



Travis County Commissioners Court Agenda Request

Meeting Date: 04/17/2012, 9:00 AM, Voting Session

Prepared By/Phone Number: Alan Miller, Planning and Budget Office, 854-9726

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive
Planning and Budget

Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

Review and approve requests regarding grant programs, applications, contracts and permissions to continue:

- A. Application to the United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance for a Co-Occurring Re-entry Services grant in Community Supervision and Corrections Department. Grant provides funds for two positions in Community Supervision and Corrections Department and one in the Mental Health Public Defender's Office to expand services for dually diagnosed probationers;
- B. Application to the Capital Area Council of Governments for a Travis County Exposition Center Recycling program in Transportation and Natural Resources to purchase a concrete pad and metal building to house recycling materials; and
- C. Application to the National Endowment for the Humanities to receive preservation assistance funds in the Records Management Department. Grant provides for an assessment of the Travis County Archives and the purchase of archival supplies.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Item A is a new grant program with CSCD and the Mental Health Public Defender's Office to enhance the services offered to adult dually diagnosed probationers.

Item B is a new grant program that builds on previous recycling grants to build a concrete pad and structure at the Travis County Expo Center to house recycling equipment purchased through an earlier grant.

Item C is a new grant program to provide funds for an assessment of the Travis County Archives and purchase archival supplies.

STAFF RECOMMENDATIONS:

PBO recommends approval of all items.

ISSUES AND OPPORTUNITIES:

Additional information is provided on each item's grant summary sheet.

FISCAL IMPACT AND SOURCE OF FUNDING:

Item A includes a position in the Mental Health Public Defender's Office that may be requested to transition to the General Fund in 2015. No match is required for the current application and there is no requirement to continue the program after the termination of the grant.

Items B and C have no match requirements.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leslie Browder
Cheryl Aker

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE
FY 2012

The following list represents those actions required by the Commissioners Court for departments to apply for, accept, or continue to operate grant programs. This regular agenda item contains this summary sheet, as well as backup material that is attached for clarification.

| Dept. | Grant Title | Grant Period | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs | PBO Notes | Auditor's Assessment | Page # | |
|---------------------|-------------|--|-------------------------|-------------------|---------------------|----------------------|---------------|-----------|-----------|----------------------|--------|-----|
| Applications | | | | | | | | | | | | |
| A | 39 | Travis County Adult Probation Co-Occurring Re-entry Services | 10/01/2012 9/30/2012 | \$565,345 | \$0 | \$0 | \$0 | \$565,345 | 3.00 | R | MC | 11 |
| B | 49 | FY 12/13 CAPCOG Travis County Expo Center Recycling Grant | 7/1/2012 06/30/2013 | \$31,500 | \$0 | \$0 | \$0 | \$31,500 | - | R | S | 103 |
| C | 57 | NEH Preservation Assistance | 2/01/2012 8/1/2013 | \$6,000 | \$0 | \$0 | \$0 | \$6,000 | - | R | S | 135 |

* Amended from original.

PBO Notes:

- R - PBO recommends approval.
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed.

County Auditor's Complexity Assessment measuring Impact to their Office's Resources/Workload

- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

FY 2012 Grant Summary Report
Grant Applications approved by Commissioners Court

The following is a list of grants for which application has been submitted since October 1, 2011, and the notification of award has not yet been received.

| Dept | Name of Grant | Grant Term | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs | Approval Date |
|-------------|---|-----------------------|--------------------|--------------------------|----------------------------|-----------------------------|----------------------|-------------|----------------------|
| 49 | Little Webberville Park Boat Ramp Renovation Grant | 6/01/2012-05/31/2015 | \$77,502 | \$0 | \$25,834 | \$0 | \$103,336 | - | 10/25/2011 |
| 49 | Webberville Park Boat Renovation Grant | 6/01/2012-5/31/2015 | \$129,793 | \$0 | \$43,624 | \$0 | \$173,417 | - | 10/25/2011 |
| 49 | Dink Pearson Park Boat Ramp Grant | 6/01/2013-5/31/2016 | \$500,000 | \$0 | \$166,667 | \$0 | \$666,667 | - | 10/25/2011 |
| 58 | AmeriCorps | 8/1/2012-7/31/2013 | \$298,671 | \$0 | \$437,941 | \$73,677 | \$810,289 | 28.00 | 11/1/2011 |
| 47 | State Homeland Security Grant program (through CAPCOG)- SCBA equipment | 10/01/2012-11/30/2014 | \$40,000 | \$0 | \$0 | \$0 | \$40,000 | - | 1/10/2012 |
| 47 | State Homeland Security Grant program (through CAPCOG)- equipment licenses | 10/01/2012-11/30/2014 | \$8,000 | \$0 | \$0 | \$0 | \$8,000 | - | 1/10/2012 |
| 47 | State Homeland Security Grant program (through CAPCOG)- maintenance contract | 10/01/2012-11/30/2014 | \$30,000 | \$0 | \$0 | \$0 | \$30,000 | - | 1/10/2012 |
| 47 | State Homeland Security Grant program (through CAPCOG)- replacement equipment | 10/01/2012-11/30/2014 | \$30,000 | \$0 | \$0 | \$0 | \$30,000 | - | 1/10/2012 |
| 47 | State Homeland Security Grant program (through CAPCOG)- chemical protective clothing | 10/01/2012-11/30/2014 | \$40,000 | \$0 | \$0 | \$0 | \$40,000 | - | 1/10/2012 |
| 47 | State Homeland Security Grant program (through CAPCOG)- radiological isotope identifier | 10/01/2012-11/30/2014 | \$33,500 | \$0 | \$0 | \$0 | \$33,500 | - | 1/10/2012 |
| 47 | State Homeland Security Grant program (through CAPCOG)- dosimeters | 10/01/2012-11/30/2014 | \$8,000 | \$0 | \$0 | \$0 | \$8,000 | - | 1/10/2012 |
| 49 | FY 12 Habitat Conservation Plan Land Acquisition Assistance Grant | 5/1/2012-8/30/2014 | \$4,834,800 | \$0 | \$3,223,200 | \$0 | \$8,058,000 | - | 1/17/2012 |
| 49 | Emergency Management Performance Grant | 10/1/2011-9/30/2012 | \$138,465 | \$138,464 | \$0 | \$0 | \$276,929 | 3.00 | 1/24/2012 |
| 24 | Travis County Veterans Court | 7/01/2012-6/30/2013 | \$53,414 | \$0 | \$0 | \$0 | \$53,414 | - | 1/31/2012 |
| 45 | Drug Court & In-Home Family Services | 9/01/2012-8/31/2013 | \$181,000 | \$20,011 | \$0 | \$0 | \$201,011 | 0.24 | 1/31/2012 |

| Dept | Name of Grant | Grant Term | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs | Approval Date |
|------|---|---------------------|-------------|-------------------|---------------------|----------------------|---------------|------|---------------|
| 45 | Juvenile Accountability Block Grant (JABG) Local Assessment Center | 9/01/2012-8/31/2012 | \$101,525 | \$11,280 | \$0 | \$0 | \$112,805 | 1.34 | 1/31/2012 |
| 19 | Underage Drinking Prevention Program | 10/1/2012-9/30/2013 | \$161,205 | \$230,502 | \$35,951 | \$53,875 | \$481,533 | 3.50 | 2/7/2012 |
| 24 | Veterans Court Grant | 9/1/2012-8/31/2013 | \$226,516 | \$0 | \$0 | \$0 | \$226,516 | 2.00 | 2/7/2012 |
| 39 | Travis County Adult Probation DWI Court | 9/30/2012-9/29/2013 | \$206,515 | \$0 | \$0 | \$0 | \$206,515 | 3.05 | 2/7/2012 |
| 24 | Family Drug Treatment Court | 9/1/2012-8/31/2013 | \$137,388 | \$0 | \$0 | \$0 | \$137,388 | 1.00 | 2/14/2012 |
| 37 | TCSO Child Abuse Victim Services Personnel | 9/1/2012-8/31/2013 | \$24,997 | \$0 | \$24,997 | \$0 | \$49,994 | 1.00 | 2/14/2012 |
| 39 | Travis County Adult Probation DWI Court | 9/1/2012-8/31/2013 | \$229,112 | \$0 | \$0 | \$0 | \$229,112 | 4.00 | 2/14/2012 |
| 42 | Drug Diversion Court | 9/1/2012-8/31/2013 | \$132,585 | \$0 | \$0 | \$0 | \$132,585 | 1.00 | 2/14/2012 |
| 45 | Travis County Juvenile Treatment Drug Court-SAMSHA/CSAT | 9/1/2012-8/31/2013 | \$199,766 | \$0 | \$0 | \$0 | \$199,766 | - | 2/14/2012 |
| 19 | Family Violence Accelerated Prosecution Program | 09/01/12-08/31/13 | \$121,905 | \$31,534 | \$16,365 | \$17,742 | \$187,546 | 2.28 | 2/21/2012 |
| 45 | Travis County Eagle Resource Project | 09/01/12-08/31/13 | \$31,926 | \$0 | \$0 | \$0 | \$31,926 | - | 2/21/2012 |
| 45 | Trama Informed Assessment and Response Program | 09/01/12-08/31/13 | \$192,666 | \$0 | \$0 | \$0 | \$192,666 | 0.50 | 2/21/2012 |
| 47 | Fire Mitigation Assistance Grant Hodde Lane #2957 | 09/04/11-09/19/11 | \$38,605 | \$12,868 | \$0 | \$0 | \$51,473 | - | 3/13/2012 |
| 47 | Fire Mitigation Assistance Grant Pedernales #2959 | 09/04/11-09/19/11 | \$333,005 | \$111,002 | \$0 | \$0 | \$444,007 | - | 3/13/2012 |
| 47 | Fire Mitigation Assistance Grant Steiner #2960 | 09/04/11-09/19/11 | \$385,016 | \$128,339 | \$0 | \$0 | \$513,355 | - | 3/13/2012 |
| 21 | Electronic Disposition Reporting | 04/15/12-08/31/12 | \$35,637 | \$0 | \$0 | \$0 | \$35,637 | - | 3/20/2012 |
| 49 | Travis County Fuels Reduction Project (aka Wildfire Mitigation Grant) | 09/01/12-08/31/14 | \$200,775 | \$66,925 | \$0 | \$0 | \$267,700 | - | 3/20/2012 |
| 58 | Parenting In Recovery* | 09/30/11-09/29/12 | \$583,843 | \$62,818 | \$80,000 | \$52,212 | \$778,873 | 1.00 | 3/20/2012 |
| 45 | Residential Substance Abuse Treatment (RSAT) Program | 10/01/12-09/30/13 | \$143,743 | \$47,914 | \$0 | \$0 | \$191,657 | 1.75 | 3/20/2012 |

| Dept | Name of Grant | Grant Term | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs | Approval Date |
|------|---|----------------------|--------------|-------------------|---------------------|----------------------|---------------|------|---------------|
| 45 | Trama Informed Assessment and Response Program* | 09/01/12 08/31/13 | \$192,666.00 | \$0.00 | \$0 | \$0 | \$192,666.00 | 0.50 | 3/27/2012 |
| 45 | Travis County Eagle Resource Project* | 09/01/12 08/31/13 | \$31,926.00 | \$0.00 | \$0 | \$0 | \$31,926.00 | - | 3/27/2012 |

*Amended from original agreement.

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|----|-----|-----|--------------|-----------|-------------|-----------|--------------|-------|-----|
| | | | \$10,114,467 | \$861,657 | \$4,054,579 | \$197,506 | \$15,228,209 | 54.16 | |
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**FY 2012 Grant Summary Report
Grants Approved by Commissioners Court**

The following is a list of grants that have been received by Travis County since October 1, 2011

| Dept | Name of Grant | Grant Term | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs | Approval Date |
|-------------|--|-----------------------|--------------------|--------------------------|----------------------------|-----------------------------|----------------------|-------------|----------------------|
| 24 | Drug Diversion Court | 9/01/2011-8/31/2012 | \$132,702 | \$0 | \$0 | \$0 | \$132,702 | 1.00 | 10/4/2011 |
| 24 | Travis County Veteran's Court | 9/01/2011-8/31/2012 | \$155,000 | \$0 | \$0 | \$0 | \$155,000 | 2.00 | 10/4/2011 |
| 22 | Family Drug Treatment Court | 9/01/2011-8/31/2012 | \$119,185 | \$0 | \$0 | \$0 | \$119,185 | 1.00 | 10/4/2011 |
| 39 | DWI Court | 9/01/2011-8/31/2012 | \$231,620 | \$0 | \$0 | \$0 | \$231,620 | 4.00 | 10/4/2011 |
| 49 | Low-Income Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP) Local Initiatives Projects* | 5/06/2008-8/31/2013 | \$1,650,140 | \$0 | \$0 | \$155,101 | \$1,805,241 | - | 10/4/2011 |
| 45 | Travis County Psychology Internship Program | 9/01/2011-8/31/2016 | \$464,733 | \$99,779 | \$0 | \$0 | \$564,512 | - | 10/11/2011 |
| 58 | Comprehensive Energy Assistance Program* | 1/01/2011-12/31/2011 | \$5,519,883 | \$0 | \$0 | \$0 | \$5,519,883 | - | 10/18/2011 |
| 37 | Austin/Travis County Human Trafficking LE Task Force* | 1/01/2011-9/30/2012 | \$15,000 | \$0 | \$0 | \$0 | \$15,000 | - | 10/18/2011 |
| 24 | Drug Diversion Court* | 9/01/2010-8/31/2011 | \$188,422 | \$0 | \$19,132 | \$0 | \$207,554 | 1.00 | 10/18/2011 |
| 37 | 2012 Target & Blue Law Enforcement Grant | 10/1/2011-9/30/2012 | \$500 | \$0 | \$0 | \$0 | \$500 | - | 10/25/2011 |
| 45 | Juvenile Services Solicitation for the Front End Therapeutic Services Program | 9/1/2011-8/31/2012 | \$21,000 | \$0 | \$0 | \$0 | \$21,000 | - | 10/25/2011 |
| 45 | Travis County Eagle Resource Project | 9/1/2011-8/31/2012 | \$39,907 | \$0 | \$0 | \$0 | \$39,907 | - | 10/25/2011 |
| 58 | Travis County Family Drug Treatment Court - Children's Continuum | 10/1/2011 - 9/30/2014 | \$550,000 | \$0 | \$28,012 | \$155,321 | \$733,333 | 4.00 | 11/1/2011 |
| 47 | Emergency Management Performance Grant | 10/1/2010-3/31/2012 | \$78,753 | \$78,753 | \$0 | \$0 | \$157,506 | 3.00 | 11/8/2011 |
| 37 | State Criminal Alien Assistance Program (SCAAP) | 7/1/2009-6/30/2010 | \$683,501 | \$0 | \$0 | \$0 | \$683,501 | - | 11/22/2011 |
| 58 | Comprehensive Energy Assistance Program* | 1/1/2011-12/31/2011 | \$5,519,883 | \$0 | \$0 | \$0 | \$5,519,883 | - | 11/22/2011 |

| Dept | Name of Grant | Grant Term | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs | Approval Date |
|------|---|-----------------------|-------------|-------------------|---------------------|----------------------|---------------|------|---------------|
| 47 | Urban Area Security Initiative* | 8/1/2010-13/31/2012 | \$250,000 | \$0 | \$0 | \$0 | \$250,000 | 1.00 | 11/22/2011 |
| 45 | Leadership Academy Dual Diagnosis Unit-Residential Substance Abuse Treatment Program | 10/1/2011-9/30/2012 | \$142,535 | \$47,512 | \$0 | \$0 | \$190,047 | 1.82 | 11/29/2011 |
| 58 | Seniors and Volunteers for Childhood Immunization (SVCI) | 9/1/2011-8/31/2012 | \$8,846 | \$0 | \$0 | \$0 | \$8,846 | 0.20 | 11/29/2011 |
| 58 | Coming of Age (DADS) | 9/1/2011-8/31/2012 | \$24,484 | \$24,484 | \$0 | \$0 | \$48,968 | - | 11/29/2011 |
| 58 | Coming of Age (CNCS)* | 10/1/2010-3/31/2012 | \$75,743 | \$22,723 | | | \$98,466 | 0.59 | 11/29/2011 |
| 58 | Emergency Food and Shelter Program, Phase 30 | 1/1/2012-12/31/2012 | \$100,000 | \$0 | \$0 | \$0 | \$100,000 | - | 12/6/2011 |
| 34 | Bulletproof Vest Partnership - CN4 | 4/1/2011-9/30/2012 | \$493 | \$493 | \$0 | \$0 | \$986 | - | 12/13/2011 |
| 42 | Drug Diversion Court* | 09/01/2011-08/31/2012 | \$132,702 | \$0 | \$4,605 | \$2,602 | \$139,909 | 1.00 | 1/3/2012 |
| 58 | DOE Weatherization Assistance Program | 04/01/2011-03/31/2012 | \$212,612 | \$0 | \$0 | \$0 | \$212,612 | - | 1/10/2012 |
| 49 | Low-Income Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP) | 1/24/2012-8/31/2013 | \$175,000 | \$0 | \$0 | \$0 | \$175,000 | - | 1/17/2012 |
| 37 | Travis County Sheriff's Office Response Equipment | 12/01/2011-5/31/2012 | \$100,000 | \$0 | \$0 | \$0 | \$100,000 | - | 1/31/2012 |
| 24 | Formula Grant - Indigent Defense Grants Program | 10/01/2011-9/30/2012 | \$441,998 | \$0 | \$0 | \$0 | \$441,998 | - | 1/31/2012 |
| 23 | Texas Commission on Environmental Quality Intergovernmental Cooperative Reimbursement Agreement with Travis County* | 11/19/2012-8/31/2012 | \$590,797 | \$0 | \$0 | \$0 | \$590,797 | 2.00 | 1/31/2012 |
| 59 | Capital Area Trauma Advisory Council | 5/1/2011-8/31/2012 | \$5,888 | \$0 | \$0 | \$0 | \$5,888 | - | 2/7/2012 |
| 58 | ARRA WAP Weatherization Assistance Program* | 09/01/2009-02/28/2012 | \$7,622,699 | \$0 | \$0 | \$0 | \$7,622,699 | 3.00 | 2/21/2012 |
| 40 | OVW FY2010 Safe Havens: Supervised Visitation and Safe Exchange Grant Program* | 10/01/2010-09/30/2013 | \$400,000 | \$0 | \$0 | \$0 | \$400,000 | - | 2/28/2012 |

| Dept | Name of Grant | Grant Term | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs | Approval Date |
|------|--|---------------------------|-------------|-------------------|---------------------|----------------------|---------------|------|---------------|
| 37 | TxDOT Impaired Driving Mobilization Grant | 03/07/12 09/30/12 | \$18,102 | \$6,100 | \$0 | \$0 | \$24,202 | | 3/13/2012 |
| 37 | 2009 COPS LE Technology Grant* | 03/11/12 09/10/12 | \$300,000 | \$0 | \$0 | \$0 | \$300,000 | | 3/13/2012 |
| 49 | LIRAP Local Initiative Projects (LIP)* | 05/06/08 08/31/13 | \$1,688,163 | \$0 | \$0 | \$0 | \$1,688,163 | - | 3/20/2012 |
| 17 | Ransom and Sarah Williams Farmstead Educational Outreach Project | 10/1/2011- 9/30/2013 | \$7,500 | \$0 | \$7,500 | \$0 | \$15,000 | - | 3/27/2012 |
| 58 | Coming of Age (CNCS) | 4/1/2012- 3/31/2013 | \$50,495 | \$321,591 | \$0 | \$0 | \$372,086 | 6.80 | 3/27/2012 |
| 42 | Drug Diversion Court* | 09/01/2011- 08/31/2012 | \$132,702 | \$0 | \$7,930 | \$0 | \$140,632 | 1.00 | 4/3/2012 |

*Amended from original agreement.

