, and skills when it comes to the natural outdoors. Our urban natural resources and wildlife habitats are increasingly threatened by development and a growing population. Outdoor spaces are decreasing and as a result low-income communities are less likely to be exposed to the benefits of nature and outdoor recreation. Houston parks and the Texas State Park systems are havens for outdoor learning and recreation with access to natural forests, prairies, wetlands, bayous, lakes, ponds and wildlife. HPARD requests \$30,000 in grant assistance from the Texas Parks and Wildlife Department Community Outdoor Outreach Program (COOP) to implement Houston PARKS Adventure Program, a free outdoor recreation and nature education program targeting at-risk urban youth participating in HPARD's After-school and Summer Enrichment Program.

Houston PARKS Adventure promotes nature education, conservation, and outdoor recreation through innovative and affordable programming that will spark the interest of 3,400 program participants. The overall project plan includes after-school instruction, spring and fall field trips and summer experiential activities coordinated through 25 community centers in Houston. Targeted sites for these field trips include national, state and local parks and waterways. HPARD will work with a variety of public and private partners to deliver quality programming that is fun, educational, meaningful, and teaches skills that our target population can use in future park adventures. Proposed partners include the Student Conservation Association, WaterWorks Education Center, Artist Boat, and Texas Parks and Wildlife Department. These partners will significantly enhance HPARD's after-school and summer programming to include angler education, hunting, bowhunting, boating, archery, nature hikes, bird watching, prairie and wetland restoration, camping set up, cooking, Leave-No-Trace ethics, nature exploration, and geocaching. These experiences help youth develop competent outdoor recreation skills while instituting a sense of stewardship towards nature and the outdoors.

2. List goals & objectives for your project.

Your goals should describe what you want to accomplish at the conclusion of the grant project. Your objectives are how you will measure your achievement of the grant project.

Goals:

1. Houston PARKS Adventure promotes nature education, conservation, and outdoor recreation through innovative and affordable after-school and summer programming.
2. Houston PARKS Adventure will engage five main partners in developing and enhancing after-school and summer programming with fun, educational and meaningful activities.
3. Houston PARKS Adventure and its partners will build understanding about the important role parks play in our quality of life and will help create the environmental stewards of tomorrow by engaging participants with outdoor, skill-development.

Objectives:

1. To work with five main partners to engage 3,400 individuals (children and youth) in the Houston PARKS Adventure program.
2. To coordinate minimum of twelve (12) field trips and summer experiential activities to deliver the following organized and supervised outdoor recreation activities:
 - a. Fishing and wildlife viewing at Sheldon Lake State Park and Brazos Bend State Park
 - b. Hiking and camping at Lake Houston Wilderness Park, Sheldon Lake State Park and Brazos Bend State Park
 - c. Wildlife and flora awareness and appreciation, and kayaking at Galveston Island State Park and San Jacinto State Historical Park
 - d. Engaging students in TPWD's Texas Family Outdoor Programs as an introduction to nature and outdoor skills development opportunities.
 - e. Program participants will visit Houston's bayous to learn about nonpoint source pollution and the importance of conserving our natural resources and protecting our waterways.
 - f. Three outdoor service projects that combine environmental education with service learning will be coordinated to address invasive species control and habitat restoration in Clinton, Milby, and Hobart Taylor Park.
3. To promote the program and implement outreach activities to recruit participants of HPARD's After-school and Summer Enrichment Program at the following 25 community centers:

Northwest Region: Carverdale, Love, Judson Robinson, Jr., Proctor Plaza and Independence Heights

Southwest Region: Goodwin, Kendall, Sunnyside, Windsor Village, Lansdale, Townwood and Alief

Southeast Region: Garden Villas, Sagemont, Meadowcreek and Mason

Northeast Region: Moody, Melrose, Tidwell, Shady Lane and Tuffly

Central Region: Settegast, Linkwood, Cherryhurst and Clinton

3. Explain how you will ensure that you are meeting the goals, objectives, and outcomes of your project.

Explain how your organization will track and measure your project's objectives.

HPARD ensures that all goals and expected outcomes of Houston PARKS Adventure are met through open communication with partners, advanced scheduling of activities, the collection of feedback via questionnaires, and quarterly reports. All agreements are enclosed with partner agencies utilizing grant funds to perform services as part of the

Houston PARKS Adventure program. We also include partnership letters from agencies who agreed to support program quality and deliverables.