\$27,850,988 \$601,435 \$67,179 \$313,024 \$28,832,626 33.41

FY 2012 Grants Summary Report

Permission to Continue

| Dept | Name of Grant | Grant Term per Application | Amount requested for PTC | | | Filled FTEs | PTC Expiration Date | Cm. Ct. PTC Approval Date | Cm. Ct. Contract Approval Date | Has the General Fund been Reimbursed? |
|---------------|--|----------------------------|--------------------------|--------------------|------------------|--------------|---------------------|---------------------------|--------------------------------|---------------------------------------|
| | | | Personnel Cost | Operating Transfer | Total Request | | | | | |
| 58 | Comprehensive Energy Assistance Program | 1/1/2012-12/31/2012 | \$29,196 | \$29,196 | \$58,392 | 4.00 | 3/31/2012 | 12/27/2011 | N/A | No |
| 58 | Comprehensive Energy Assistance Program* | 1/1/2012-12/31/2012 | \$0 | \$0 | \$175,000 | 0.00 | 3/31/2012 | 12/27/2011 | N/A | No |
| 58 | Casey Family Programs Community and Family Reintegration Project | 1/1/2012-12/31/2012 | \$15,196 | \$15,196 | \$30,392 | 1.00 | 3/31/2012 | 12/27/2011 | N/A | No |
| 58 | Casey Family Programs Community and Family Reintegration Project | 1/1/2012-12/31/2012 | \$29,196 | \$29,196 | \$58,392 | 1.00 | 6/30/2012 | 3/20/2012 | N/A | No |
| 58 | Comprehensive Energy Assistance Program | 1/1/2012-12/31/2012 | \$29,196 | \$29,196 | \$58,392 | 4.00 | 5/31/2012 | 3/27/2012 | N/A | No |
| Totals | | | \$102,784 | \$102,784 | \$380,568 | 10.00 | | | | |

*This portion of the request is not a typical permission to continue and will temporarily use General Fund resources for grant program operating expenses. Expenses will be made in the General Fund and reclassified against the grant once funds are available.

TRAVIS COUNTY FY 09 - FY 14 PLANNING TOOL FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) AND LARGE MULTI-YEAR GRANT CONTRACTS

The potential impact in future years to the County is shown for planning purposes only. County funding determinations will be made annually by the Commissioners Court based on the availability funding and progress of the program. ARRA Grants are highlighted in bold.

Future year amounts are estimated if not known and impact amounts may be reduced if additional Non-County funding is identified. Amounts shown in a particular year may not represent the actual grant term allocation since terms may overlap the County's Fiscal Year.

Grant Contracts approved by Commissioners Court

| Dept | Grant Title | FY 09 | | FY 10 | | FY 11 | | FY 12 | | FY 13 | | FY 14 | |
|---|---|-------------|--------------------|--------------|--------------------|-------------|--------------------|-------------|--------------------|-------------|--------------------|-------------|--------------------|
| | | Grant Award | Add. County Impact | Grant Award | Add. County Impact | Grant Award | Add. County Impact | Grant Award | Add. County Impact | Grant Award | Add. County Impact | Grant Award | Add. County Impact |
| Criminal Justice Planning | Travis County Mental Public Defenders Office. To establish the nation's first stand alone Mental Health Public Defenders Office. Full impact in FY 12 when grant is no longer available. | \$ 375,000 | \$ 250,000 | \$ 250,000 | \$ 375,000 | \$ 125,000 | \$ 500,000 | \$ - | \$ 625,000 | \$ - | \$ 625,000 | | \$ 625,000 |
| Criminal Justice Planning | Office of Parental Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. Full impact in FY 12 when grant is no longer available. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted. | \$ 300,000 | \$ 307,743 | \$ 100,000 | \$ 102,360 | \$ 50,000 | \$ 152,360 | \$ - | \$ 152,360 | \$ - | \$ 152,360 | \$ - | \$ 152,360 |
| Criminal Justice Planning | Office of Child Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. FY 11 is last year of grant. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted. | \$ 300,000 | \$ 301,812 | \$ 100,000 | \$ 102,358 | \$ 50,000 | \$ 152,359 | \$ - | \$ 152,359 | \$ - | \$ 152,359 | \$ - | \$ 152,359 |
| Criminal Justice Planning | Travis County Information Management Strategy for Criminal Justice (ARRA). Includes technology funding for (Constables, Records Management, Adult Probation, Juvenile Probation, Court Administration, County Attorney's Office, District Attorney's Office and Manor Police Department). | \$ - | \$ - | \$ 487,359 | \$ - | \$ - | \$ 26,432 | \$ - | \$ 26,432 | \$ - | \$ 26,432 | | \$ 26,432 |
| Facilities Management | Energy Efficiency and Conservation Block Grant (ARRA).For Retrofit of the Travis County Executive Office Building HVAC System. One-time grant and includes a \$1.2 million County contribution in FY 10 to complete project. | | \$ - | \$ 2,207,900 | \$ 1,292,000 | | \$ - | | \$ - | | \$ - | | \$ - |
| Travis County Sheriff's Office | 2009 Byrne Justice Assistance Grant (ARRA). One-time grant for one-time capital purchases. Does not require a County match or program to continue after grant term ends on 9/30/12. | \$ - | \$ - | \$ 123,750 | \$ - | \$ 165,000 | \$ - | \$ 165,000 | \$ - | \$ - | \$ - | | \$ - |
| Travis County Sheriff's Office | Travis County Sheriff's Office Response Equipment (ARRA) - One-time funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 100,000 | \$ - | \$ - | \$ - |
| Travis County Sheriff's Office/County Attorney's Office | Recovery Act - STOP Violence Against Women Act. TC Expedited Victims Restoration Grant (ARRA). One-time ARRA funding for laptops for TCSO and one-time funding for a Victim Counselor, laptop computer, and operating expenses for the County Attorney's Office. Grant ends March 2011, but for simplification purposes the award is shown fully in 2010. No County match or commitment after grant ends. | \$ - | \$ - | \$ 64,599 | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |

| | | | | | | | | | | | | | |
|---------------------------------------|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Community Supervision and Corrections | Recovery Act Combating Criminal Narcotics Activity Stemming from the Southern Border of the US: Enhancing Southern Border Jails, Community Corrections and Detention Operations. (ARRA) Grant will supplement department's state funding to help keep all current probation officer positions. This two year funding goes to the State and there is no County obligation or impact. Full amount of grant is believed to be spent by FY 11. | \$ - | \$ - | \$ 143,750 | \$ - | \$ 143,750 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| District Attorney | Interlocal Agreement for the Austin/Travis County Family Violence Protection Team. Includes funding for the District Attorney's Office, County Attorney's Office, Travis County Sheriff's Office, and Constable Pct 5. Grant is coordinated by the City of Austin. It is possible that the responsibility to apply for the Grant may fall to the County for FY 11 and beyond. | \$ 342,793 | \$ - | \$ 342,793 | \$ - | \$ 342,793 | \$ - | \$ 342,793 | \$ - | \$ 342,793 | \$ - | \$ 342,793 | \$ - |
| Transportation and Natural Resources | Local Transportation Project - Advanced Funding Agreement (ARRA). ARRA funding to upgrade 4 roads by milling and overlaying roadway. Grant is a one-time grant with the potential for estimated \$13,741 contribution from the Road and Bridge Fund. | \$ - | \$ - | \$ 687,047 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Health and Human Services | 2009 Phase 27 ARRA Emergency Food and Shelter Program. The grant is a one-year one-time grant for emergency utility assistance that does not require a County match or program to continue after termination. | \$ 41,666 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Health and Human Services | Americorps. Grant match is handled internally within the existing budget of the Texas AgriLife Extension Service. Assumes grant will continue each year. | \$ 288,139 | \$ - | \$ 298,297 | \$ - | \$ 298,297 | \$ - | \$ 298,297 | \$ - | \$ 298,297 | \$ - | \$ 281,297 | \$ - |
| Health and Human Services | Parenting in Recovery. FY 09 is Year Two of a Potential Five Year Grant. The full impact will occur in FY 13 when grant funding is no longer available. | \$ 500,000 | \$ 77,726 | \$ 500,000 | \$ 80,000 | \$ 500,000 | \$ 80,000 | \$ 500,000 | \$ 80,000 | \$ - | \$ 580,000 | \$ - | \$ 580,000 |
| Health and Human Services | ARRA Texas Weatherization Assistance Program. Provide weatherization services to low income households | | \$ - | \$ 2,311,350 | TBD | \$ 5,311,349 | TBD | | \$ - | | \$ - | | \$ - |
| Health and Human Services | Community Development Block Grant ARRA (CDBG-R) Funds to be used for approx 39 water connections for Plainview Estates. | \$ 90,000 | \$ - | \$ 136,300 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Health and Human Services | Community Development Block Grant (CDBG). Impact amounts are based on the amounts added for staff added in HHS and County Auditor's Office to support the grant. The Auditor's staff person also supports other large federal grants, but is only listed here for simplification. Actual amounts may vary by year. Assumes grant will continue each year. | \$ 833,133 | \$ 223,908 | \$ 866,380 | \$ 223,908 | \$ 866,380 | \$ 223,908 | \$ 866,380 | \$ 223,908 | \$ 866,380 | \$ 223,908 | \$ 866,390 | \$ 223,908 |
| Health and Human Services | Community Putting Prevention to Work (Tobacco Free Worksite Policy). Interlocal with the City of Austin to receive ARRA funds to development a tobacco free worksite policy for County facilities. Includes 1.5 FTE to support program. In addition, there are existing resources provided by the State that are available through the employee clinic to help employees to quit tobacco use. Ends Feb 2012. | \$ - | | \$ - | \$ - | \$ 100,000 | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Totals | | \$ 3,070,731 | \$ 1,161,189 | \$ 8,619,525 | \$ 2,175,626 | \$ 7,952,569 | \$ 1,135,059 | \$ 2,272,470 | \$ 1,260,059 | \$ 1,607,470 | \$ 1,760,059 | \$ 1,490,480 | \$ 1,760,059 |

County impact includes the grant match amount that is not internally funded or costs that required a budget increase and the amount that may be required by the County upon termination of the grant. This amount does not include all costs related to the administration of the grant that are incurred by the County. Existing grants with approved contracts for the current year with pending applications for the following year are shown only on the contracts sheet to avoid duplication.

GRANT SUMMARY SHEET

| | | |
|-----------------------|---|--|
| Check One: | Application Approval: <input checked="" type="checkbox"/> | Permission to Continue: <input type="checkbox"/> |
| | Contract Approval: <input type="checkbox"/> | Status Report: <input type="checkbox"/> |
| Check One: | Original: <input checked="" type="checkbox"/> | Amendment: <input type="checkbox"/> |
| Check One: | New Grant: <input checked="" type="checkbox"/> | Continuation Grant: <input type="checkbox"/> |
| Department/Division: | 39/10 Travis County Adult Probation | |
| Contact Person/Title: | Lila Oshatz, Division Director Programs and Services | |
| Phone Number: | 512-854-7602 | |

| | | | |
|---|---|---|---------------------------------|
| Grant Title: | Travis County Adult Probation Co-Occurring Re-entry Services | | |
| Grant Period: | From: 10/1/2012 | To: 9/30/2014 | |
| Fund Source: | Federal: <input checked="" type="checkbox"/> | State: <input type="checkbox"/> | Local: <input type="checkbox"/> |
| Grantor: | US Department of Justice, Office of Justice Programs', Bureau of Justice Assistance (BJA) | | |
| Will County provide grants funds to a subrecipient? | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> | |
| Are the grant funds pass-through another agency? If yes list originating agency below | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> | |
| Originating Grantor: | | | |

| Budget Categories | Grant Funds | County Cost Share | County Contribution | In-Kind | TOTAL |
|--------------------|------------------|-------------------|---------------------|------------|------------------|
| Personnel: | 380,260 | 0 | 0 | 0 | \$380,260 |
| Operating: | 174,000 | 0 | 0 | 0 | \$174,000 |
| Capital Equipment: | 0 | 0 | 0 | 0 | \$0 |
| Indirect Costs: | 11,085 | 0 | 0 | 0 | \$11,085 |
| Total: | \$565,345 | \$0 | \$0 | \$0 | \$565,345 |
| FTEs: | 3.00 | 0.00 | 0.00 | 0.00 | 3.00 |

| Permission to Continue Information | | | | | |
|------------------------------------|----------------|--------------------|-----------------|------------|---------------------|
| Funding Source (Account number) | Personnel Cost | Operating Transfer | Estimated Total | Filled FTE | PTC Expiration Date |
| | 0 | 0 | \$0 | 0.00 | |

| Department | Review | Staff Initials | Comments |
|-----------------|-------------------------------------|----------------|----------|
| County Auditor | <input checked="" type="checkbox"/> | MG | |
| County Attorney | <input checked="" type="checkbox"/> | JC | |

| Performance Measures | Projected FY 12 Measure | Progress To Date: | | | | Projected FY 13 Measure |
|---|--|-------------------|---------|---------|---------|-------------------------|
| | | 12/31/11 | 3/31/12 | 6/30/12 | 9/30/12 | |
| Applicable Depart. Measures | | | | | | |
| Maintain a completion rate of 60% or higher | NA | NA | NA | NA | NA | 60% |
| | | | | | | |
| | | | | | | |
| Measures For Grant | | | | | | |
| Number of new enrollments | NA | NA | NA | NA | NA | 50 |
| Outcome Impact Description | Recidivism Reduction, Grant start date is 10/1/2012 | | | | | |
| Number of successful completions | NA | NA | NA | NA | NA | 0 |
| Outcome Impact Description | Zero for FY 2013 due to grant start up time and length of program. | | | | | |
| | | | | | | |
| Outcome Impact Description | | | | | | |

PBO Recommendation:

PBO notes that one of the three new positions, beginning in FY 2015 at a current estimated annual cost of \$57,200, proposed for this grant program after the two years of this possible grant contract could become an added General Fund cost in the Office of the Mental Public Health Defender (MHPD). PBO further notes that Criminal Justice Planning has indicated that there is sufficient space to accommodate the addition of the new MHPD position proposed in this grant application. There is no County obligation to continue this position or this program at the conclusion of the possible grant contract.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

The Travis County Adult Probation Co-Occurring Re-Entry Services program (TCAP-CRS) is a collaborative service delivery approach which will expand the limited treatment service continuum for probationers with co-occurring disorders. This grant application seeks to address this identified community need by expanding the service continuum to include an integrated, comprehensive and evidence based treatment service delivery model for dually diagnosed probationers. TCAP-CRS will target high-risk felony probationers with severe and persistent mental health and substance use dependence disorders. Goals of TCAP-CRS are to increase public safety and reduce recidivism for this target population. The program will provide a robust coordinated service delivery strategy for the target population through the provision of both pre-release and post-release services. Pre-release services will consist of orientation and treatment readiness services and post-release services will continue through the delivery of co-occurring treatment in an outpatient or residential setting, intensive specialized supervision services, and case management services to meet identified recovery-support needs such as housing. TCAP-CRS is a new program that will enhance existing Department initiatives through the expansion of the current service continuum available to dually diagnosed probationers. Three full-time positions are being requested for the TCAP-CRS program; two positions will be housed within Adult Probation and one position will be housed within the Mental Health Public Defender's Office.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

BJA funding is for two years, 10/1/2012 to 9/30/2014. The Department will continue to apply for grant funding to support the Co-occurring Re-Entry Services program needs for future fiscal years.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

No match requirement

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

Yes

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

No. It is the intent of the Department to identify funding sources to maintain self-sufficiency for the Co-occurring Re-Entry Services program through a combination of funding sources.

6. If this is a new program, please provide information why the County should expand into this area.

This is a new program that will expand the limited continuum of re-entry and treatment services currently available to dually diagnosed probationers. Dually Diagnosed offenders will receive more targeted and responsive services by initiating pre-release treatment readiness in the jail which will transition to community-based treatment. As this expansion will provide more resources for probationers with co-occurring disorders, public safety will be enhanced.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

The Travis County Adult Probation Co-Occurring Re-Entry Services program (TCAP-CRS) provides an additional resource for dually diagnosed probationers. It provides for a more coordinated strategy for engaging dually diagnosed offenders to impact recidivism and provide continued reduction in community corrections costs. TCAP-CRS is consistent with the Department's Travis Community Impact Supervision (TCIS) initiative as it provides for strategic rehabilitative responses to meet the identified individualized risk and needs levels of dually diagnosed offender through a structured system of sanctions and incentives.

Application for Federal Assistance SF-424

Version 02

| | | |
|---|---|---|
| * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | * 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision | * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify) <input type="text"/> |
|---|---|---|

| | |
|--|---|
| * 3. Date Received: Completed by Grants.gov upon submission. | 4. Applicant Identifier: <input type="text"/> |
|--|---|

| | |
|---|--|
| 5a. Federal Entity Identifier: <input type="text"/> | * 5b. Federal Award Identifier: <input type="text"/> |
|---|--|

State Use Only:

| | |
|--|--|
| 6. Date Received by State: <input type="text"/> | 7. State Application Identifier: <input type="text"/> |
|--|--|

8. APPLICANT INFORMATION:

*** a. Legal Name:**

| | |
|---|--|
| * b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="45-0588607"/> | * c. Organizational DUNS: <input type="text" value="008498300"/> |
|---|--|

d. Address:

| | |
|-----------------------------|---|
| * Street1: | <input type="text" value="411 W. 13th Street"/> |
| Street2: | <input type="text" value="Suite 600"/> |
| * City: | <input type="text" value="Austin"/> |
| County: | <input type="text"/> |
| * State: | <input type="text" value="TX: Texas"/> |
| Province: | <input type="text"/> |
| * Country: | <input type="text" value="USA: UNITED STATES"/> |
| * Zip / Postal Code: | <input type="text" value="78701"/> |

e. Organizational Unit:

| | |
|---|---|
| Department Name: <input type="text"/> | Division Name: <input type="text"/> |
|---|---|

f. Name and contact information of person to be contacted on matters involving this application:

| | |
|---|--|
| Prefix: <input type="text"/> | * First Name: <input type="text" value="Lila"/> |
| Middle Name: <input type="text"/> | |
| * Last Name: <input type="text" value="Oshatz"/> | |
| Suffix: <input type="text"/> | |

Title:

Organizational Affiliation:

| | |
|--|---|
| * Telephone Number: <input type="text" value="512-854-7602"/> | Fax Number: <input type="text"/> |
|--|---|

*** Email:**

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Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.812

CFDA Title:

Second Chance Act Prisoner Reentry Initiative

*** 12. Funding Opportunity Number:**

BJA-2012-3153

* Title:

BJA FY 12 Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Travis County

*** 15. Descriptive Title of Applicant's Project:**

Travis County Adult Probation Co-Occurring Re-entry Services

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

| | |
|---------------------|---|
| * a. Federal | <input type="text" value="565,345.00"/> |
| * b. Applicant | <input type="text" value="0.00"/> |
| * c. State | <input type="text" value="0.00"/> |
| * d. Local | <input type="text" value="0.00"/> |
| * e. Other | <input type="text" value="0.00"/> |
| * f. Program Income | <input type="text" value="0.00"/> |
| * g. TOTAL | <input type="text" value="565,345.00"/> |

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input field for Applicant Federal Debt Delinquency Explanation]

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

0348-0046

| | | |
|--|--|--|
| 1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance | 2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award | 3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change |
| 4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <input type="text" value="NA"/> * Street 1: <input type="text" value="NA"/> Street 2: <input type="text"/> * City: <input type="text" value="NA"/> State: <input type="text"/> Zip: <input type="text"/> Congressional District, if known: <input type="text"/> | | |
| 5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: | | |
| 6. * Federal Department/Agency: <input type="text" value="NA"/> | 7. * Federal Program Name/Description: <input type="text" value="Second Chance Act Prisoner Reentry Initiative"/> CFDA Number, if applicable: <input type="text" value="16.812"/> | |
| 8. Federal Action Number, if known: <input type="text"/> | 9. Award Amount, if known: \$ <input type="text"/> | |
| 10. a. Name and Address of Lobbying Registrant: Prefix: <input type="text"/> * First Name: <input type="text" value="NA"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="NA"/> Suffix: <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> | | |
| b. Individual Performing Services (including address if different from No. 10a) Prefix: <input type="text"/> * First Name: <input type="text" value="NA"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="NA"/> Suffix: <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> | | |
| 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input type="text" value="Completed on submission to Grants.gov"/> * Name: Prefix: <input type="text" value="Dr."/> * First Name: <input type="text" value="Geraldine"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="Nagy"/> Suffix: <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input type="text" value="Completed on submission to Grants.gov"/> | | |
| Federal Use Only: | | Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97) |

Abstract

Travis County Adult Probation Department (TCAP), a local governmental agency located in Travis County, Texas is requesting \$565,345 for the 24 month project period to implement the Co-Occurring Re-Entry Services (CRS). Each year of the project will target service delivery to 50 high-risk felony probationers with severe and persistent mental health and substance use dependence disorders, age 18 and older placed on community supervision, with female probationers as a priority. Collaborative partners include the Travis County Sheriff's Department (TCSO), Austin Travis County Integral Care ATCIC, the local mental health authority, Travis County Criminal Justice Planning (TCCJP), Travis County Mental Health Public Defender's Office (MHPD), Corporation for Supportive Housing (CSH), and the Re-entry Roundtable (RRT).

Utilizing the Center for Mental Health Services (CMHS) National GAINS Center Sequential Intercept Model, Travis County (TC), Texas is currently engaged in a re-entry analysis to identify gaps in re-entry services. The community corrections intercept has a limited treatment service continuum for probationers with co-occurring disorders. This grant will link multiple intercept points, exit from jail, and exit from pre-trial status to entry onto probation, to coordinate the development of a probationer Re-Entry Service Plan. This will occur by expanding the re-entry service continuum by providing an integrated, comprehensive and evidence based treatment/supervision delivery model for dually diagnosed probationers. The purpose of the TCAP-CRS will be to increase public safety and reduce recidivism. The following priority considerations will be addressed: 1. Programming will target high-risk dually diagnosed felony probationers with serious mental health and drug dependence; 2. Implementation will be in a jurisdiction with high rates of returning offenders from prisons/jails; 3. Programming will include the use of specialized probation as identified by the Consensus Project and the TCAP Travis Community Impact Supervision; 4. Project will provide a baseline recidivism rate for the proposed target population; 5. Programming will target female probationers with co-occurring disorders; and 6. Research will be conducted via a partnership between TCCJP and TCAP. 7. Pay for Success component will be address in year 2 of the grant.

Every program participant will receive both pre and post release services. Program design will consist of the following: **1. Use of validated actuarial-based screening and assessment instruments** during incarceration, including the Texas Recommended Assessment Guidelines (TRAG), Texas Department of Criminal Justice-Substance Abuse Evaluation (SAE) and Wisconsin Risk/Needs Assessment. The TRAG is used to determine the level of care required for individuals receiving mental health services; the SAE is utilized to determine dosage of substance abuse treatment required, and the Wisconsin Risk Assessment is used to determine probationer's risk level for re-arrest and revocation. **2. Targeting Criminogenic needs**, factors that affect recidivism and delineate a service delivery continuum **3. Use of Evidenced based curricula** which focus on treatment strategies that incorporate Cognitive Behavioral Therapy, Motivational Interviewing, contingency management interventions and a system of incentives and sanctions to address criminogenic risk and need areas. Pre-release Treatment engagement services in jail will include orientation and treatment readiness strategies such as, Stage of Change assessment. Post-release services will include primary treatment services in either a 90 day residential program followed by Aftercare services or 60-75 hour out-patient program

followed by Aftercare services depending on the client's needs. Post-release case management will address need areas such as housing, medication support and recovery stabilization 4.) **Use of Pharmacological Drug services** will be provided as needed, during pre-release and post-release. 5.) **Provision of Transitional Planning** will be implemented by expanding existing community based collaborations with the TCAP Integrated Mental Health Unit (IMHU) via the Mental Health Public Defenders Office (MHPD). 6.) **Provision of Recovery Support Services** will use a service delivery continuum which will include a comprehensive range of recovery support services. 7.) **Provision of Sustained Case Planning/Management** will be managed, developed and monitored via an individualized Recovery Service Plan by the TCAP Treatment Team (Probation Officer, MHPD Case Manager, ATCIC continuity of care staff, treatment counselor and probationer). 8.) **Provision of evidence based supervision services** based upon the Consensus Project and Travis Community Impact Supervision (TCIS) developed in 2005 and coordinated with the State Council of Governments. The TCAP Random Drug Testing protocol will be used during all phases of supervision. Evidenced Based Supervision Services will ensure that public safety goals and changing offender behavior is accomplished in a timely fashion.

TCAP and TC are well positioned to take the next step to implement TCAP-CRS. Historically, Travis County has worked collaboratively to address identified community needs through numerous Mental Health, Substance Use, and Re-Entry Initiatives, including the implementation in 2007, of a Mental Health Public Defender Office (MHPD), Mental Health Specialty Dockets, Mental Health Jail Diversion Collaborative Effort, and designation as a Mental Health site by Council of State Governments. Substance Use/Recovery efforts include implementation of a local Recovery Oriented Systems of Care (ROSC), Community Resource Coordination Group (CRCG), the Re-Entry Roundtable, Offender Workforce Development programming, training probation officers as Offender Employment Specialists (OES) under National Institute of Corrections, permanent supportive housing strategies for the co-occurring population and plans for a Re-entry Conference in 2013.

TCAP gives BJA permission to share the abstract and contact information for the Point of Contact with interested private funders.

Program Narrative

1. Statement of the Problem: Utilizing the Center for Mental Health Services National GAINS Center Sequential Intercept Model, Travis County (TC) Texas is currently engaged in a re-entry analysis to identify gaps in re-entry services. The community corrections intercept has a limited treatment service continuum for probationers with co-occurring disorders. This grant will link multiple intercept points, exit from jail, and exit from pre-trial status to entry onto probation, to coordinate the development of a probationer Re-Entry Service Plan. This will occur by expanding the service continuum by providing an integrated, comprehensive and evidence based treatment/supervision service delivery model for dually diagnosed probationers. TC is the jurisdiction in which service delivery will occur; Travis County Adult Probation (TCAP) as the applicant agency will take the lead in service delivery coordination. The target population will consist of high-risk felony probationers with co-occurring mental health disorder and drug dependence. Female probationers will be prioritized. Medium-risk probationers with co-occurring disorders may be served on a limited basis. Current service delivery strategies for this population are fragmented, loosely coordinated and are not consistent with continuity of care principles and wrap-around re-entry service planning. The existing continuum does not emphasize pre-release services, responsiveness and early development of an individualized re-entry plan. Currently, defendants with mental illness who do not bond out remain in jail for court sentencing and are not engaged in rehabilitative services beyond medication stabilization and accompanying psychiatric support. During the pre-release period, treatment readiness and treatment/service planning for the target population is not addressed. Upon bond release from jail or release after time-served, the offender may or may not immediately access court ordered treatment and may not have an individualized re-entry plan addressing supervision, treatment,

housing and other criminogenic needs. The linkage between pre-release services and post-release services needs to be strengthened. While jail-based assessments are completed by TCAP, the recommendations which are used for unit placement are not currently standardized for probationers with co-occurring disorders. Current probation caseload assignment may be the TCAP Substance Abuse Unit, integrated service delivery model is not used or the TCAP Integrated Mental Health Unit (IMHU) integrated service delivery model is used. Coordinated service delivery, including housing, is only available once the probationer is firmly established in the IMHU. As this is a high-needs/high-risk population requiring intensive levels of engagement, it is anticipated that 50 probationers will be served each year of the grant. As of March 1, 2012, 41% (189 out of 456) of TCAP's dually diagnosed probationers, Axis I diagnosis, would meet the target population definition for this grant. Their description follows: 84% felony, 16% misdemeanor; 86% maximum risk score, 81% maximum need score, 45% unemployed, and 43% 22 – 30 years old, 46% 31-50 years old. Additionally, jurisdiction data on high utilizers of the jail (defined as 2+ bookings over a three period), showed 39% were probationers and all were homeless. The March 1, 2012 TCAP dual diagnosis target population indicates that 77% were assigned to the Mental Health (MH) specialized caseloads, 10% were assigned to the Substance Abuse Specialized caseloads while 13% were assigned to other caseloads. Available dual-diagnosis treatment slots do not meet current needs. A snapshot of the 53 clients on the TCAP residential treatment waiting list data for October 2011 shows 55% was dually diagnosed and 21% of those probationers were females. Of the 97 clients on the TCAP outpatient substance abuse treatment waiting list, 13% were dually diagnosed and 7% were females. In July 2008, TCAP moved to an Integrated Services service delivery model for probationers with severe mental illness, which included the co-location of TCAP's Mental Health Unit (IMHU) with

Austin Travis County Integral Care (ATCIC), the local mental health authority, and Legal Aid. The IMHU provides post-release integrated supervision, continuity of care and medication stabilization for mentally ill probationers to 1) Reduce re-arrest, 2) Increase stability, housing and employment, and 3) Reduce absconders and revocations. In 2010, TCAP's Evaluator completed a study of two cohorts of 6 month placement probationers, pre-Integrated Services (Pre-Cohort) and post-Integrated Services (Post-Cohort). Pre-Cohort was under supervision from Sept 2006 – Feb. 2008 and Post-Cohort under supervision Sept. 2008 – Feb. 2009. The most recent snapshot recidivism rate for the IMHU for FY 2010 placements is 20%, a 13% reduction from the FY 2006 snapshot recidivism rate of 33%. Moreover, IMHU has reduced revocations for both new arrests (20% in FY 2010 vs. 33% in FY 2006) and technical violations (13% in FY 2010 vs. 6% in FY 2006) by approximately 6%. These reductions are consistent across gender and ethnicity, as well as for maximum and medium risk groups. While TCAP has successfully reduced the IMHU recidivism (revocation rate), this rate remains higher than the Department's overall recidivism (revocation) rate of 8% during the same time period. Underlined areas throughout the narrative identify the seven priority considerations. TCAP collects recidivism data for IMHU and has recently begun to collect data for tracking co-occurring disorders in newly placed probationers. The recidivism rate, which follows first-time placements in the IMHU, tracks how many people return to prison or jail due to revocation within a year (# of revocations within a year / # of annual placements). TC is a jurisdiction with high rates of returning offenders from prisons/jails. According to *Prisoners in 2010* Bulletin published by Bureau of Justice Statistics, December 2011 (revised 2/9/12), of the 656,190 sentenced prisoners released from state and federal jurisdiction nationwide, 11% releases are in the state of Texas, ranking second to California. According to the Texas Department of Criminal Justice (TDCJ)

FY 2012 Statistical Report, Travis County ranked 5th in the state of Texas for total TDCJ releases by county of conviction. Additionally, Travis County receives prison releases from neighboring jurisdictions who limit the number of prison releases returning to their communities through the use of local ordinances, such as Bexar County (San Antonio, Texas) which does not permit halfway houses in their jurisdiction. According to the Travis County Correctional Complex (TCCC), local jail, in 2011 there were 52,130 jail releases to the community and 7,966 released to facilities. The average length of stay per inmate was 17.4 days versus 54 days for those with mental illness (however, this includes days at the hospital for competency restoration). Additionally, the jurisdiction needs to address the development of a comprehensive data base for the co-occurring criminal justice population which includes inter-agency agreements to ensure client confidentiality to enable monitoring trends as well as track service delivery.

2. Program Design and Implementation: *The goal of the TCAP-Co-occurring Re-entry Services (CRS)* will be the expansion of the service delivery continuum at strategic intercept points for dually diagnosed high risk felony probationers. 1.) Participation in CRS will range from 6-9 months based on individual needs. 2.) Access to CRS may be at any point during the term of supervision but there must be a minimum of six months supervision remaining from the time of release from the TCCC. Phase I of the CRS will be pre-release assessment, treatment readiness and initial re-entry plan. Phase II of CRS will be primary/aftercare treatment, recovery services, and community re-integration and stabilization. The following **Objectives** delineate services: **A. To provide Treatment and Re-entry planning:** This will be initiated with the use of actuarial-based screening and assessment instruments in jail. The Texas Recommended Assessment Guidelines (TRAG) screening will be completed to identify inmates with mental health, AXIS I, priority population and PTSD disorders. The TRAG is a Texas Department of

State Health Services tool used to determine the level of care for those receiving mental health services. It is comprised of nine dimensions on a 1-5 scale with five being the most severe: Risk of Harm, Support Needs, Psychiatric Hospitalizations, Level of Functioning, Employment, Housing, Substance Use, Criminal Justice Involvement and Depression Symptoms. Travis County Sheriff's Office (TCSO) uses the first seven dimensions. Mental Health Defenders Office (MHPD) staff will review screening results for CRS population. For pre-release offenders, as part of the Pre-Sentence Investigation (PSI) and for post-release probationers, TCAP will complete a Substance Abuse Evaluation (SAE), a Texas Department of Criminal Justice tool like the Addiction Severity Index (ASI) which identifies dependency as well as mental health history. The SAE includes 34 mental health questions. Additionally, the Wisconsin Risk/Needs Assessment will be used to determine the offender's risk level. The resulting recommendations will be shared with the Court and will become the basis of an integrated re-entry plan.

B. To target criminogenic needs: Factors that affect recidivism will be the foundation of the continuum of care model and re-entry service plan. According to research by Dr. Ed Latessa ("What Works") and Dr. Jennifer Skeem (Probation, Mental Health and Mandated Treatment, 2006), in order to reduce recidivism for high-risk offenders, programming should target criminogenic factors highly correlated with criminal conduct such as anti-social attitudes, anti-social peer associations, substance abuse, lack of problem solving and self-control skills.

C. To Provide Evidence Based Substance Use and Mental Health Treatment: Pre-release treatment will focus on providing treatment engagement for offenders moving them from one stage of change, often pre-contemplation or contemplation, to a more action oriented stage of change, before entering Treatment (CSAT, Treatment Improvement Protocol, Series 35, reprinted 2005). Pre-treatment in jail will include: a.) Orientation to treatment, b.) Stage of Change assessment,

c.) Increase client motivation and engagement, d.) Client commitment to acknowledge their dual-diagnosis. Length of Pre-treatment will be a minimum of 2-4 weeks depending on offender needs and length of incarceration. Post-release treatment will include primary treatment services in either a 90 day residential or 60-75 hour out-patient setting dictated by assessment recommendations and court orders. Residential treatment will occur via an existing contract with ATCIC and/or the Department's 116 bed SMART substance abuse treatment facility where a designated track will be provided for this target population. Substance abuse outpatient services will occur via an existing contract with ATCIC and/or the Department's Counseling Center facility where a designated group will be provided for this target population. Clients will transition to designated Aftercare services upon completion of primary treatment. Aftercare services are an effective way to prevent relapses and enhance gains made during primary treatment (Drake, et. al., 2001, reprinted 2004). Aftercare services are also a cost-effective way to decrease costs related to drug use, health care and crime, including re-incarceration (NIDA, January 2007). The use of *Cognitive Behavioral Therapy (CBT)* co-occurring treatment services through individualized and group sessions will address psychosocial issues and skill deficiencies. Integrated, collaborative efforts that provide clinical interventions aimed at addressing substance abuse and mental illness at the same time have become the standard of care for Dual Diagnosis treatment that is supported by evidenced based research (Drake, et. al, 2001, reprinted 2004; Osher, 2006, SAMHSA, 2003, Essock, et. al., 2006). CBT has been shown to be effective in reducing relapse from substance use problems. Walsh (2006) writes that one of the advantages of CBT is that it is not only effective with addiction and criminal conduct, but its effectiveness has been demonstrated through fourteen meta-analyses to be effective in treating mental illness. *Motivational Interviewing (MI)* is considered the "gold standard" in addiction treatment with a

focus on resolving the ambivalence that is at the core of most substance users' resistance. MI techniques help to minimize power struggles and defensiveness and to mobilize the parts of the client geared toward positive, pro-social change (Miller & Rollnick, 2002). MI has been shown to be effective in decreasing and/or maintaining prolonged sobriety (Burke et al, in Miller & Rollnick, 2002; CSAT, Treatment Improvement Protocol, Series 35, reprinted 2005). All TCAP probation officers and counselors have been trained in MI and actively employ MI techniques in one-on-one sessions to engage probationers in treatment and to support the treatment process. CRS will integrate MI in all aspects of service delivery and treatment modalities. Curricula which incorporate CBT, MI, contingency management interventions and role plays to enhance skill development and the use of a system of incentives and sanctions (positive reinforcement/corrective feedback) will establish a milieu for behavioral change. For males, a *research based cognitive curriculum, such as New Freedom*, will be used. For females, *Seeking Safety*, a female gender specific curriculum will be used to treat both addiction and trauma issues (Najavits, 2002; Najavits et. al., 2009). Family sessions will be incorporated into service delivery via the IMHU. Staff development for counselors will focus on enhancing dual diagnosis treatment options. **D.) To Use Pharmacological Drug services:** As needed, drug services will be available during the pre-release phase of the TCAP-CRS, where the Travis County jail will stabilize offenders on medication to address mental health and detox issues per jail procedures. Medication support will continue via ATCIC Continuity of Care in the IMHU. **E.) To Provide Transitional Planning:** Transition procedures will be implemented by expanding MHPD collaboration with the IMHU. Enhanced information sharing and data collection will occur via the use of standardized protocols for all CRS clients. The probationer will be assigned an IMHU probation officer who will coordinate with the assigned MHPD case manager. The Case