4. Address risk management plans for proposed project. (i.e. First Aid, Safety, Training)

HPARD implements its risk management plan during all aspects of Houston PARKS Adventure. The safety and welfare of participants during each event is in the hands of HPARD staff trained in CPR and safety. First aid kits are always available on-site and taken during fieldtrips. Every effort possible is made to ensure that each field trip is well planned and organized. Parents are advised and have to submit the appropriate permission slips for their children. All participants know the schedule, their roles and what to do in case of an emergency. Each community center has a copy of the trip itinerary and emergency contact information. Participants are transported in school buses designed with many special safety features to minimize potential injuries to passengers and are driven only by qualified employees who complete comprehensive training courses in safety and defensive driving techniques.

5. List the items on which you will spend the COOP portion of the grant funds

Items in this category should have been explained in your Program Narrative and included in your Budget Summary.

A. Sub-award to the following non-profit, nature-based organizations:

- Student Conservation Association to coordinate an intern to support the program
- Artist Boat to coordinate Eco-Art, an ecology-based curriculum

B. Sub-contract transportation service to take participants to a variety of outdoor venues (bus rental for 5 hour -field trips); and with the Texas Outdoor Family program to implement three outdoor camping opportunities.

C. Food & Beverages during field trips to outdoor venues to keep participants hydrated and fed

D. Program supplies to enhance environmental education and hands-on experiences including:

- Telescopic rod, reel with line and bait for fishing
- Flashlight, binocular, plastic bottle, plastic bag, and sleeping bag for camping, hiking and birding
- Gloves and shovels for participants of the Outdoor Service Project

E. Program T-shirts/Incentives to provide program participants with proper identification during fieldtrips and a program incentive composed of one educational/environmental booklet or game

PROJECT PARTICIPANTS

Project provides services to the following underserved populations. (0-15 points)
 This will be based on the location of the applicant's headquarters. Applicant may be one of the other but not both. Some Applicants may not fall in either category.

Inner City (in cities of 100,000 or greater) Based on population figures of sponsor location –may be inner-city or rural or neither (2pts.)

Rural (cities or counties 20,000 or less) (2 pts.)

Where applicable, please provide percentage of total participants and a brief explanation of how you came up with these percentages and the source for your participant data.

	Minority (ethnic minorities within served population greater than or equal to 50% total served population) (3pts)	Female (females within served population greater than or equal to 50% of total served population) (3 pts)	Low Income (as defined by the USDA Food Eligibility Guidelines for the Free & Reduced School Lunch Program; low income within served population greater than or equal to 50% of total served population) (3pts.)	Physically/Mentally Challenged (includes ADD, ADHA, special education) (2pts.)
Percentage of Population Served	98%	52%	80%	8%
Explanation	HPARD Summer and After-School Enrichment program participants tracked through registration applications	HPARD Summer and After-School Enrichment program participants tracked through registration applications	Statistics from Houston Independent School District	Statistics from Houston Independent School District

	Youth (age 17 and under) (2pts.)
Percentage of Population Served	100%

NUMBER OF PROGRAM PARTICIPANTS

(0-10 points)

Number of program participants the proposed project will directly serve (0-10 points). One point awarded for each 25 unduplicated participants served (up to a maximum of 10 points)

3,400

TPWD Direct Relationship and Letters (0-5 points) – please upload

The extent of the proposed Project's direct relationship with Texas Parks and Wildlife Department programs and/or facilities:

Identify TPWD facility used, TPWD Program involved and TPWD Personnel. If partnering with TPWD personnel, the person must be listed and you must provide a Letter of Partnership which explains their contribution to the Project. This letter must be signed and dated (less than a year old) by the TPWD staff person.

Attach Letter(s) of TPWD Direct Relationship:

TPWD Direct Relationship: Facilities and Personnel

List TPWD Facility and Personnel which will be utilized in your Project

Facility	Personnel
Sheldon Lake State Park	Kelly Morris, Park Superintendent
Brazos Bend, Sheldon Lake, and Galveston Island State Parks	Heidi Lyn Rao, Hunter Education Manager
Brazos Bend, Sheldon Lake, and Galveston Island State Parks	Greg Akins, Aquatic Education Specialist
Brazos Bend, Sheldon Lake, and Galveston Island State Parks	Kimberly Sorensen, Outdoor Education Diversity Specialist

TPWD Direct Relationship: Program and Program Explanation

List TPWD Program and how the Program will be used in your Project

Program	Explanation
Angler Education Program	Fishing Education for program participants
Hunter Education	Hunting, Bowhunting, Boating and Archery
Sheldon State Park and Environmental Learning Center	Environmental Education, nature hikes, bird watching, and prairie and wetland restoration
Texas Outdoor Family Program	Camping set up, cooking, leave no trace ethics, nature exploration, geocaching and fishing

PROJECT ACTIVITIES

(0-5 points)

Project proposes activities related to TPWD Activities. (0-5 points)

Activities must be described in your Program Narrative and Project Action Plan in order to receive credit.