Manager will have initiated the client's service plan in jail which will include identification of initial post-release needs, such as housing, medication support and benefits applications. On-going transitional planning and implementation will occur via Treatment Team Meeting (TTMs) which will include the probation officer, MHPD Case Manager, treatment provider, ATCIC Continuity of Care staff and client F.) **To Provide Recovery Support Services:** The service delivery continuum will include a comprehensive range of recovery support services to meet criminogenic needs. Available services will include dual diagnosis treatment, aftercare services, support court (see Capabilities section), peer coaches, community re-integration, etc. Access to community resources will also be available via the local Community Resource Coordination Groups (CRCG) currently in development. CRCG is a local interagency group that develops strengths-based service plans for individuals whose needs can be met only through interagency coordination and cooperation. CRCG is a useful resource for clients who cross multiple systems, such as mental health and criminal justice. TC has also begun implementation of a local Recovery Oriented System of Care (ROSC) initiative which will transform the current acute care service delivery model to a chronic care service delivery model. **G. To Provide Sustained Case Planning/Management:** As the Re-entry team, the IMHU Probation Officer, MHPD Case Manager and ATCIC Continuity of Care staff will provide sustained Re-Entry Service Plan development and monitoring. Target dates will be used to monitor goal completion and Service Plan reviews will occur every 60 days. The team approach is essential to effectively address criminogenic need areas, risk management and stabilization. Non-treatment community recovery support services will be a function of team case planning and will be a shared responsibility of the Probation Officer, to ensure supervision compliance, the MHPD Case Manager, to ensure resource access and the ATCIC Continuity of Care staff to ensure medication stabilization and

community re-integration. H.) **To Provide Evidenced Based Supervision Services:** Supervision services will follow Evidenced Based Practices and caseloads will be structured to reflect risk and needs of probationers via placement in the IMHU. Travis Community Impact Supervision (TCIS) is a model for changing offender behavior. Its development began in 2005 and was coordinated with the Council of State Governments (CSG). Over a period of four years, TCIS produced detailed monographs describing how probation departments can better serve the offenders under their supervision and meet community public safety goals. In August 2, 2011, CSG Justice Center published “A Ten-Step Guide to Transforming Probation Departments to Reduce Recidivism” based largely on the multi-year transformational effort of CSG working with TCAP to implement evidence based practices within TCAP. TCIS includes a well-defined sanctions and incentives model. Post-release supervision will include use of the TCAP *Random Drug Testing* protocol during all phases of treatment engagement and periodic drug testing during term of supervision. TCAP will also ensure that the Ten (10) Essential Elements of Specialized Probation Initiative will be the foundation of enhanced service delivery and risk management. Staff development training will focus on enhancing effective offender management techniques for the co-occurring probationer. *Local research organization: The Travis County Criminal Justice Planning Dept. (TCCJP) evaluator(s) will design evaluation protocols to evaluate this BJA-funded initiative via a rigorous and coordinated process.* TCAP Evaluator will be available to assist. Current TC BJA initiatives will compliment and support evaluation efforts. The Pay for Success Model will be addressed in year two of the grant due to a short time line for year one implementation. There have been preliminary discussions with a several potential investors related to the Recovery Oriented System of Care initiative. The TC goal will be, through the use of Social Impact Bonds, to develop a funded social service consortium to

support recovery and re-entry services. While there is energy around these discussions, the process is in its infancy. Design and implementation of a consortium would not occur until year two of this grant. **Operational Guidelines: Eligibility Requirements:** 1.) Axis I diagnosis and/or PTSD and Drug Dependent 2.) Probated felon 3.) High or medium risk level (medium risk may be served on a limited basis) 4.) 18 years or older 5.) Prioritize female probationers. **Intake Process:** After initial TCCC jail screening (TRAG) and diagnosis verification by the psych provider, program participants will be identified via the MHPD in coordination with a Mental Health Defense Attorney. A TCAP assessor will complete an SAE/Risk Assessment to confirm substance use dependence/risk level and forward the assessment results to the MHPD case manager. The MHPD case manager in coordination with TCAP Probation Officer, defense attorney and prosecutor will review the case and will provide a recommendation for CRS participation to the Court. **Pre and Post-release services** will be provided to all participants with a staffing pattern that combines requested grant-funded positions: 2 full-time Licensed Counselors, 1 full-time MHPD Re-Entry Case Manager and in-kind positions: Project Director/Grant Coordinator, Assessor, Evaluator(s) and Probation Officer. Additionally, funds for contract housing services, psychiatric medication support and staff training will be requested. See attached Position Descriptions. **Pre-release services:** a.) Assessment of co-occurring disorders by jail and TCAP staff b.) MHPD case manager, probation officer and client develop initial Re-entry Service Plan focusing on needs/risk level and treatment recommendation as well as housing, employment and other criminogenic need areas by c.) Stages of Change assessment by licensed counselor. d.) Treatment readiness sessions delivered in jail or community by licensed counselor to prepare for primary treatment in the community, e.) Pharmacological services, f.) Treatment Team meetings (TTMs). **Post-release services:** a.) Assignment to IMHU

for specialized supervision and Continuity of Care b.) Participation in primary residential or out-patient dual diagnosis treatment transitioning to Aftercare services c.) Refinement of Re-Entry Service Plan with special emphasis on permanent supportive housing, supported employment and other identified criminogenic needs d.) Participation at MH Support Court for status checks and judicial support e.) Family sessions via IMHU f.) Medication and psychiatric support during treatment g.) Participation in Health Realization sessions to promote life skills via IMHU h.) Engagement in structured community-based recovery services such as Communities for Recovery and self-help groups and i.) TTMs. **Participants will be linked to treatment** as a result of their SAE assessment and placement in the CRS. The treatment provider (residential or out-patient) will complete an intake and orientation for the probationer as well as establish the basis for TTMs and reporting process to the probation officer. The National Institute of Drug Abuse's "Principles of Effective Treatment" (Principle 8) states, "Addicted or drug abusing individuals with co-existing mental disorders should have both disorders treated in an integrated way". Provision of services is based on the following research: CSAT Treatment Improvement Protocol (TIP) Series 27 entitled *Comprehensive Case Management for Substance Abuse Treatment*. According to TIP 27 "case management lends itself to the treatment of substance abuse, particularly for client with other disorders and conditions who require multiple services over extended periods of time and who face difficulty in gaining access to those services". Functions of case management services include (1) assessment, (2) planning, (3) linkage, (4) monitoring, and (5) advocacy. Skill-building strategies which focus on planning daily activities, problem solving, and improving relationships through assertiveness, negotiation, asking for help, active listening, and use of positive self-statements will also be employed during the course of treatment. **Accountability** of the service delivery system will occur on two levels. On the direct

service level, TTMs, re-entry plan reviews and MH Support Court Docket will ensure that probationers' needs are addressed in a timely manner. On the systemic service level, the Justice Mental Health Collaboration Program (JMHCP) Advisory Board will monitor cross system intercept points to meet target population needs.

3. Capabilities, Competencies, and Coordination: TCAP will be the organization responsible for oversight, implementation, coordination required for this specialized probation initiative. TCAP is unique as it serves as the umbrella entity for both Probation and Pre-Trial Services. All staff are trained in EBP and operationally provide a coordinated continuum of services. TCAP's Social Services Division Director will serve as the Project Director/Grant Coordinator for the initiative. The Division Director has 20+ years of experience overseeing grant initiatives on local, state, and federal levels. The Project Director will administer and monitor all grant requirements, provide program development oversight, and will serve as the primary contact to BJA for any questions pertaining to the project. TCAP and TC are well positioned to take the next step to implement this specialized probation supervision initiative. TC has a rich history of collaboration with county, community-based and other entities to address identified community needs through numerous Mental Health, Substance Use, and Re-Entry Initiatives. Highlights of Mental Health efforts include the implementation in 2007 of the MHPD, the first county in the nation to implement such an office, MH Specialty Court Dockets, MH Jail Diversion Collaborative Effort, and designation as a MH site by the Council of State Governments. Substance Use/Recovery efforts include recent implementation of a local ROSC and a Community Resource Coordination Group. Re-entry Initiatives include the Re-Entry Roundtable, Offender Workforce Development programming, training probation officers as Offender Employment Specialists (OES) under National Institute of Corrections, permanent

supportive housing strategies for co-occurring population and plans for a Re-entry Conference in 2013. Grant partners include the following TC entities TCAP, TCSO, TCCJP, MHPD, ATCIC, Corporation for Supportive Housing, (CSH) and the Re-entry Roundtable (RRT). In 2006, the CSG designated Travis County as a MH Learning Site. As an additional effort to address the needs of MH high-risk population, TC has developed a MH docket for the District Court Magistrate to address administrative violations and monitor offenders through “status” checks. The Magistrate Court hears MH cases that are identified for review by the prosecutor’s office. These cases are staffed by a Court team (district attorney, defense attorney, ATCIC staff, TCSO staff, and TCAP staff) to discuss offender service options and to ensure public safety. TCAP is capable to implement TCAP-CRS as a result of TCIS implementation, co-located IMHU, specialty MH dockets and participation with multiple community-based groups such as Goodwill, ECHO Coalition (Ending Chronic Homelessness), and Behavioral Health Planning Partnership, the Community Action Network, Austin Community College Adult Education Consortium and employment initiatives. Treatment will be provided by the grant-funded licensed counselor positions at TCAP Counseling Center in operation since 2008 and the SMART residential treatment facility in operation since 1991 and evaluated by Dr. Latessa’s Correctional Program Assessment Inventory (CPAI) with a score in the highly effective category. Via two current BJA grants, TC is aggressively working to develop coordinated strategies targeting dual-diagnosed criminal justice system involved individuals. In mid-2011, TCCJP submitted an application to become a Phase II Justice Reinvestment Initiative (JRI) site. The grant includes technical assistance and a funding option focusing on up to 50 chronically homeless, mentally ill, frequent users of the jail who are targeted for permanent supportive housing. In late 2011, TCCJP received a planning grant under the BJA and Mental

Health Collaboration Program (JMHCP) to create a long-term, comprehensive plan addressing locally incarcerated defendants with mental illness and substance abuse disorders. TCAP is a member of the JMHCP Advisory Board which is composed of representatives from all local community corrections entities and related community-based services providers who work with the offender population. It is important to note that different intercept points and identified gaps will be addressed by these BJA grants. The purpose of the JRI grant is early system diversion by addressing housing. The purpose of the JMHCP grant is identification of intercept gaps. The purpose of this grant is jail-based service provision linked to re-entry services. This is an intercept point. This grant will begin re-entry planning in the jail, to establish offender stability, plan probation placement and treatment dosage to ensure supervision will support probationer success. The current BJA initiatives do not specifically target the felony co-occurring probationer. This grant opportunity will complement existing BJA funding. TCAP will continue to work collaboratively with TCCJP to ensure there is no service duplication between BJA grants. These BJA funding opportunities will allow TC to develop a robust and collaborative service delivery strategy for dual-diagnosed individuals.

4. Impact/Outcomes, Evaluations: TCCJP and TCAP will collect grant performance data in coordination with the following departments/agencies: TCAP (Central Assessment, TAIP Assessment, and specialized units; SMART; Counseling Center), Department of Public Safety (DPS), TCSO (County Jail), and MHPD. Specifically, we will: 1) capture enrollments and completions, 2) measure key outcomes including rates of absconding, technical revocation rates, new offense revocations rates, and 3) measure recidivism via arrest rates. Specifically, this evaluation will track those participants who enter pre- and post- treatment, and will follow them for one year. TCAP contracts with a private vendor, Correctional Software Solutions (CSS), to

maintain a case management data base which allows us to match TCAP data with DPS statewide arrest records. Because these participants were arrested in the past, they have an SID number that makes it easy to merge different agency data together with arrest data from DPS. The evaluation methodology will also determine the number of days between initial probation date, program entry date, and successful program completion or revocation. Intermediate measures will also be tracked, such as, 1) drug-testing results, 2) risk/needs re-assessment scores, and 3) changes in “stage of change” assessments. Services to facilitate re-entry will be tracked, including the number receiving housing and employment assistance. The treatment team will enter data into designated data systems as required to ensure a robust data base. Finally, data from TCSO and MHPD will allow tracking pre-probation placement. To determine if program participation is responsible for obtained outcomes, we will compare outcome measures for program participants to those for probationers who have similar issues (i.e. risk level, substance use and MH issues), in a one-year follow-up. The TCAP fidelity process described in the CSG 10-Step Guide will be used annually to assure that supervision practices for this population comply with key components of TCIS. The JMHCP Advisory Board will ensure local policies, practices and regulations are established, as needed, to support and sustain re-entry service delivery. **Sustainability:** It is the intent of TCAP to identify funding sources to maintain self-sufficiency for CRS. Since this grant application relies in great part on existing positions and coordination enhancement, the only positions requiring sustainable funding support are the treatment and case manager positions. The collaboration entities via the JMHCP Advisory Board will attempt to develop strategies to cost share post grant funding for the identified positions as well as funding for housing assistance. Sustainable funding beyond these resources can include a combination of foundation, local or state funding.

BJA Budget Request - Year 1

A. Personnel

| Name/Position | Computation | Cost |
|--------------------------------------|---------------------|----------------------|
| Chemical Dependency Counselor (LCDC) | 12 mos @ \$4,128/mo | \$ 49,536.00 |
| Chemical Dependency Counselor (LCDC) | 12 mos @ \$4,128/mo | \$ 49,536.00 |
| Re-Entry Case Manager | 12 mos @ \$3,858/mo | \$ 46,296.00 |
| Project Director/Grant Coordinator | In-Kind cost | \$ - |
| Evaluator | In-Kind cost | \$ - |
| Probation Officer(s) | In-Kind cost | \$ - |
| Assessor(s) | In-Kind cost | \$ - |
| Sub-Total | | \$ 145,368.00 |

B. Fringe Benefits

| Benefit | Computation | Cost |
|--|-----------------|----------------------|
| Retirement | 12.27% | \$ 17,837.00 |
| FICA-OASDI | 1.45% | \$ 2,108.00 |
| FICA-Medicare | 6.20% | \$ 9,013.00 |
| Health Insurance | (\$439 *12) * 3 | \$ 15,804.00 |
| Sub-Total | | \$ 44,762.00 |
| Total Personnel & Fringe Benefits | | \$ 190,130.00 |

C. Travel

| Purpose of Travel | Location | Item | Computation | Cost |
|-------------------|---------------|--|---------------------------------------|--------------------|
| Required Meeting | Washington DC | Airfare for 3 people to attend 3 day meeting | \$625 airfare * 3 people | \$ 1,875.00 |
| Required Meeting | Washington DC | Lodging for 3 people to attend 3 day meeting | \$225/day * 3 days lodging * 3 people | \$ 2,025.00 |
| Required Meeting | Washington DC | Meals for 3 people for 3 days | \$71/day * 3 days * 3 people | \$ 639.00 |
| | | Total | | \$ 4,539.00 |

D. Equipment

Total 0

E. Supply Items

| Supply Items | Computation | Cost |
|---------------------------|--------------|--------------------|
| Office Supplies | 3 x \$150 | \$ 450.00 |
| Incentives and bus passes | 1 lot | \$ 1,000.00 |
| Laptop Workstation | 3 @ \$2,058 | \$ 6,174.00 |
| | Total | \$ 7,624.00 |

F. Construction

Total 0

G. Consultants/Contracts

Consultant Fees

| Name of Consultant | Service Provided | Computation | Cost |
|--------------------|-----------------------|-----------------------------------|--------------------|
| To be determined* | Co-Occurring Training | \$750 day x 1.5 days x 2 trainers | \$ 2,250.00 |
| | Sub-Total | | \$ 2,250.00 |

* Requesting Dr. Fred Osher, Dr. Jennifer Skeem or the equivalent

Consultant Expenses

| Purpose of Travel | Location | Item | Computation | Cost |
|--|------------|---|--------------------------------------|--------------------|
| Co-Occurring Treatment Training/Technical Assistance | Austin, TX | Airfare for 2 trainers providing 1.5 day training | \$625 airfare * 2 people | \$ 1,250.00 |
| Co-Occurring Treatment Training/Technical Assistance | Austin, TX | Lodging for 2 trainers | \$175/day * 2 day lodging * 2 people | \$ 700.00 |
| Co-Occurring Treatment Training/Technical Assistance | Austin, TX | Meals for 2 trainers for 2 days | \$71/day * 2 days * 2 people | \$ 284.00 |
| | | Sub-Total | | \$ 2,234.00 |

Contracts

| Item | Cost |
|--|---------------------|
| Psychiatric Medication Support (8 hrs/mo @ \$140/hr * 12 mo) | \$ 13,440.00 |
| Housing (see budget narrative for computation) | \$ 60,000.00 |
| | |
| Sub-Total | \$ 73,440.00 |
| | |
| Total | \$ 77,924.00 |

H. Other Costs

Total 0

I. Indirect Costs

| Description | Computation | Cost |
|---------------|--------------|--------------------|
| Indirect Cost | 2% | \$ 5,604.00 |
| | | |
| | Total | \$ 5,604.00 |

Budget Summary - Year 1

| Budget Category | Amount |
|---------------------------------|---------------|
| A. Personnel | \$ 145,368.00 |
| B. Fringe Benefits | \$ 44,762.00 |
| C. Travel | \$ 4,539.00 |
| D. Equipment | \$ - |
| E. Supplies | \$ 7,624.00 |
| F. Construction | \$ - |
| G. Consultants/Contracts | \$ 77,924.00 |
| H. Other Costs | \$ - |
| Total Direct Costs | \$ 280,217.00 |
| I. Indirect Costs | \$ 5,604.00 |
| TOTAL PROJECT COSTS | \$ 285,821.00 |
| Federal Request | \$ 285,821.00 |
| Non-Federal Amount | \$ - |

BJA Budget Request - Year 2

A. Personnel

| Name/Position | Computation | Cost |
|--------------------------------------|---------------------|----------------------|
| Chemical Dependency Counselor (LCDC) | 12 mos @ \$4,128/mo | \$ 49,536.00 |
| Chemical Dependency Counselor (LCDC) | 12 mos @ \$4,128/mo | \$ 49,536.00 |
| Re-Entry Case Manager | 12 mos @ \$3,858/mo | \$ 46,296.00 |
| Project Director/Grant Coordinator | In-Kind cost | \$ - |
| Evaluator | In-Kind cost | \$ - |
| Probation Officer(s) | In-Kind cost | \$ - |
| Assessor(s) | In-Kind cost | \$ - |
| Sub-Total | | \$ 145,368.00 |

B. Fringe Benefits

| Benefit | Computation | Cost |
|--|------------------|----------------------|
| Retirement | 12.27% | \$ 17,837.00 |
| FICA-OASDI | 1.45% | \$ 2,108.00 |
| FICA-Medicare | 6.20% | \$ 9,013.00 |
| Health Insurance | (\$439 * 12) * 3 | \$ 15,804.00 |
| Sub-Total | | \$ 44,762.00 |
| Total Personnel & Fringe Benefits | | \$ 190,130.00 |

C. Travel

| Purpose of Travel | Location | Item | Computation | Cost |
|-------------------|---------------|--|---------------------------------------|--------------------|
| Required Meeting | Washington DC | Airfare for 3 people to attend 3 day meeting | \$625 airfare * 3 people | \$ 1,875.00 |
| Required Meeting | Washington DC | Lodging for 3 people to attend 3 day meeting | \$225/day * 3 days lodging * 3 people | \$ 2,025.00 |
| Required Meeting | Washington DC | Meals for 3 people for 3 days | \$71/day * 3 days * 3 people | \$ 639.00 |
| Total | | | | \$ 4,539.00 |