Choose all that apply:

- Hunting / Shooting Sports**
- Camping**
- Environmental Education**
- Fishing / Angling**
- Backpacking / Hiking**
- Outdoor Cooking**
- Mountain Biking**
- Canoe / Kayaking**
- Rock Climbing**
- Birding / Wildlife Viewing**
- Orienteering / Geocaching**
- Nature Photography**
- Other:**

CAREER DEVELOPMENT AND MENTORING

(0-3 Points)

Project specifically serves at risk youth (0-4 Points)

This mission of Texas Parks and Wildlife is to introduce underserved populations to experiences in the field of natural resources. Two ways to accomplish this goal is through career development and mentoring programs. How will your program address these initiatives?

Career Development (2pts)

Focus should be on making participants aware of the many opportunities available in the natural resources field and the various formal and informal pathways to prepare for a career in the field. Information should include knowledge, skills and education requirements. Best programs offer students an opportunity to try out the actual tasks of different positions and to meet a variety of professionals.

High performing programs should include 3 essential components:

- Applied skill development: This component teaches participants relevant skills that will improve their eligibility for employment or post-secondary education.

- Career Exposure: In this component, participants will learn about several careers and receive information about the skills and credentials required to enter and advance in the field. One key way is through work-based experiences such as job shadowing, internships, service learning, or summer jobs.

- Youth development: Here, project managers will construct individualized learning plans for participants.

Houston PARKS Adventure is a program where participants are exposed to environmental professionals and outdoor enthusiasts that have a passion for teaching and role modeling. This program engages the expertise and leadership of partners such as Artist Boat and Texas Parks and Wildlife Departments. The leaders can deliver a variety of educational activities that are interactive, explorative, interpretive, educational and fun. These activities combine youth developmental elements that are a key for career exploration such as awareness, knowledge, skills, abilities, critical thinking, and behavioral change. Participants will get to experience environmental awareness, wildlife habitat, local ecosystems, and the importance of conserving our natural resources. Also, participants will take part in hands-on, outdoor group activities such as kayaking, archery, hiking, and camping that increase team building and leadership skills. Houston PARKS Adventure teaches the necessary skills to increase participant's confidence in and knowledge of the outdoors that lead to career exploration options in the field of natural sciences. Program participants envision themselves in existing professional roles while learning about career and post-secondary options in the field of natural sciences.

Mentoring (2 pts)

Within the context of the CO-OP grant, mentoring is defined as a relationship in which a more experienced or knowledgeable person (the mentor) is assigned to act as an advisor or guide to a mentee. Emphasis is on the relationship while assisting the mentee in finding pathways to success in skill development and life-long enjoyment of the natural world and outdoor experiences. Mentoring should also encourage ongoing education and career development in natural resources to cultivate and develop future workforce. At a minimum mentors and mentees should meet regularly for an extended period of time. Mentoring can take the form of peer to peer mentoring (older students leading activities and teaching younger students). Successful applicants will include the following information: duration (time period) of mentoring including the number of hours over duration; mentoring selection and training; matching mentors to mentee; number of participants; and the structure of mentoring program. (There is some overlap in career development and mentoring as career development can be part of mentoring and can include activities such as internships and summer jobs.)

HPARD staff, partner agency staff, and volunteers involved with Houston PARKS adventure are selected for their high standards in education, environment and community involvement. These program leaders are also selected based on their excellent communication skills, desire to work with youth and commitment to serve the community. These leaders serve as strong adult role models when working with youth during the implementation of all program activities. Throughout the delivery of outdoor recreational and educational activities, children are exposed to these responsible adult role models who care about their environment and wildlife. Hands-on, informal environmental activities engage youth with these mentors helping build self-esteem, positive social attitudes and relationships, as well as environmental stewardship. HPARD is also collaborating with student crews and interns from the Student Conservation Association who will work along site HPARD's youth to complete Outdoor Service Projects. These young adults are the next generation of conservation leaders who will inspire lifelong stewardship of the environment and communities by engaging our young people in hands-on service to the land. These young adult role models will also have an important role mentoring our youth.

OUTDOOR SERVICE PROJECT
(0-3 points)

Proposed Project includes an Outdoor Service Project. (0-3 points)

Eligible service projects must be related to the TPWD mission and must be conducted on property with public access. Projects must be described in detail and must include an authorization letter from site management. Letters must give the applicant permission to do the service project along with a brief description of the project. Letters must be current, signed and dated. Examples of eligible service projects include but are not limited to: trail restoration or habitat restoration, planting native vegetation, and wildlife monitoring. Picking up your own trash following an event is not a service project. Materials requested for Outdoor Service Projects should be listed separately on your budget spreadsheet. If your proposed project is ruled ineligible, funds for materials requested for the service project will be denied. Points will be awarded on the following criteria:

Briefly describe your Outdoor Service Project:

HPARD's Natural Resource Manager will work with inner-city youth to teach them how to conserve the natural resources of the following City of Houston parks: Clinton, Milby, Hobart Taylor and Lake Houston Wilderness Parks. Youth will learn about invasive species control and habitat restoration activities that are an essential part of our parks management system.

What environmental/conservation need is your service project addressing? How will your service project address this need? (1 pt.)

Invasive plants threaten the diversity of native plant communities in Houston's urban parks and ecosystems. Invasive species removal and control is needed so that native plants can thrive along with those species dependent on them. Through the leadership of HPARD's Natural Resource Manager, inner-city youth will learn how to conserve the natural resources, about invasive species control and habitat restoration activities that are an essential part of our parks management system.

How will participants be directly involved in the planning and problem solving process? (1 pt.)

Teaching our youth the importance of this project, and involving them in hands-on experiences where they can identify and help remove these species, is a great outdoor educational opportunity. Once youth learn the basic names, looks, natural history and need for control of these species, they get involved in planning strategies for their control. Youth evaluate their performance and talk about how they will implement newly acquire strategies to help reduce the spread of these invasive species in their neighborhoods.

How will you evaluate the impact your service project has on the youth/and or the community? (1 pt.)

A pre-activity group interview is provided to assess the level of knowledge that young participants have about invasive species within their communities prior to each activity. A post-activity group interview evaluates changes in youth level of knowledge about the subject presented and attitudes of participants.

Outdoor Service Partnership Letter: please upload

PARTNERSHIPS
(0-4 points)

Proposed project encourages partnerships with organized groups. (0-4 points):

Application must include partnership letters from the partnering organizations. Letters of endorsement will not receive credit. Partners can contribute through volunteer labor, program materials, physical facilities use, transportation, food, etc. Letters must be current (less than one year old), dated, signed and must state what the partner is providing to the program as well as the value of the contribution if applicable. Applicants cannot partner with themselves.

Attach Partnership Letters

ACTION PLAN
(0-3 points)

Community Outdoor Outreach Program Project Action Plan (0-3 pts)

This section is an action plan outline and a draft itinerary for implementing the proposed project. Projects must be written for a one year period (or less) and start within 6 months of grant approval date (Groups should contact sites and partners to develop plans for activities and events prior to submitting application) Failure to submit an adequate Project Action Plan could rule your project ineligible. Action plans must include tentative dates, locations and activities. Activities must be described in your Program Narrative and Project Action Plan in order to receive credit.

Recurring programs must include an itinerary below:

	Tentative Dates	Target Locations	Targeted Activity
1	June	25 Community Centers/Parks	Houston PARKS Adventure program starts at HPARD's Summer Enrichment Program
2	June	Hobart Taylor Park	Outdoor Service Project: Invasive Species Control and Habitat Restoration
3	June	Bass Pro Shop	TPWD Fishing & Boating Education
5	June & July	Lake Houston	Fieldtrips to WaterWorks Education Center
6	July & August	Galveston Island & San Jacinto State	Artist Boat coordinates fieldtrips.