D. Equipment

Total 0

E. Supply Items

| Supply Items | Computation | Cost |
|---------------------------|-------------|--------------------|
| Office Supplies | 3 x \$150 | \$ 450.00 |
| Incentives and bus passes | 1 lot | \$ 1,000.00 |
| Total | | \$ 1,450.00 |

F. Construction

Total 0

G. Consultants/Contracts

Consultant Fees

| Name of Consultant | Service Provided | Computation | Cost |
|--------------------|-----------------------|-----------------------------------|--------------------|
| To be determined* | Co-Occurring Training | \$750 day x 1.5 days x 2 trainers | \$ 2,250.00 |
| | Sub-Total | | \$ 2,250.00 |

* Requesting Dr. Fred Osher, Dr. Jennifer Skeem or the equivalent

Consultant Expenses

| Purpose of Travel | Location | Item | Computation | Cost |
|--|------------|---|--------------------------------------|--------------------|
| Co-Occurring Treatment Training/Technical Assistance | Austin, TX | Airfare for 2 trainers providing 1.5 day training | \$625 airfare * 2 people | \$ 1,250.00 |
| Co-Occurring Treatment Training/Technical Assistance | Austin, TX | Lodging for 2 trainers | \$175/day * 2 day lodging * 2 people | \$ 700.00 |
| Co-Occurring Treatment Training/Technical Assistance | Austin, TX | Meals for 2 trainers for 2 days | \$71/day * 2 days * 2 people | \$ 284.00 |
| | | Sub-Total | | \$ 2,234.00 |

Contracts

| Item | Cost |
|--|---------------------|
| Psychiatric Medication Support (8 hrs/mo @ \$140/hr * 12 mo) | \$ 13,440.00 |
| Housing (see budget narrative for computation) | \$ 60,000.00 |
| | |
| | |
| Sub-Total | \$ 73,440.00 |
| | |
| Total | \$ 77,924.00 |

H. Other Costs

Total 0

I. Indirect Costs

| Description | Computation | Cost |
|---------------|--------------|--------------------|
| Indirect Cost | 2% | \$ 5,481.00 |
| | Total | \$ 5,481.00 |

Budget Summary - Year 2

| Budget Category | Amount |
|---------------------------------|---------------|
| A. Personnel | \$ 145,368.00 |
| B. Fringe Benefits | \$ 44,762.00 |
| C. Travel | \$ 4,539.00 |
| D. Equipment | \$ - |
| E. Supplies | \$ 1,450.00 |
| F. Construction | \$ - |
| G. Consultants/Contracts | \$ 77,924.00 |
| H. Other Costs | \$ - |
| Total Direct Costs | \$ 274,043.00 |
| I. Indirect Costs | \$ 5,481.00 |
| TOTAL PROJECT COSTS | \$ 279,524.00 |
| Federal Request | \$ 279,524.00 |
| Non-Federal Amount | \$ - |

BUDGET SUMMARY FOR 2 YEAR GRANT PERIOD

| Budget Category | Amount |
|----------------------------|----------------------|
| A. Personnel | \$ 290,736.00 |
| B. Fringe Benefits | \$ 89,524.00 |
| C. Travel | \$ 9,078.00 |
| D. Equipment | \$ - |
| E. Supplies | \$ 9,074.00 |
| F. Construction | \$ - |
| G. Consultants/Contracts | \$ 155,848.00 |
| H. Other Costs | \$ - |
| Total Direct Costs | \$ 554,260.00 |
| I. Indirect Costs | \$ 11,085.00 |
| TOTAL PROJECT COSTS | \$ 565,345.00 |
| Federal Request | \$ 565,345.00 |
| Non-Federal Amount | \$ - |

Budget Narrative**PERSONNEL:****Requested Grant-Funded Positions**

Licensed Counselor (Housed with Travis County Adult Probation (TCAP): The Licensed Counselor positions will be full-time licensed chemical dependency counselors or a Qualified Credentialed Counselor. The Licensed Counselor will provide pre-treatment/treatment readiness services and/or intensive outpatient/aftercare services post-release to dually diagnosed adult offenders. Services may be provided in a jail setting and in the TCAP outpatient Counseling Center setting. For years 1 and 2 of the grant, a 12 month salary (\$49,536 annually) is being requested.

Licensed Residential Counselor (Housed with TCAP): The Licensed Residential Counselor position will be full-time Licensed Chemical Dependency Counselor or a Qualified Credentialed Counselor. The Licensed Residential Counselor will provide post-release residential treatment and/or aftercare services to dually diagnosed adult offenders. Services will be provided in TCAP's community-based community corrections residential facility. For years 1 and 2 of the grant, a 12 month salary (\$49,536 annually) is being requested.

Re-Entry Case Manager (Housed with Travis County Mental Health Public Defender's Office): The Re-Entry Case Manager will be a full-time position that will determine client eligibility for a variety of social services and provides other re-entry services related to crisis intervention and case management; interviews clients, collects and completes required eligibility documentation, determines eligibility for social services assistance and monitors client progress and usage of assistance. This position will also refer clients to clinical and social service provider resources and coordinates with Adult Probation Officer. For years 1 and 2 of the grant, a 12 month salary (\$46,296 annually) is being requested.

In-Kind Positions

Project Director/Grant Coordinator (Housed with TCAP): Lila Oshatz, LMSW-AP, M.Ed., will serve as the Project Director for the TCAP-REC. She has 20+ years of experience overseeing grant initiatives on local, state, and federal levels. The Project Director will administer and monitor all grant requirements and provide program development oversight. This position will also serve as the primary contact to BJA for any questions pertaining to the Co-Occurring Re-entry Services grant. This is an in-kind position.

Evaluator (Housed with TCAP): Dr. Carsten Andresen will serve as the TCAP program evaluator. He has served as the Senior Planner, Management, and Research Specialist for Travis County Adult Probation for over five years. The Evaluator will be responsible for developing and managing the TCAPs internal evaluation of the Co-Occurring Re-entry Services program. This is an in-kind position.

Probation Officer(s) (Housed with TCAP): The probation officer(s) located in the Integrated Mental Health Unit will provide specialized supervision and monitoring of program participants to ensure participant compliance with conditions of community supervision. This position will also conduct urinalysis of participants as required. It is to be determined which individual(s) will serve in this in-kind position.

Assessor(s) (Housed with TCAP): This position(s) will complete an SAE/Risk Assessment to confirm substance use dependence/risk level and forward the assessment to the court staffing team. It is to be determined which individual(s) will serve in this in-kind position.

FRINGE BENEFITS

The following fringe benefits are being requested for the three grant-funded positions at the current rates for the applicant agency. For years 1 and 2, fringe benefits for the full 12 months is being requested for grant-funded positions.

- FICA-OASDI at the rate of 1.45% of total wages:
 - Year 1- \$2,108
 - Year 2- \$2,108
- FICA-Medicare at the rate of 6.2% of total wages:
 - Year 1- \$9,013
 - Year 2- \$9,013
- Retirement at the rate of 12.27% of total wages:
 - Year 1- \$17,837
 - Year 2- \$17,837
- Health Insurance at the applicant agency's current average of \$439 per month per person:
 - Year 1- \$15,804
 - Year 2- \$15,804

TRAVEL:

As required by grant, budget includes cost for 3 staff to attend a 3 day grantee meeting in Washington D.C. Airfare, lodging and meals are included for a total of \$4,539 for year 1 and \$4,539 for year 2.

SUPPLIES:

For the three grant-funded positions, office supplies at \$150 per person are requested for each year. For year 1 only, laptop workstations are requested for the three grant-funded positions at \$2,058 each. Additionally, incentives and bus passes are being requested for clients at a cost of \$1,000 per year. Supplies for year 1 total \$7,624, and for year 2 total \$1,450.

CONSULTANTS/CONTRACTS:*Consultant fees:*

For each year of the grant, TCAP plans to bring in consultants to provide 1.5 days of training/staff development to program staff regarding services to co-occurring populations. The consultation fee for such training is estimated at \$750 per day per consultant. Two trainers, to be determined, will provide this training each year. TCAP will be requesting Dr. Fred Osher, Dr. Jennifer Skeem or the equivalent to provide the training. Dr. Osher has previously consulted with TCAP during the design phase of the Integrated Mental Health Unit. Consultation fees for year 1 total \$2,250 and for year 2 total \$2,250.

Consultant expenses:

Consultant expenses include cost of airfare, lodging, and meals for 2 trainers to provide 1.5 days of training/staff development to program staff regarding services to co-occurring populations each year. Consultant expenses for year 1 total \$2,234 for year 2 total \$2,234.

Contracts:

The budget for each year includes a contract for Psychiatric Medication Support services (not medication) with Austin Travis County Integral Care, the local mental health authority, for 8 hours per month at a rate of \$140 per hour, for a total of \$13,440 year 1 and \$13,440 year 2. Additionally, funding for temporary rents and/or short-term transitional or permanent supportive

housing is being requested for participants on an as needed basis. Access to housing is critical for program participants who would otherwise be homeless. A competitive bid process in accordance with applicant agency’s procurement policies will be initiated to identify housing providers if access to existing housing contracts is not possible to support needed housing opportunities. It is anticipated that not all program participants will require housing assistance and participants will require various levels of housing. Based on Corporation for Supportive Housing estimates identified in the chart below, \$60,000 is being requested for both years 1 and year 2.

Chronically Homeless Clients: PSH Deposits and Move-in

Assumes access to PSH rental subsidies funded other sources: PHAs or HUD Continuum of Care

| Clients | Average | Total Funds |
|---------|---------|-------------|
| 30 | 1200 | 36000 |

Episodically Homeless (non-chronic): Rapid Rehousing model for clients w/income source (may be disability or other)

(First months rent, deposit, move-in kits, utility arrears, etc, may bridge to housing choice voucher or self-pay)

| Clients | Move-In | Rent+Util Cost/Month* | Avg Months | Total |
|---------|---------|-----------------------|------------|-------|
| 10 | 360 | 680 | 3 | 24000 |

**HUD Fair Market Rent for Studio+Utilities*

Total PSH Move-in + Rapid Rehousing= 60000

INDIRECT COSTS

In accordance with standard indirect cost rate for other federal funding opportunities for local units of government, applicant agency is requesting an indirect rate of 2%. The indirect costs requested for each year are as follows:

- Year 1- \$5,604
- Year 2- \$5,481

The applicant agency is requesting \$285,821 for year 1 and \$279,524 for year 2 for a total of \$565,345 in federal funding over the two year grant period.

| Project Timeline | | | | |
|--|--|---|---------------------------------|---|
| Project Goal | Objective | Activity | Expected Completion Date | Responsible Person/Organization |
| Expansion of service delivery continuum at strategic intercept points for dually diagnosed probationers. | Increase public safety and reduce recidivism through activities targeted to address criminal behavior impacted by co-occurring substance abuse and mental health disorders | <u>Grant Implementation</u> <ul style="list-style-type: none"> • Development of programming policies/procedures • Programmatic report preparation | November 2012 Ongoing | Project Director |
| | | <u>Jail-Based Services</u> <ul style="list-style-type: none"> • Initial Assessments, Risk, Mental Health, Substance Abuse • Diagnosis • Pharmacological Drug Treatment Services | | TCAP Assessor TCSO Counselor Medical Provider |
| | | <u>Specialized Probation</u> <ul style="list-style-type: none"> • Probation compliance • Drug/alcohol testing • Re-Assessments: (Risk/Need) | Ongoing | Probation Officer |
| | | <ul style="list-style-type: none"> • Resource/Services Coordination • Initial Re-entry Plan • Housing • Employment • Benefits Application | Ongoing | Re-entry Case Manager |
| | | <u>Dual-Diagnosis Treatment</u> <ul style="list-style-type: none"> • Pre-release treatment readiness/Treatment Plan & Treatment Team Meeting (TTM) • Post-release outpatient or inpatient treatment/Treatment Plan & TTM • Aftercare | Ongoing | Licensed Counselors |
| | | <u>Data</u> <ul style="list-style-type: none"> • Data collection design • Data collection • Data reporting | Ongoing | TCAP Evaluator TCCJP Evaluator |

| | | | | |
|--|--|--|---------|--|
| | | Community Collaboration <ul style="list-style-type: none"> • Monitor Intercept points | Ongoing | Project Director JMHCP Advisory Board |
| | | Pay for Success <ul style="list-style-type: none"> • Recovery Investment Consortium | Ongoing | Community Investors/ Stakeholders |
| | | Staff Development/Training | Ongoing | Project Director |

**POSITION DESCRIPTION: LICENSED COUNSELOR
(GRANT-FUNDED POSITION)**

LEVEL OF EFFORT: 100%

ROLES:

Provides pre-treatment/treatment readiness services and/or intensive outpatient/aftercare services post release to dually diagnosed adult offenders. Services may be provided in a jail setting and in an out-patient community setting. Assists in developing counseling programs and intervention techniques, coordinates and monitors referral of clients to clinical and other resources and services.

DUTIES AND RESPONSIBILITIES:

- Provides pre-treatment/treatment readiness counseling to participants pre-release, including stages of change assessment and/or primary intensive outpatient treatment, 60-75 hours/week and/or aftercare services.
- Conducts individual and group counseling and/or psycho-educational classes using a cognitive curriculum, motivational interviewing techniques regarding substance abuse rehabilitation for dually diagnosed clients, role plays to address skill development, and relapse prevention techniques. Provides crisis and substance abuse intervention services for clients. Identifies clients in at-risk situations and seeks treatment solutions and alternative environmental surroundings.
- Develops treatment plans and intervention programs and recommends resources and services for clients. Coordinates with case manager, probation officer and continuity of care staff. Coordinates referral of clients to clinical resources and other services and monitors client progress. Resolves obstacles to service delivery.
- Prepares progress reports of client treatment, documents interviews, observations and evaluations for case file. Conducts and maintains analysis of treatment and service provider usage. Develops discharge plans, including referrals to support recovery to counseling and social service programs in the community.
- Attends training as needed to address population served.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Social or Behavioral Sciences or a directly related field AND two (2) years experience in group facilitation, dual diagnosis substance abuse counseling and criminal justice work;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

- Licensed Chemical Dependency Counselor (LCDC); OR, Qualified Credentialed Counselor.
- Valid Texas Driver's License.

**POSITION DESCRIPTION: LICENSED RESIDENTIAL COUNSELOR
(GRANT-FUNDED POSITION)**

LEVEL OF EFFORT: 100%

ROLES:

Provides post release residential treatment and/or aftercare services to dually diagnosed adult offenders. Services will be provided in a community-based community corrections residential facility. Assists in developing counseling programs and intervention techniques, coordinates and monitors referral of clients to clinical and other resources and services.

DUTIES AND RESPONSIBILITIES:

- Provides 90 days of residential and/or aftercare services.
- Conducts individual and group counseling and/or psycho-educational classes using a cognitive curriculum, motivational interviewing techniques regarding substance abuse rehabilitation for dually diagnosed clients, role plays to address skill development, and relapse prevention techniques. Provides crisis and substance abuse intervention services for clients. Identifies clients in at-risk situations and seeks treatment solutions and alternative environmental surroundings.
- Develops treatment plans and intervention programs and recommends resources and services for clients. Coordinates with case manager, probation officer and continuity of care staff. Coordinates referral of clients to clinical resources and other services and monitors client progress. Resolves obstacles to service delivery.
- Prepares progress reports of client treatment, documents interviews, observations and evaluations for case file. Conducts and maintains analysis of treatment and service provider usage. Develops discharge plans, including referrals to support recovery to counseling and social service programs in the community.
- Attends training as needed to address population served.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Social or Behavioral Sciences or a directly related field AND two (2) years experience in group facilitation, dual diagnosis substance abuse counseling and criminal justice work;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

- Licensed Chemical Dependency Counselor (LCDC); OR, Qualified Credentialed Counselor.
- Valid Texas Driver's License.

**POSITION DESCRIPTION: RE-ENTRY CASE MANAGER
(GRANT-FUNDED POSITION)**

LEVEL OF EFFORT: 100%

ROLES:

Determines client eligibility for a variety of social services or provides other social services related to crisis intervention and case management. Interviews clients, collects and completes required eligibility documentation, determines eligibility for social services assistance and monitors client progress and usage of assistance. Refers clients to clinical and social service provider resources and coordinates with Adult Probation Officer.

DUTIES AND RESPONSIBILITIES:

- Interviews clients, collects and completes required documentation and determines eligibility for assistance based upon a variety of service regulations and procedures.
- Develops initial re-entry plan after staffing case with CRS (Co-occurring Re-entry Services) Team
- Provides basic needs counseling and problem-solving assistance or case management services for clients. Provides social services related to crisis intervention.
- Coordinates with other service agencies, organizations, and vendors to provide appropriate services and information for clients as well as referrals. Serves as an advocate on behalf of client. Makes appropriate referrals to other social service, education, and/or health agencies as needed. Interprets eligibility requirements, policy and procedures to clients, other agencies, vendors and governmental entities.
- May assist clients in obtaining vocational and employment services.
- Attends training as needed to address population served.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in one of the Social or Behavioral Sciences AND two (2) years experience in social services related work and two years experience working with the criminal justice population;
- Valid Texas Driver's License

**POSITION DESCRIPTION: PROJECT DIRECTOR/GRANT COORDINATOR
(IN-KIND POSITION)**

ROLES:

Provides leadership, management and coordination in planning, organizing, implementing grant programming/operations in accordance with State, Federal and Local laws, policies, procedures and guidelines. Develops strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.

DUTIES AND RESPONSIBILITIES:

- Directs, plans, organizes, implements, monitors overall grant operations.
- Oversees and participates in the planning and development of policies, procedures, goals and objectives.
- Develops strategic plans to accomplish goals and objectives, improve effectiveness and efficiency of service delivery and grant operations and resolves service gaps.
- Directs management and staff and ensures activities are consistent with goals and objectives and ensures compliance with grant requirements.
- Represents the organization and facilitates ongoing collaboration with partnering organizations regarding grant activities.
- Monitors and approves budget expenditures.
- Prepares any programmatic reports required by grant.
- Directs the development of, and participation in, training and education opportunities for staff and collaborating partners.
- Serves as point of contact with grantor regarding grant activities.
- Attends trainings as needed to address population served.

MINIMUM QUALIFICATIONS:

- Master's degree in Social or Behavioral Services AND eight (8) years increasingly responsible experience in program design development and implementation and five (5) years mid- to senior level supervisory or management experience.
- Valid Texas Driver's License.

**POSITION DESCRIPTION: EVALUATOR
(IN-KIND POSITION)**

ROLES:

Develops and manages department evaluation and research initiatives.