		Historical Parks	
7	August	Lake Houston Wilderness Park	Outdoor hiking and bird viewing experience.
8	June & July	Clinton, Milby and Hobart Taylor Parks	Outdoor Service Project: Invasive Species Control and Habitat Restoration
0	June - August	Sheldon, Brazos and Galveston State Park	Texas Outdoor Family Camping

	Tentative Dates	Target Locations	Targeted Activity
1	September	25 Community Centers/Parks	Houston PARKS Adventure program starts at HPARD's After-School Enrichment Program
2	October	Memorial Park	Kids Fish Fest: Coordinated by TPWD & Precinct I
3	November	Brazos Bend Park	TPWD Family Outdoor Camping Experience
4	November	City of Pearland Parks	Kids Fish Fest coordinated by TPWD & Pearland Parks & Recreation
5	December	Lake Houston	Fieldtrips to WaterWorks Education Center
6	January	Clinton Park	Outdoor Service Project: Invasive Species Control and Habitat Restoration
7	March	Clinton Park	Outdoor Service Project: Invasive Species Control and Habitat Restoration
8	March	Houston Livestock & Rodeo	Life is Better Outside coordinated by TPWD
9	April	Sheldon State Park	TPWD Family Outdoor Camping Experience

Do you have additional Program Project Action Plan Dates, Target Locations, or Target Activities?

NO

Summary of Activities

Program partners implement summer curriculums and outreach strategies at each of the twenty four target sites.

- **Texas Parks and Wildlife Department** coordinates a variety of outdoor educational and recreation opportunities through the following programs: Texas Family Outdoor Program and Hunter/Angler/Boating Education. Youth are introduced to nature and learn about the Great Outdoors.
- **WaterWorks Education Center** is a one-of-a-kind water destination whose mission is to promote water education, conservation and stewardship. Center staff will conduct educational workshops and activities for youth.
- **Artist Boat** - provides an ecology-based curriculum, Eco-Art, focused on nature awareness, appreciation and preservation of coastal margins, the marine ecosystem, wildlife and flora.
- **Sheldon Lake State Park and Environmental Learning Center** – initiates its field study opportunities through catch and release fishing activities, viewing alligators, and wading birds, and nature and ecology hiking activities for wildlife studies and trail exploration.
- **Student Conservation Association (SCA)** coordinates an internship program to support HPARD's staff. SCA coordinate the involvement of some of their student crews to work alongside youth in Outdoor Service Projects.
- Houston PARKS Adventure Summer Field Trips include: WaterWorks Education Center; Galveston Island State Park and San Jacinto State Historical Park led by Artist Boat.

STAFF ACTION PLAN

March - May

- Houston PARKS Adventure program development.
 - Reports requirements.
 - Measurable Outcomes
 - Data Collection and Demographics
- Finalize program calendar for twenty five target community centers.
- Work with program partners to outline budget, data collection forms and reports, and review expected outcomes of the program.

- Select Intern from Student Conservation Association.
- Order supplies/materials needed to implement program.
- Develop outreach and promotional strategies to recruit participants throughout the summer.
- HPARD conducts staff orientation with target community center sites.
 - Includes data collection forms and reporting requirements.

March 2021 – August 2022

- Houston PARKS Adventure program starts at HPARD's After-School Enrichment Program and Summer Enrichment Program.
- Target community centers initiate Houston PARKS Adventure promotional and outreach strategies to recruit participants throughout the summer.
- HPARD conducts staff orientation with target community center sites.
 - Reports requirements.
 - Measurable Outcomes
 - Data Collection and Demographics
- Work with program partners to outline budgets, data collection forms and reports, and review expected outcomes of the program.
- Order supplies/materials needed to implement program.
- Submit quarterly report to TPWD before January 15, April 15 & July 15.

September 2021

- Complete final grant activities and reporting requirements with partners.
- Grant project wrap-up and final reimbursement.

PROJECT BUDGET **(0-3 points)**

This is a reimbursement program. This means that the applicant will be reimbursed as expenses are incurred. Approved projects will be eligible to request up to 10% of awarded funds in advance of beginning work to act as a start-up allocation. The 10% seed funds must be accounted for before further reimbursements are given. No reimbursements will be made for any project expenses prior to approval of your grant and execution of a grant contract.

Budget Summary

Funding will be removed for any ineligible items listed in your Budget Summary. The amounts listed in your Budget Summary must match what you have provided in your Funds Requested. Used equipment purchased prior to a signed project agreement by TPWD is not eligible as part of the applicant's contribution or for reimbursement. Indirect costs will not be reimbursed. Sales taxes and tips are not reimbursable.

Explain the cost to participants (if any):

Provide information about how collected fees will be used.

HPARD's After-school Enrichment Program (AEP) is free of cost to all participants. HPARD's Summer Enrichment Program (SEP) has a \$30 a week fee that is waived for low income participants. Participants of both, AEP and SEP will be recruited for the Houston PARKS Adventure Program. All activities under the Houston PARKS Adventure Program are free of cost to all participants. Grant funds and in-kind resources cover 100% of the cost of all activities related to the program.

Budget Summary

You will need to provide us with your Budget Summary for the proposed Project which needs to be aligned with your narrative. Please view the CO-OP Sample Budget Summary in order to complete the CO-OP Budget Summary Fillable - This a fillable form which you must download, complete and then upload below. Please note that you must not round numbers, you must use actual numbers. Any ineligible items listed in the budget will be deleted and not funded. Please see CO-OP Grant Information for lists of eligible/ineligible items by clicking here. If unsure, please contact staff for clarification. All grant recipients will be required to attend the CO-OP grant management workshop in Austin (TBD) after notification of award. Please consider travel expenses to workshop when completing your grant budget request.

Upload your completed Budget Summary:

ADDITIONAL BUDGET CRITERIA

Participant response not required. Scores will be based on the submitted budget. The extent to which the proposed project prioritizes actual program costs. (0-10 points). This will be based on information provided by applicant in the Budget Summary. The formula of $\text{Direct Service Delivery Cost} / \text{Total Project Cost} \times 10 =$ will be used by the grant reviewers to determine points awarded. There is no input required from you in this section. The extent to which the applicant's funds and resources are committed to the project. Applicant must provide audit-able proof of their contribution (0-4 points). This will be based on information provided by applicant in the Budget Summary. The formula of $\text{Applicant Resources} / \text{Total Project Cost} \times 4 =$ will be used by the grant reviewers to determine points awarded. There is no input required from you in this section.

If applicable, has applicant fulfilled all previous CO-OP grant reimbursement requirements?

This is determined by the grant reviewers. There is no input required from you in this section at this time. If the answer to this question is determined 'no' by the reviewers, the following formula will be used to deduct points from your application score: $\text{Remaining Balance} \times .0015$

If you would like to get an estimate of possible points deduction, please enter the balance available from previous grant in the box provided below.

Remaining Balance: \$0

ENTITY ELIGIBILITY

Your entity must be eligible for this grant award. To confirm your eligibility, you MUST complete the two following tasks prior to submitting your application. You will not be able to submit your application without the successful completion of providing your DUNS Number and registering with System of Award Management (SAM). DUNS Number: Provide the DUNS Number for your entity. [Click here here to look up your registered number.](#)

Provide the DUNS Number: 832125058

System of Award Management (SAM)

Provide the SAM CAGE Code below for your entity. [Click here to look up the number for your entity.](#) If you do not have a SAM CAGE Code, you will need to [click here to get registered.](#)


Provide the SAM CAGE Code: 412X1

SOURCE OF APPLICANT FINANCING

SUBMITTING YOUR APPLICATION

The application deadline is 5:00 PM on February 1st. You will be able to make changes to your application up to the application deadline. Please remember that once you have completed your application that you must choose "SUBMIT" below to send your application. The only time you will be able to choose 'SUBMIT' is once you have completed the application and are prepared to submit it for review. You will receive an email confirmation of your submission. Once submitted you can print your complete application. Thank you for taking the time to complete the CO-OP Application.

Approved by:

DocuSigned by:

933FA00E53BA453

Stephen Wright
Director

10/6/2020

Date

CITY OF HOUSTON, TEXAS

Signed by:

Mayor

ATTEST/SEAL:

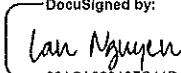
City Secretary

COUNTERSIGNED BY:

City Controller

DATE COUNTERSIGNED:

APPROVED AS TO FORM:

DocuSigned by:

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Sr. Assistant City Attorney
L.D. File No. 0492000136001
(TPWD-Grant Application-COOP)

Texas Parks and Wildlife Department
COOP Budget

Expense Item	Amount Per Unit	Unit Cost	Total Expense Cost
Service Delivery Costs			
Student Conservation Association - Intern	10	1460	14600
Artist Boat: Eco-Art, ecology-based curriculum	1	4000	4000
Transportation (bus rental for 5 hour -field trips)	30	325	9750
Food & Beverages / Field Trips	30	150	4500
Program Supplies: Fishing/Birding/Hiking/Etc.	30	125	3750
Texas Outdoor Family Camping	6	200	1200
Program T-shirts/Incentives	1360	5	6800
Requested State Assistance	1467	6265	30000