DUTIES AND RESPONSIBILITIES:

- Evaluates and coordinates projects and programs. Monitors project and program issues, and reviews plans and strategies for future project and program planning requirements.
- Manages highly advanced and complex projects and programs with broad scope.
- Performs complex project and program research and effectiveness evaluation, including statistical analysis, performance measures, goals accomplished, timetables, outcomes, and outputs to include selecting appropriate research design methods, techniques and procedures, setting up data for compiling and managing data, and data manipulation and analysis.
- Prepares and produces written summaries, documents, and statistical and other reports.
- Attends training as needed.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND five (5) years increasingly responsible experience with research, database management, statistical analysis, policy and procedure, administrative, management, and budgetary analysis or systems analysis;

OR,

Master's degree in Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND three (3) years increasingly responsible experience with research, database management, statistical analysis, policy and procedure, administrative or management, and budgetary analysis or systems analysis;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

**POSITION DESCRIPTION: PROBATION OFFICER(S)
(IN-KIND POSITION)**

ROLES: Provides specialized supervision to clients who have been placed on community supervision by the courts, enforces conditions of community supervision and monitors all aspects of casework related to the conditions of community supervision. Conducts initial and subsequent interviews with clients to assist in sentencing, explains conditions of community supervision, and assists clients in meeting terms of community supervision.

DUTIES AND RESPONSIBILITIES:

- Conducts interviews with clients, investigates and examines information related to client's case, and prepares a report to facilitate the sentencing process.
- Conducts initial and subsequent interviews with clients, explaining conditions of community supervision as set forth by the courts. Develops supervision plans for clients and completes all required documents on newly probated clients.
- Interprets conditions of community supervision, monitors for compliance with conditions, and takes appropriate action for non-compliance.
- Maintains ongoing accurate level of supervision on all offenders.
- Monitors client's progress through regular interviews with client. Conducts field visits to client's home and other locations pertinent to client's case.
- Uses motivational interviewing techniques to assist in addressing criminogenic needs and to facilitate change in behavior to reduce recidivism.
- Documents all contacts with clients and all pertinent facts and events occurring in client's life, including issues of compliance and noncompliance.
- Prepares legal documents and other reports for judges, attorneys and the court system, as required.
- Conducts urinalysis on clients as required for purposes of substance abuse monitoring. May administer other substance abuse screening and assessment tools.
- Provides testimony in court, as required.
- Attends training as needed to address population served.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Criminal Justice or a directly related field. If Bachelor's degree is in unrelated field, must have one (1) year of graduate work in related field or one (1) year of experience in full-time casework, counseling or community group work.
- Valid Texas Driver's License.



Judge Julie Kocurek
390TH District Court
Travis County, Texas

Blackwell-Thurman Criminal Justice Center
P.O. Box 1748
Austin, TX 78767

(512)854-4885
Fax (512)854-4680

April 2, 2012

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Nation-wide there is over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrest due the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, their representation is even higher than national or state levels. For several years, Travis County has been working collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department (TCAP) to enhance effective service delivery for high risk felony probationers with co-occurring disorders. Focusing on female felony probationers with co-occurring disorders, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. The Travis County District Criminal Court Judges working in partnership with TCAP will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders. Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

The Travis County District Criminal Court Judges are committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,



Judge Julie H. Kocurek
390th District Court
Travis County, Texas



SAMUEL T. BISCOE
COUNTY JUDGE

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. BOX 1748 ROOM 520
AUSTIN, TEXAS 78767
(512) 854-9555

March 28, 2012

Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Nationwide offenders with mental illness and substance use disorders are over-represented in the criminal justice system. These offenders tend to have repetitive arrests due to the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, their representation is even higher than at national or state levels. For several years, Travis County has been working collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department (TCAP) to enhance effective service delivery for high risk felony probationers with co-occurring disorders. Focusing on female felony probationers with co-occurring disorders, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. Travis County, working in partnership with TCAP, will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders. Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County that focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population; and (2) a planning initiative

based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population, which is one of the populations identified in the planning grant.

Travis County is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre- and post-release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,

Samuel T. Biscoe
Travis County Judge



JAMES N. SYLVESTER
Chief Deputy

GREG HAMILTON
TRAVIS COUNTY SHERIFF

P.O. Box 1748
Austin, Texas 78767
(512) 854-9770
www.tcsheriff.org

PHYLLIS CLAIR
Major – Law Enforcement

DARREN LONG
Major – Corrections

MARK SAWA
Major - Administration & Support

March 27, 2012

Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Nation-wide there is over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrest due the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, their representation is even higher than national or state levels. For several years, Travis County has been working collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department (TCAP) to enhance effective service delivery for high risk felony probationers with co-occurring disorders. Focusing on female felony probationers with co-occurring disorders, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

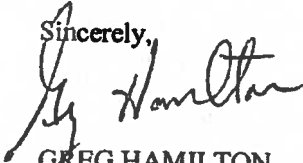
Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. The Travis County Sheriff's Office working in partnership with TCAP, will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders. The Sheriff's Office will collaborate for pre-release treatment services and will also provide the Texas Recommended Assessment Guideline (TRAG) to potential program participants.

Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two Bureau of Justice Assistance grants in Travis County which focus on: (1) justice re-investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Complex and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

March 27, 2012
Page Two
BJA Letter

Travis County Sheriff's Office is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,



GREG HAMILTON
Sheriff, Travis County

**TRAVIS COUNTY
MENTAL HEALTH PUBLIC DEFENDER**



March 27, 2012

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Nation-wide there is over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrest due the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, their representation is even higher than national or state levels. For several years, Travis County has been working collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department (TCAP) to enhance effective service delivery for high risk felony probationers with co-occurring disorders. Focusing on female felony probationers with co-occurring disorders, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. Travis County Mental Health Public Defender Office working in partnership with TCAP, will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders. The case manager position requested in the grant will be housed within the Travis County Mental Health Public Defender's Office and will provide case management services to program participants.

Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-

OFFICE ADDRESS:
2201 POST ROAD, SUITE 200
AUSTIN, TEXAS 78704
(512) 854-3030 PHONE
(512) 854-3037 FAX

MAILING ADDRESS:
P.O. BOX 1748
AUSTIN, TEXAS 78767

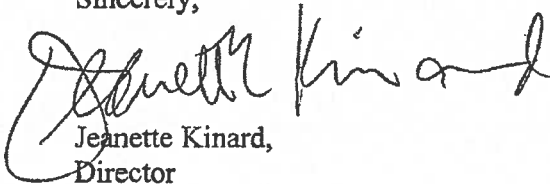
**TRAVIS COUNTY
MENTAL HEALTH PUBLIC DEFENDER**



Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

Travis County Mental Health Public Defender Office is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,



Jeanette Kinard,
Director

OFFICE ADDRESS:
2201 POST ROAD, SUITE 200
AUSTIN, TEXAS 78704
(512) 854-3030 PHONE
(512) 854-3037 FAX

MAILING ADDRESS:
P.O. Box 1748
AUSTIN, TEXAS 78767



JUSTICE & PUBLIC SAFETY DIVISION

Roger Jefferies, County Executive

P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417

Criminal Justice Planning
Roger Jefferies
(512) 854-4415

Counseling & Education Services
Caryl Colburn
(512) 854-9540

Juvenile Public Defender
Kameron D. Johnson
(512) 854-4128

March 26, 2012

Bureau of Justice Assistance –
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Nation-wide there is over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrest due the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, their representation is even higher than national or state levels. For several years, Travis County has been working collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department (TCAP) to enhance effective service delivery for high risk felony probationers with co-occurring disorders. Focusing on female felony probationers with co-occurring disorders, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. Travis County Justice and Public Safety, working in partnership with TCAP, will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders.

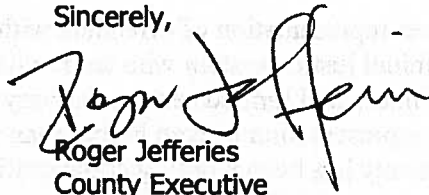
Working collaboratively with TCAP, Criminal Justice Planning will conduct an evaluation of the services provided under this grant.

Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1)

Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

Travis County Justice and Public Safety is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,



Roger Jefferies
County Executive
Justice and Public Safety
Travis County, Texas



March 29, 2012

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

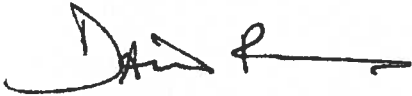
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Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. Austin Travis County Integral Care working in partnership with TCAP, will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders.

Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a.k.a. Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

Austin Travis County Integral Care is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,



David Evans
Chief Executive Officer





Rosemary Lehmburg ★ Travis County District Attorney

P.O. Box 1748 Austin, Texas 78767 • Telephone: 512-854-9400 • Fax: 512-854-9534

e-mail: district.attorney@co.travis.tx.us • www.traviscountyda.org

April 2, 2012

Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW, Fourth Floor
Washington, DC 20531

To Whom It May Concern:

I support Travis County Adult Probation Department's (TCAP) grant application under the Second Chance Act Re-entry Program for Adult Offenders with Co-occurring Substance Abuse and Mental Health Disorders.

The Travis County District Attorney's Office recognizes that there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have multiple arrests due the chronic nature of their illness and limited service delivery modalities in the community. For several years, Travis County has been working collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department to enhance effective service delivery for high risk felony probationers with co-occurring disorders. Focusing on female felony probationers, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

The partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice-Travis Unit (Travis State Jail). The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

The Travis County District Attorney's Office is committed to supporting the efforts of TCAP in this collaborative effort to ensure its success. I urge your support of the TCAP grant application.

Sincerely,

Rosemary Lehmburg

TRAVIS COUNTY
DISTRICT AND COUNTY
CRIMINAL COURTS



BLACKWELL-THURMAN
CRIMINAL JUSTICE CENTER
P. O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9244
FAX: (512) 854-4464

March 28th, 2012

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Nation-wide there is over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrests due the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, their representation is even higher than national or state levels. For several years, Travis County has been working collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department (TCAP) to enhance effective service delivery for high risk felony probationers with co-occurring disorders. Focusing on female felony probationers with co-occurring disorders, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. Travis County Court Administration working in partnership with TCAP will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders. Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

Travis County Court Administration is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,



Debra Hale
Criminal Courts Management Director



Travis State Jail ADVISORY COMMITTEE

Alonzo Bradley, Chair

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

March 27, 2012

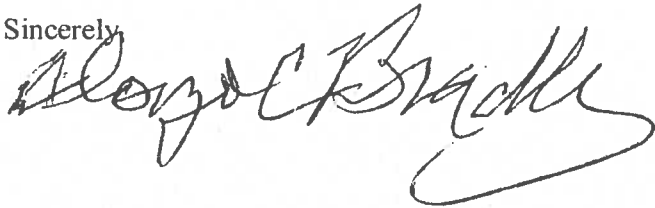
To Whom It May Concern:

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Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. The Travis County State Jail Advisory Committee working in partnership with TCAP, will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders. Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

Travis County State Jail Advisory Committee is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,



March 26, 2012

Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Nation-wide there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system that tend to have repetitive arrests due the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, their representation is even higher than national or state levels. For several years, Travis County has been working collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department (TCAP) to enhance effective service delivery for high risk felony probationers with co-occurring disorders. Focusing on female felony probationers with co-occurring disorders, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. Communities for Recovery, working in partnership with TCAP, will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders.

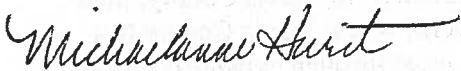
Communities for Recovery provides open programming, specifically for people who identify as having a substance use and co-occurring mental health condition, at no cost to the participant. These programs are all facilitated at our 7,000 square foot Peer Recovery Support Center located at 4110 Guadalupe, Bldg. 635, Austin, Texas 78751:

Mondays 7 – 8:30pm – Dual Recovery Anonymous
Wednesdays 12 Noon – Dual Recovery Anonymous
Thursdays 7 – 8:30pm – Dual Disorders Recovery Achievers
Fridays 7 – 8pm – Dual Recovery Anonymous

Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

Communities for Recovery supports the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,



Michaelanne Hurst
Executive Director
Communities for Recovery



March 26, 2012

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

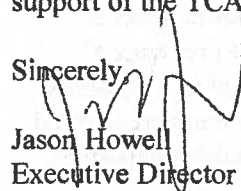
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Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. SoberHood working in partnership with TCAP, will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders.

Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

SoberHood is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,


Jason Howell
Executive Director
SoberHood

Recovery Law Institute

Pat Malone
Managing Director

8300 Puerta Vista
Austin, TX 78759
O - (512) 231-1951 C - (512) 826-0530

pmalone@malonelawaustin.com
www.texasrecovers.org

April 2, 2012

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Nation-wide there is over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrest due the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, their representation is even higher than national or state levels. For several years, Travis County has been working collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department (TCAP) to enhance effective service delivery for high risk felony probationers with co-occurring disorders. Focusing on female felony probationers with co-occurring disorders, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. Recovery Law Institute, working in partnership with TCAP, will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders. Recovery Law Institute has been in consultations with both Social Finance and Third Sector Capital Partners of Boston regarding the launch of a Pay for Success Program in Texas, initially centered in Austin as the state capital. Texas social service investors have also been engaged statewide in preliminary discussions as a supplement to the ROSC initiative. This development of a funded social service consortium underwritten by social impact bonds to support recovery and re-entry services is in its infancy. Design and implementation of our consortium would not occur until year two of this grant.

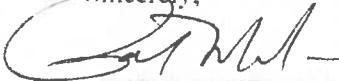
A Pay for Success Program is deemed imperative since government is suffering from severe, structural and long-term budget gaps while costly safety-net spending crowds out prevention funding. Yet social sector funding and industry structure remain highly fragmented in a complex multitude of survival silos. Post recession, even the most effective nonprofit providers are starved for growth capital. Philanthropy and government alone cannot solve these intractable challenges.

April 2, 2012


Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

Recovery Law Institute is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,



Pat Malone





April 2, 2012

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

For several years, Travis County has been working collaboratively to develop strategies to address the issue of offenders with co-occurring disorders through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department (TCAP) to enhance effective service delivery for high risk felony probationers with co-occurring disorders.

Focusing on female felony probationers with co-occurring disorders, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

The Texas office of **Corporation for Supportive Housing (CSH)** will work in partnership with TCAP, to enable our jurisdiction to develop and implement responsive and timely housing strategies, including but not limited to permanent supportive housing for those that need it, to meet the needs of probationers with co-occurring disorders. Specifically, the Director of the Texas program commits at least 20 hours of technical assistance time to the project should it be funded, to help create partnerships with housing providers, appropriately structure housing interventions, and otherwise provide guidance to the housing component of the initiative.

The partnership between CSH and Travis County will be enhanced by the fact that they, along with other partners in this application, currently participate in the implementation of two existing Bureau of Justice Assistance grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

I urge your support of the TCAP grant application. Please do not hesitate to contact me should you have any questions. I may be reached via email at dianna.grev@csh.org or by phone at (512) 228-8785.

Sincerely,

A handwritten signature in black ink, appearing to read "Dianna Grey", is written over a printed name and title. The signature is fluid and cursive, with a large loop at the end.

Dianna Grey
Director, Texas



Austin/Travis County Reentry Roundtable

*Building Successful Strategies for
Offender Reentry and Reintegration in Austin/Travis County, Texas*

Austin/Travis County Reentry Roundtable

PLANNING COUNCIL

Thomas Cruz

Chairperson – On leave
Office of the Attorney General

Sandra Eames, Ed.D.

Interim Council Chair,
Council Vice Chair
EBP Co-Chair

Daryl Beatty

Travis Co. Juvenile Probation

Herman Buhrig

Community Representative

Marvin Dunbar

TDJC – Rehabilitation Programs

Darla Gay

Travis County
District Attorney's Office

Greg Gibson

Policy Reform Chair

Roger Jefferies

Travis Co. Justice/Public Safety

Karen Maxwell

Travis County Sheriff's Office

Geraldine Nagy, Ph.D.

Travis County Adult Probation
EBP Co-Chair

Mike McDonald

Austin Assistant City Manager

Abraham Minjarez

A/TCIC

Marcus Ramirez

TDCJ Parole Division

Frank Ringer

Business Representative

Paul Sloan

Warden, TDCJ – Travis Unit

Janice Taylor

Federal Bureau of Prisons

Kenneth Thompson

Support Systems Co-Chair

Pete Valdez

City of Austin Community Court

A/TCRRT Staff

Jeri Houchins
Emily Rogers

<http://reentryroundtable.net>

March 27, 2012

Bureau of Justice Assistance - Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

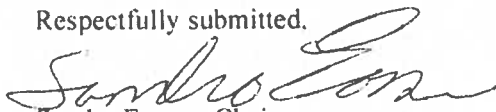
I am writing on behalf of the Austin/Travis County Reentry Roundtable (A/TCRRT) in support of the Travis County Adult Probation's application to the Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders. Since its formation in mid-2003, the A/TCRRT has been a robust, community-wide collaborative and catalyst for systemic change that educates, facilitates and advocates in order to promote public safety through effective reentry and reintegration.

Nation-wide there is over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrest due the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, their representation is even higher than national or state levels. For several years, Travis County has been working collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County Adult Probation Department (TCAP) to enhance effective service delivery for high risk felony probationers with co-occurring disorders. Focusing on female felony probationers with co-occurring disorders, TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will expand the service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. The A/TCRRT, working in partnership with TCAP, will enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of probationers with co-occurring disorders. Augmenting the service delivery continuum is elevated since the partners of this application currently participate in the implementation of two BJA grants in Travis County which focus on: (1) Justice Re-Investment for the chronically homeless, justice involved population and (2) a planning initiative based on the Sequential Intercept Model to create a strategic, collaborative, comprehensive and long-term plan to address defendants with behavioral health and co-occurring disorders who are incarcerated in the Travis County Correctional Center and Texas Department of Criminal Justice – Travis Unit a/k/a Travis State Jail. The Second Chance Act Re-Entry Grant would provide an immediate service delivery focus point for the adult probation population which is one of the populations identified in the planning grant.

The A/TCRRT is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. We urge your support of the TCAP grant application.

Respectfully submitted,


Sandra Eames, Chair

Appendix 2
Statement of Assurance Form:
Mandatory Certification Requirements and Coordination Requirement
(Submit with the Application as an Attachment)

As the Authorized Representative of *[insert name of applicant organization]*
Travis County Adult Probation, I assure BJA the following:

Mandatory Certification Requirement: Service Provider Licensing/ Accreditation/ Certification Documentation: In addition, as the Authorized Representative I also assure BJA that all collaborating service provider organizations listed in this application meet applicable licensing, accreditation, and certification requirements.

As the authorized representative, I also understand that the following information is required to receive funding, and these materials have been included within the application materials:

- A letter of commitment that specifies the nature of the participation and what service(s) will be provided from every service provider organization listed in the application that has agreed to participate in the project.
- Official documentation that all service provider organizations collaborating in the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents must definitively establish that the organization has provided relevant services for the last 2 years.
- Official documentation that all collaborating service provider organizations are in compliance with all local (city, county) and state/tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state/tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist.

Note: Official documentation is a copy of each service provider organization's license, accreditation, and certification.

- Documentation of accreditation will not be accepted in lieu of an organization's license. A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation and certification or that no licensing, accreditation, certification requirements exist, does not constitute adequate documentation.

Mandatory Coordination Requirement: I assure BJA that if my organization is not the Single State Agency (SSA) for Substance Abuse Services, and I assure and have demonstrated that the proposal has been developed in coordination with SAA support, except in the case of federally-recognized tribal government applicants.


Signature of Authorized Representative

4-2-12
Date

BJA-2012-3153

OMB No 1121-0329
Approval Expires 02/28/2013



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

April 1, 2012

Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

Re: Solicitation- CFDA #16.812

To Whom It May Concern:

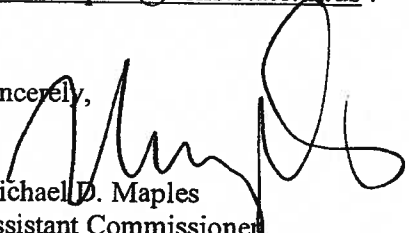
I received notification regarding the Travis County Adult Probation's application to SAMHSA for the **Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders**. As the designated Single State Substance Abuse Authority for Texas, I believe that the Travis County Adult Probation Office has the capacity to carry out the plans that were submitted to our office.

Based on their written submission and consultation with my staff, we believe that their plan follows our overall framework. We are particularly interested in the population that that the probation office plans to target, the high-risk felony probationer with mental and substance use disorders with females being a priority. Additionally, we are encouraged to see that they plan to use several evidence based strategies such as the National *GAINS* Center Sequential Intercept Model, Cognitive Behavioral Therapy and Motivational Interviewing.

We are familiar with probation office's collaborative efforts in the Travis County area including one of our initiatives, the Recovery Oriented System of Care (ROSC). We also want to validate the need to ensure coordination between criminal justice entities and the Texas Department of State Health Services' funded and licensed community based substance abuse treatment systems. This will be demonstrated through the probation office's relationship with the Austin Travis County Integral Care who provides mental health, substance abuse and co-occurring services.

If you have any questions or need further information, please contact me at (512)-206-5968 or mike.maples@dshs.state.tx.us.

Sincerely,


Michael D. Maples
Assistant Commissioner
Mental Health and Substance Abuse

Service Provider



Licensure Information:

- Travis County Adult Probation
- Travis County Sheriff's Office-Travis County Jail
- Austin/Travis County Integral Care

GOVERNMENT CODE

TITLE 4. EXECUTIVE BRANCH

SUBTITLE G. CORRECTIONS

CHAPTER 509. COMMUNITY JUSTICE ASSISTANCE DIVISION

Sec. 509.001. DEFINITIONS. In this chapter:

(1) "Community corrections facility" means a physical structure, established by the judges described by Section 76.002 after authorization of the establishment of the structure has been included in the local community justice plan, that is operated by a department or operated for a department by an entity under contract with the department, for the purpose of treating persons who have been placed on community supervision or who are participating in a drug court program established under Chapter 469, Health and Safety Code, and providing services and programs to modify criminal behavior, deter criminal activity, protect the public, and restore victims of crime. The term includes:

- (A) a restitution center;
- (B) a court residential treatment facility;
- (C) a substance abuse treatment facility;
- (D) a custody facility or boot camp;
- (E) a facility for an offender with a mental impairment, as defined by Section 614.001, Health and Safety Code; and
- (F) an intermediate sanction facility.

(2) "Department" means a community supervision and corrections department established under Chapter 76.

(3) "Division" means the community justice assistance division.

(4) "State aid" means funds appropriated by the legislature to the division to provide financial assistance to:

- (A) the judges described by Section 76.002 for:
 - (i) a department established by the judges;
 - (ii) the development and improvement of community supervision services and community-based correctional programs;

(iii) the establishment and operation of community corrections facilities; and

(iv) assistance in conforming with standards and policies of the division and the board; and

(B) state agencies, counties, municipalities, and nonprofit organizations for the implementation and administration of community-based sanctions and programs.

Added by Acts 1995, 74th Leg., ch. 76, Sec. 7.01, eff. Sept. 1, 1995.

Amended by Acts 1997, 75th Leg., ch. 165, Sec. 12.23(a), eff. Sept. 1, 1997.

Amended by:

Acts 2005, 79th Leg., Ch. 255, Sec. 9, eff. May 30, 2005.

Acts 2005, 79th Leg., Ch. 1139, Sec. 3, eff. June 18, 2005.

Sec. 509.002. PURPOSE. The purpose of this chapter is to:

(1) allow localities to increase their involvement and responsibility in developing sentencing programs that provide effective sanctions for criminal defendants;

(2) provide increased opportunities for criminal defendants to make restitution to victims of crime through financial reimbursement or community service;

(3) provide increased use of community penalties designed specifically to meet local needs; and

(4) promote efficiency and economy in the delivery of community-based correctional programs consistent with the objectives defined by Section 1.02, Penal Code.

Added by Acts 1995, 74th Leg., ch. 76, Sec. 7.01, eff. Sept. 1, 1995.

Sec. 509.003. STANDARDS AND PROCEDURES. (a) The division shall propose and the board shall adopt reasonable rules establishing:

(1) minimum standards for programs, community corrections facilities and other facilities, equipment, and other aspects of the operation of departments;

(2) a list and description of core services that should be provided by each department;

(3) methods for measuring the success of community

supervision and corrections programs, including methods for measuring rates of diversion, program completion, and recidivism;

(4) a format for community justice plans; and

(5) minimum standards for the operation of substance abuse facilities and programs funded through the division.

(b) In establishing standards relating to the operation of departments, the division shall consider guidelines developed and presented by the advisory committee on community supervision and corrections department management to the judicial advisory council established under Section 493.003(b).

(c) A substance abuse facility or program operating under the standards is not required to be licensed or otherwise approved by any other state or local agency.

(d) The division shall develop a screening and evaluation procedure for use in accordance with Section 76.017. The division shall determine if a single screening and evaluation procedure may be used in each program. If the division determines that a single procedure is not feasible, the division shall identify and approve procedures that may be used.

Added by Acts 1995, 74th Leg., ch. 76, Sec. 7.01, eff. Sept. 1, 1995.
Amended by Acts 1997, 75th Leg., ch. 165, Sec. 12.24(a), eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1269, Sec. 5, eff. Sept. 1, 1997.

Sec. 509.004. RECORDS, REPORTS, AND INFORMATION SYSTEMS. (a)

The division shall require each department to:

(1) keep financial and statistical records determined necessary by the division;

(2) submit a community justice plan and all supporting information requested by the division;

(3) present data requested by the division as necessary to determine the amount of state aid for which the department is eligible;

(4) submit periodic financial audits and statistical reports to the division; and

(5) submit to the Department of Public Safety the full name, address, date of birth, social security number, and driver's license number of each person restricted to the operation of a motor vehicle equipped with a device that uses a deep-lung breath analysis

TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR
Adan Muñoz, Jr



P.O. Box 12985
Austin, Texas 78711
Voice: (512) 463-5505
Fax: (512) 463-3185
Agency Website: <http://www.tcjs.state.tx.us>
E-mail Address: adan.munoz@tcjs.state.tx.us

March 19, 2012

Sheriff Greg Hamilton
Travis County Sheriff's Office
P.O. Box 1748
Austin, TX 78767

MAR 22 2012

Dear Sheriff Hamilton,

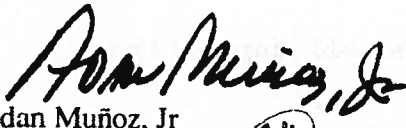

The Texas Commission on Jail Standards wishes to acknowledge the excellent work of the Travis County Sheriff's Office with a Certificate of Compliance for the Travis County Jail. The most recent inspection of your facility on March 12-16, 2012 by Texas Commission on Jail Standards Inspector Fred St. Amant, Inspector Jacqueline Semmler, and Inspector Anthony Mikesh has demonstrated that your facility is in compliance with Texas Minimum Jail Standards.

The Certificate of Compliance demonstrates your outstanding leadership and the diligent work of your staff in complying with minimum jail standards. In addition, this achievement is a direct result of your office's commitment to excellence and is an example of dedication and professionalism in maintaining a safe, secure, and sanitary facility.

Providing the essential budgetary support for jail operations is also imperative to achieving compliance, so let me also congratulate the Travis County Commissioners' Court for their vital support of jail operations.

The citizens of Travis County should be proud of your combined efforts, as is the Texas Commission on Jail Standards.

Best regards,


Adan Muñoz, Jr
Executive Director 

AM/mw

cc: Judge Samuel T. Biscoe, Travis County

Judge Donna S. Klaeger, Burnet, Chair
Stanley D. Egger, Abilene, Vice Chair
Irene A. Armendariz, El Paso

Allan D. Cain, Carthage
Jerry W. Lowry, New Caney
Larry S. May, Sweetwater

Sheriff Gary Painter, Midland
Dr. Michael M. Seale, M.D., Houston
Sheriff Tam Terry, Panhandle

"The Commission on Jail Standards welcomes all suggestions and will promptly respond to all complaints directed against the agency or any facilities under its purview"



Texas Commission on Jail Standards

Travis County Jail

Austin, Texas

March 12-16, 2012

Date(s) of Inspection

SUBJECT: INSPECTION REPORT

State Law requires periodic inspections of county jail facilities (VTCA, Local Government Code, Chapter 351, VTCA, Government Code, Chapter 511; Chapter 297.8, Texas Commission on Jail Standards).

The facility was inspected on the date(s) indicated above, and it was determined that deficiencies exist. You are urged: (1) to give these areas of noncompliance your serious and immediate consideration; and (2) to promptly initiate and complete appropriate corrective measures. The Commission is available to discuss or assist you with the appropriate corrective measures required.

Failure to initiate and complete corrective measures following receipt of the Notice of Noncompliance may result in the issuance of a Remedial Order (Chapter 297.8, et seq.).

This facility was inspected on the date(s) indicated above. There were no deficiencies noted and upon review of this report by the Executive Director of the Texas Commission on Jail Standards, a certificate of Compliance may be issued per the requirements of VTCA, Chapter 511 and Texas Minimum Jail Standards.

Authenticated:

Inter-Office Use Only

Fred St. Amant
Fred St. Amant, TCJS Inspector

Jackie Semmler
Jackie Semmler, TCJS Inspector

Anthony Mikesh
Anthony Mikesh, TCJS Inspector

| | |
|--------------------|-------|
| Received by: _____ | _____ |
| | Date |
| Reviewed by: _____ | _____ |
| | Date |

cc: Judge
Sheriff

Individuals and/or entities regulated by the Texas Commission on Jail Standards shall direct all complaints regarding the commission procedures and functions to the Executive Director at: P.O. Box 12985 Austin, Texas 78711 (512) 463-5505 Fax (512) 463-3185 or at our agency website at www.tcjs.state.tx.us.



**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
REGULATORY LICENSING UNIT**

Substance Abuse Treatment Facility

This is to certify that

**AUSTIN TRAVIS COUNTY MENTAL HEALTH RETARDATION CENTER
DBA AUSTIN TRAVIS COUNTY INTEGRAL CARE
3000 Oak Springs Road
AUSTIN, TX 78702**

is licensed as a substance abuse treatment facility under the provision of the Health and Safety Code, Chapter 464, and the 25 Texas Administrative Code, Chapter 448 Substance Abuse Standards of Care Rules.

License Number: 166 - 166A

Expiration Date: 08/31/2013

Total Beds: 0

Slots: 150

Please refer to the accompanying approval letter for specific information regarding this license.

Non-Transferable



**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
REGULATORY LICENSING UNIT**

Substance Abuse Treatment Facility

This is to certify that

**AUSTIN TRAVIS COUNTY MENTAL HEALTH MENTAL RETARDATION CENTER
DBA AUSTIN TRAVIS COUNTY INTEGRAL CARE**

403 East 15th Street
AUSTIN, TX 78701

is licensed as a substance abuse treatment facility under the provision of the Health and Safety Code, Chapter 464,
and the 25 Texas Administrative Code, Chapter 448 Substance Abuse Standards of Care Rules.

| | |
|------------------|------------|
| License Number: | 166 - 3381 |
| Expiration Date: | 08/31/2013 |
| Total Beds: | 31 |
| Slots: | 0 |

Please refer to the accompanying approval letter for specific information regarding this license.

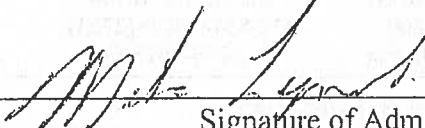
Non-Transferable

Documentation of 2 year provision of Services:

- Travis County Adult Probation
- Austin/Travis County Integral Care (ATCIC): ATCIC provided treatment services for individuals court-ordered to residential treatment at ATCIC-Oak Springs until 2011. At that time, treatment for individuals court-ordered to residential treatment services moved to ATCIC-Herron House location, and outpatient services continued to be provided at ATCIC-Oak Springs location.

JUDICIAL ENDORSEMENT(S)

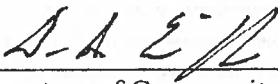
Judge Mike Lynch
Name (type or print)

 3-27-09
Signature of Administrative Judge/Date
(Designated to represent District and County Court-at-Law Judges in Judicial District)

COMMITMENT TO PLAN

The Travis County Community Justice Council and Community Supervision and Corrections Department are committed to our Community Justice Plan and the use of alternative and intermediate sanctions as set forth in the plan. We are dedicated to the protection of the community and the (re)habilitation of the offender, and we support the full use of a continuum of sanctions which will assist us in achieving those results.

Community Justice Council

 3/23/09
Signature of Community Justice Council Chairperson/Date

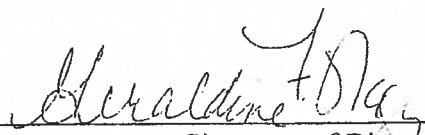
Travis County Attorney
Title (if elected/appointed state/county/city/school district official)

P.O. Box 1748
Mailing Address

Austin, TX 78767
City/ Zip Code

(512) 854-9415
(Area Code) Daytime Telephone

Community Supervision and Corrections Department

 3/27/2009
Signature of Director/Date

ADULT PROBATION DEPARTMENT

of Travis County

Central Unit
411 W. 13th Street,
Suite 400
Austin, TX 78701
512-854-4600
512-854-4606 Fax

North Unit
10409 Burnet Rd
Austin, TX 78758
512-854-9775
512-854-4533 Fax

Mental Health Unit
4920 IH 35 North
Suite 110
Austin, TX 78751
512-854-1800
512-854-5285 Fax

South Unit
4011 McKinney Falls Pkwy
Suite 1300
Austin, TX 78744
512-854-CSCD (2723)
512-854-4612 Fax

SMART
3404 S FM 973
Del Valle, TX
78617
512-854-3150
512-247-5567 Fax



Mailing Address: PO Box 2245 Austin, Texas 78768-2245

www.co.travis.tx.us/AdultProbation

Voice Response System: 512-495-6563 or 1-800-451-3887

Dr. Geraldine Nagy, Director
Rosie Ramón-Durán, Assistant Director

Travis County Adult Probation FY 2010-2011 Community Justice Plan Table of Contents

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Texas Department of State Health Services REGULATORY LICENSING UNIT

Substance Abuse Treatment Facility

*Austin Travis County MHMR
Oak Springs Treatment Center
3000 Oak Springs Road,
Austin*

having complied with the provisions of Health and Safety Code, Chapter 464, and the standards established by the Texas Department of State Health Services is granted this

Certificate of Licensure

Residential Beds: 0

Outpatient Slots: 150

Service Setting

Outpatient

Gender

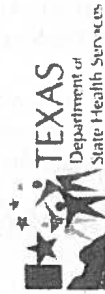
Male & Female

Age Group

Adult

166-A

License Number



August 31, 2009

Expiration Date



This certificate is non-transferable.



STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

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

Sheraldine F. O'Leary
Signature

4-2-12
Date

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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

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

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

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

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

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals.

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

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

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default, and

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

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

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

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

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

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

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

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N W.,
Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Travis Co. Adult Probation Administration: 411 W 13th St. Suite 600, Austin, TX 78701; Travis Co. Correctional Complex: 3614 Bill Price Rd., Del Valle, TX 78617; Mental Health Public Defender's Office: 2201 Post Road, Ste. 200, Austin, TX 78704; Integrated Services: 4920 N. Interstate 35, Suite 110, Austin, TX 78751. TCAP Residential Facility: 3404 S.FM 973, Del Valle, TX 78617; TCAP Outpatient Services: 4011 McKinney Falls Parkway, Suite 1300, Austin, TX 78744; ATCIC outpatient: 3000 Oak Springs Road Austin, TX 78702; ATCIC residential: 403 East 15th Street, Austin, TX 78701

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

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

1. Grantee Name and Address:

Travis County Adult Probation

411 W. 13th St., Suite 600, Austin, TX 78701

2. Application Number and/or Project Name:

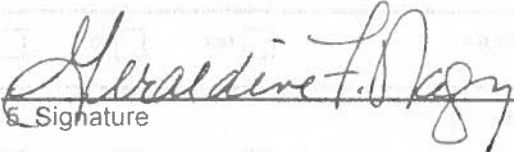
Travis County Adult Probation Co-Occurring Re-entry Services

3. Grantee IRS/Vendor Number

45-0588607

4. Type/Print Name and Title of Authorized Representative

Dr. Geraldine Nagy, Director



5. Signature

6. Date

4-2-12

Per BJA Justice Information Center, governmental entities do not need to complete this form.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP Financial Guide.

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

1. If your firm publishes a general information pamphlet setting forth the history, purpose and organizational structure of your business, please provide this office with a copy; otherwise, complete the following items:

| | | |
|---|-----------------------|--------|
| a. When was the organization founded/incorporated (<i>month, day, year</i>) | b. Principle officers | Titles |
| c. Employer Identification Number: | _____ | _____ |
| d. Number of Employees Full Time: Part Time: | _____ | _____ |

2. Is the firm affiliated with any other firm: Yes No
If "yes", provide details: **this is the first line**
this is the second line

3. Total Sales/Revenues in most recent accounting period. (12 months)
\$ _____

SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No

a. If yes, provide name, and address of Agency performing review:

b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.

Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.

2. Which of the following best describes the accounting system: Manual Automated Combination

3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant? Yes No Not Sure

4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget? Yes No Not Sure

5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? Yes No Not Sure

6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? Yes No Not Sure

7. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:

- a. Total funds available for a grant? Yes No Not Sure
- b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)? Yes No Not Sure

8. Is the firm generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal contracts/grants? Yes No Not Sure

| | |
|--|--|
| SECTION D: FUNDS CONTROL | |
| 1. If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure |
| SECTION E: FINANCIAL STATEMENTS | |
| 1. Did an independent certified public accountant (CPA) ever examine the financial statements? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. If an independent CPA review was performed please provide this office with a copy of their latest report and any management letters issued. | <input type="checkbox"/> Enclosed <input type="checkbox"/> N / A |
| 3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below: | |
| | |
| SECTION F: ADDITIONAL INFORMATION | |
| 1. Use this space for any additional information (<i>indicate section and item numbers if a continuation</i>) | |
| Per BJA Justice Information Center, governmental entities do not need to complete this form. | |
| | |
| SECTION G: APPLICANT CERTIFICATION | |
| I certify that the above information is complete and correct to the best of my knowledge. | |
| 1. Signature | b. Firm Name, Address, and Telephone Number |
| a. Title | |
| SECTION H: CPA CERTIFICATION | |
| The purpose of the CPA certification is to assure the Federal agency that the recipient can establish fiscal controls and accounting procedures which assure that Federal and State/local funds available for the conduct of the grant programs and projects are disbursed and accounted for properly. If the audit report requested in Section E 2 above is not enclosed, then completion of this section is required. | |
| 1. Signature | b. Firm Name, Address, and Telephone Number |
| a. Title | |

PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 4 HOURS (OR MINUTES) PER RESPONSE, INCLUDING THE TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. SEND COMMENTS REGARDING THIS BURDEN ESTIMATE OR ANY OTHER ASPECTS OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN, TO OFFICE OF JUSTICE PROGRAMS, OFFICE OF THE COMPTROLLER, 810-7TH STREET, NW, WASHINGTON, DC 20531; AND TO THE PUBLIC USE REPORTS PROJECT, 1121-7120, OFFICE OF INFORMATION AND REGULATORY AFFAIRS, OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, DC 20503.

| | | |
|------------------------------|--------------------------------|--------------------------|
| | SECTION 1: GENERAL INFORMATION | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | SECTION 2: IDENTIFICATION | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>SECTION 3: ANALYSIS</p> | | |
| | SECTION 4: COMMENTS | |
| | | |
| | SECTION 5: SIGNATURES | |
| | | |
| <p>SECTION 6: ANALYSIS</p> | | |
| <p>SECTION 7: COMMENTS</p> | | |
| <p>SECTION 8: SIGNATURES</p> | | |
| | | |

THIS IS A PRELIMINARY REPORT FOR THE PURPOSE OF PROVIDING INFORMATION TO THE CLIENT. IT IS NOT TO BE USED FOR LEGAL OR FINANCIAL PURPOSES. THE CLIENT IS ADVISED THAT THE INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE. THE CLIENT IS ADVISED THAT THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR LEGAL OR FINANCIAL PURPOSES. THE CLIENT IS ADVISED THAT THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR LEGAL OR FINANCIAL PURPOSES.

GRANT SUMMARY SHEET

| | | |
|-----------------------|---|--|
| Check One: | Application Approval: <input checked="" type="checkbox"/> | Permission to Continue: <input type="checkbox"/> |
| | Contract Approval: <input type="checkbox"/> | Status Report: <input type="checkbox"/> |
| Check One: | Original: <input checked="" type="checkbox"/> | Amendment: <input type="checkbox"/> |
| Check One: | New Grant: <input checked="" type="checkbox"/> | Continuation Grant: <input type="checkbox"/> |
| Department/Division: | TNR/Natural Resources and Environmental Quality | |
| Contact Person/Title: | Mickey Roberts/Environmental Specialist Senior | |
| Phone Number: | 512-854-6613 | |

| | | | | | |
|---|--|--|---------------------------------|-----------|--|
| Grant Title: | FY12/13 CAPCOG Travis County Expo Center Recycling Grant | | | | |
| Grant Period: | From: | 7/1/2012 | To: | 6/30/2013 | |
| Fund Source: | Federal: <input type="checkbox"/> | State: <input checked="" type="checkbox"/> | Local: <input type="checkbox"/> | | |
| Grantor: | Capital Area Council of Governments | | | | |
| Will County provide grants funds to a subrecipient? | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> | | | |
| Are the grant funds pass-through another agency? If yes list originating agency below | Yes: <input checked="" type="checkbox"/> | No: <input type="checkbox"/> | | | |
| Originating Grantor: | Texas Commission on Environmental Quality (TCEQ) | | | | |

| Budget Categories | Grant Funds | County Cost Share | County Contribution | In-Kind | TOTAL |
|--------------------|-----------------|-------------------|---------------------|------------|-----------------|
| Personnel: | 0 | 0 | 0 | 0 | \$0 |
| Operating: | 31,500 | 0 | 0 | 0 | \$31,500 |
| Capital Equipment: | 0 | 0 | 0 | 0 | \$0 |
| Indirect Costs: | 0 | 0 | 0 | 0 | \$0 |
| Total: | \$31,500 | \$0 | \$0 | \$0 | \$31,500 |
| FTEs: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Permission to Continue Information | | | | | |
|------------------------------------|----------------|--------------------|-----------------|------------|---------------------|
| Funding Source (Account number) | Personnel Cost | Operating Transfer | Estimated Total | Filled FTE | PTC Expiration Date |
| | 0 | 0 | \$0 | 0.00 | |

| Department | Review | Staff Initials | Comments |
|-----------------|-------------------------------------|----------------|----------|
| County Auditor | <input checked="" type="checkbox"/> | MN | |
| County Attorney | <input checked="" type="checkbox"/> | CG | |

| Performance Measures | Projected FY 12 Measure | Progress To Date: | | | | Projected FY 13 Measure |
|--|-------------------------|-------------------|---------|---------|---------|-------------------------|
| | | 12/31/11 | 3/31/12 | 6/30/12 | 9/30/12 | |
| Applicable Depart. Measures | | | | | | |
| Acquire grants for environmental projects | 1 | | | | | |
| | | | | | | |
| | | | | | | |
| Measures For Grant | | | | | | |
| Construct concrete pad and metal building to house existing baler to enhance recycling for events at the Travis County Exposition Center | 1 | | | | | |
| Outcome Impact Description | | | | | | |
| | | | | | | |
| Outcome Impact Description | | | | | | |
| | | | | | | |
| Outcome Impact Description | | | | | | |

PBO Recommendation:

This new grant application will allow the county to purchase/have built a concrete pad and metal building to improve the existing event recycling initiative at the TC Expo Center. This project is undertaken in cooperation with staff in the Facilities Management Department (FMD).

PBO recommends that TNR staff work on identifying appropriate outcome measures for this grant project, such as, "pounds of recyclable materials collected/removed from the waste stream per a specified timeframe."

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

The goal of the grant is to enhance the existing event recycling initiative at the Travis County Exposition Center (EC). Grant funds will be used to purchase a concrete pad and metal building to house recycling bins and a compactor purchased in 2011. Existing Facilities Management Department employees will perform recycling collection during events in which no other arrangements for recycling exist. TNR staff will coordinate with Facilities Management Department to track diversion of recyclable material and support County goals of responsible waste management.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

Dollars collected from the sale of recyclable material will be used to purchase equipment and supplies necessary to sustain long-term needs for event recycling at the EC. No additional funding requirements are expected.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

No cash match is required. Personnel and indirect costs are used informally as an in-kind match.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

Indirect costs are considered an in-kind contribution to the project.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

The program for recycling at county facilities will continue after the grant ends. Additional funding will not be required, however, revenue generated by the sale of recycled materials will be used to support the needs of the recycling program.

6. If this is a new program, please provide information why the County should expand into this area.

Travis County is actively pursuing initiatives to divert waste streams for recycling through a full-time Conservation Coordinator position, as well as the establishment of the Green Committee. In October 2008, a Green Committee was established to establish an action plan to increase recycling rates and reduce energy consumption. An event recycling program at the EC will support these efforts by increasing the recycling rate of facilities at Travis County.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

This grant will support TNR's role in developing a strong and sustainable recycling program countywide. It addresses TNR's goal to "Manage and protect our natural resources for future generations".

**CAPITAL AREA COUNCIL OF GOVERNMENTS
FY 2012/2013 REGIONAL SOLID WASTE GRANTS PROGRAM**

FORM 1. APPLICATION INFORMATION AND SIGNATURE PAGE

| | |
|--|--|
| Applicant: Travis County | Funding Amount Proposed: \$ 31,500.00 |
| Address: Transportation and Natural Resources Department PO Box 1748 Austin, TX 78767 | Phone/Fax: Ph: 512-854-6613 Fx: 512-854-6474 |
| Contact Person: Mickey Roberts | Email: Mickey.Roberts@co.travis.tx.us |

Project Category (Choose One Only)

| |
|--|
| <input type="checkbox"/> Local Enforcement <input type="checkbox"/> Litter and Illegal Dumping Cleanup and Community Collection Events <input checked="" type="checkbox"/> Source Reduction and Recycling <input type="checkbox"/> Citizens' Collection Stations <input type="checkbox"/> Household Hazardous Waste (HHW) Management <input type="checkbox"/> Other (<i>requires CAPCOG and TCEQ authorization</i>) |
|--|

Signature

| | |
|---|--------------------------------|
| By the following signature, the Applicant certifies that it has reviewed the certifications, assurances, and deliverables included in this application, that all certifications are true and correct, that assurances have been reviewed and understood, and that all required deliverables are included with this application. | |
| Signature: | Title: County Judge |
| Typed/Printed Name: Samuel T. Biscoe | Date Signed: April 19, 2012 |

FOR USE BY CAPCOG

Date application was received: _____

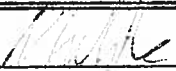
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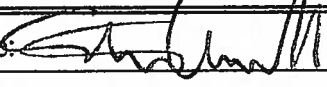
FORM 2. Authorized Representatives

The Applicant hereby designates the individual(s) named below as the person or persons authorized to receive direction from CAPCOG, to manage the work being performed, and to act on behalf of the Applicant for the purposes shown:

- 1. Authorized Project Representative.** The following person is authorized to receive direction, manage work performed, sign required reports, and otherwise act on behalf of the Applicant.

| |
|--|
| Signature:  |
| Typed/Printed Name: Mickey Roberts |
| Title: Environmental Specialist, Sr. |
| Date: April 19, 2012 |
| Phone: 512-854-6613 |
| Email: Mickey.Roberts@co.travis.tx.us |

- 2. Authorized Financial Representative.** In addition to the authorized project representative, the following person is authorized to act on behalf of the Applicant in all financial and fiscal matters, including signing financial reports and requests for reimbursement.

| |
|--|
| Signature:  |
| Typed/Printed Name: Steven M. Manilla / Christina Jensen |
| Title: County Executive / Grants Accountant |
| Date: April 3, 2012 |
| Phone: 512-854-7670 |
| Email: Christina.Jensen@co.travis.tx.us |

FORM 3. Certifications and Assurances

Certifications

In order to receive grant funds under this program, the proposed project must conform to the provisions set forth in the Request for Applications (RFA). The following certifications are intended to help CAPCOG to ensure that these provisions are met. By signing this Application, the person acting on behalf of the Applicant makes the certifications listed below.

1. Authority to Sign Application

The person signing this Application hereby certifies that he/she is the official contact regarding this Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

2. Application Contains No False Statements

Applicant certifies that this Application has no false statements and that the Applicant understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts. The Applicant understands that CAPCOG will not accept any amendment, revision, addition or alteration to this Application after the final date and time for submission.

4. Governmental Status

Applicant certifies that it is located in the State of Texas and fits within one of the governmental classifications listed below, as determined under state law:

- a. City
- b. County
- c. Public school or school district (not including Universities or post secondary educational institutions)
- d. Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities
- e. Council of Governments

5. Solid Waste Fee Payments

Applicant certifies that it is not delinquent in payment of solid waste disposal fees owed the State of Texas.

6. Debarment from State Contracts

Applicant certifies that it is not barred from participating in state contracts by the Texas General Services Commission (GSC), under the provisions of §2155.077, Government Code, and 1 TAC §113.02, GSC Regulations.

7. Conformance to Standards

The Applicant certifies to the best of their knowledge and ability that the proposed project, including all activities in the proposed Scope of Work and the proposed expenditures, conforms to the eligible category standards and allowable expense and funding standards as set forth in the Request for Applications.

8. Consideration of Private Industry

The following certification only applies if the project is under one of the following grant categories:

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations

- c. A demonstration project under the Educational and Training Projects category
- d. Other *{If CAPCOG receives authorization to fund additional types of projects, that authorization may include requirements for notification of private industry. When applicable, those additional project categories will be listed here.}*

Applicant certifies that it has notified private service providers in accordance with the requirements set forth in the Request for Applications and the instructions provided with this application form. Applicant further certifies to the best of their knowledge and ability (after completing Form 5) that the proposed project will promote cooperation between public and private entities, is not otherwise readily available, and will not create a competitive advantage over a private industry that provides recycling or solid waste services.

9. Consistency with Regional Solid Waste Management Plan or Fiscal Year Funding Plan

Applicant certifies to the best of their knowledge and ability that the proposed project is consistent with applicable goals, objectives, and recommendations of the adopted regional solid waste management plan or fiscal year funding plan of CAPCOG.

10. Technical Feasibility

Applicant certifies that it has carefully reviewed its Scope of Work and that to the best of their knowledge and ability all activities are technically feasible and can be satisfactorily completed within the grant period as set forth in the Request for Applications.

11. Costs Reasonable and Necessary

Applicant certifies to the best of their knowledge and ability that the proposed project activities in the Scope of Work and the expenses outline in the Budget are reasonable and necessary to accomplish the project objectives, and that the proposed expenses are consistent with the costs of comparable goods and services.

12. Certification by Law Enforcement Programs

If the Applicant is a law enforcement entity regulated by Chapter 415 of the Government Code, the Applicant certifies that the authorized agent or agents involved in enforcement activities under the grant are in compliance with all rules developed by the Commission on Law Enforcement Officer Standards and Education (TCLEOSE) pursuant to Chapter 415, Government Code; or that it is in the process of achieving compliance with such rules and any other applicable certifications or requirements. If compliance is pending, a certification from TCLEOSE must be attached to indicate that the Applicant is in the process of achieving compliance with the rules.

Assurances

If the application is approved for funding, the grant funds will be awarded through a contract between the Applicant and CAPCOG. The grant contract will contain a number of standards, requirements, and processes that must be complied with as a condition of receiving the grant funds. In order to ensure an understanding by the Applicant of some of the main conditions that will be included in the contract, the Applicant is asked to review the following assurances. By signing this Application, the person acting on behalf of the Applicant indicates their understanding of these conditions and provides assurances that these and other conditions set forth in the grant contract will be adhered to if funding is awarded.

1. Compliance with Standard Pertaining to Real Property and Equipment

Applicant provides assurances that, if funded, the Applicant will comply with the contract provisions pertaining to title to and management of real property and equipment. The contract will contain obligations and conditions regarding the use of the equipment and/or facilities (the "property") acquired under the agreement. Included in the provisions are obligations to provide adequate

maintenance and conduct physical property inventories; restrictions and conditions on the use, replacement, sale, or transfer of the property; and obligations to continue to adhere to the provisions that grant funds not be used to create a competitive advantage over private industry, in the use or transfer of the property.

2. Participation in TCEQ Recycling Surveys and Reporting

Applicant provides assurances that, if funded, the Applicant will respond to annual recycling program surveys and/or other requests from CAPCOG or the Texas Commission on Environmental Quality for information on municipal solid waste management activities.

3. Compliance with Progress and Results Reporting Requirements

Applicant provides assurances that, if funded, the Applicant will comply with requirements for: reporting on the progress of the project tasks and deliverables; documenting the results of the project and providing those results to CAPCOG on a schedule established by CAPCOG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide CAPCOG with a follow-up results report approximately one year after the end of the grant term.

4. Financial Management

Applicant provides assurances that, if funded, the Applicant will comply with contract provisions and requirements necessary to ensure that expenses are reasonable and necessary, and to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by CAPCOG.

5. Compliance with Americans with Disabilities Act

Applicant provides assurances that, if funded, the Applicant will comply with all the applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (Pamph.1995).

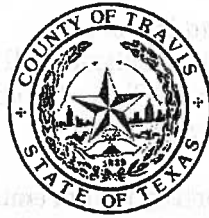
6. Compliance with the Single Audit Act

Applicant provides assurances that, if funded, the Applicant will comply with the Single Audit Provisions of the Uniform Grant Management Standards (UGMS), prepared by the Governor's Office under §§783.001 et. seq, Texas Government Code, and 1 TAC §§5.141 et. seq, Governor's Office Regulations. Provisions of the Single Audit Circular in Part IV of the UGMS apply to all recipients of funding under this grant.

7. Compliance with Program and Fiscal Monitoring

Applicant provides assurances that, if funded, the Applicant will comply with program and fiscal monitoring provisions of the contract, including: providing additional reports or information as may be requested to adequately track the progress of the project; and allowing site visits to evaluate the progress of the project and to view any grant-funded equipment or facility.

RESOLUTION



A RESOLUTION OF TRAVIS COUNTY, TEXAS AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE CAPITAL AREA COUNCIL OF GOVERNMENTS FOR A REGIONAL SOLID WASTE GRANTS PROGRAM GRANT; AUTHORIZING SAMUEL T. BISCOE, COUNTY JUDGE TO ACT ON BEHALF OF TRAVIS COUNTY IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF A GRANT IS RECEIVED, TRAVIS COUNTY WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CAPITAL AREA COUNCIL OF GOVERNMENTS, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE STATE OF TEXAS.

WHEREAS, the Capital Area Council of Governments is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of the CAPCOG's adopted regional solid waste management plan; and

WHEREAS, Travis County in the State of Texas is qualified to apply for grant funds under the Request for Applications.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS' COURT OF TRAVIS COUNTY, TEXAS:

1. That Samuel T. Biscoe, County Judge is authorized to request grant funding under the Capital Area Council of Governments Request for Applications of the Regional Solid Waste Grants Program and act on behalf of Travis County in all matters related to the grant application and any subsequent grant contract and grant project that may result.
- 2: That if the project is funded, Travis County will comply with the grant requirements of the Capital Area Council of Governments, Texas Commission on Environmental Quality and the State of Texas.
- 3: The grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.
- 4: That activities will comply with and support the adopted regional and local solid waste management plans adopted for the geographical area in which the activities are performed.

Introduced, read and passed on this 17th day of April, 2012.

Samuel T. Biscoe
County Judge

Ron Davis
Commissioner, Precinct One

Sarah Eckhardt
Commissioner, Precinct Two

Karen Huber
Commissioner, Precinct Three

Margaret J. Gómez
Commissioner, Precinct Four

| Year | Commissioner | Precinct |
|------|-------------------|----------------|
| 2017 | Ron Davis | Precinct One |
| 2017 | Sarah Eckhardt | Precinct Two |
| 2017 | Karen Huber | Precinct Three |
| 2017 | Margaret J. Gómez | Precinct Four |
| 2018 | Ron Davis | Precinct One |
| 2018 | Sarah Eckhardt | Precinct Two |
| 2018 | Karen Huber | Precinct Three |
| 2018 | Margaret J. Gómez | Precinct Four |
| 2019 | Ron Davis | Precinct One |
| 2019 | Sarah Eckhardt | Precinct Two |
| 2019 | Karen Huber | Precinct Three |
| 2019 | Margaret J. Gómez | Precinct Four |
| 2020 | Ron Davis | Precinct One |
| 2020 | Sarah Eckhardt | Precinct Two |
| 2020 | Karen Huber | Precinct Three |
| 2020 | Margaret J. Gómez | Precinct Four |
| 2021 | Ron Davis | Precinct One |
| 2021 | Sarah Eckhardt | Precinct Two |
| 2021 | Karen Huber | Precinct Three |
| 2021 | Margaret J. Gómez | Precinct Four |
| 2022 | Ron Davis | Precinct One |
| 2022 | Sarah Eckhardt | Precinct Two |
| 2022 | Karen Huber | Precinct Three |
| 2022 | Margaret J. Gómez | Precinct Four |

FORM 5: Explanation Regarding Private Industry Notification

Applicable to Applicants under the following grant categories:

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations
- c. A demonstration project under the Educational and Training Projects category
- d. Other *(If CAPCOG receives authorization to fund additional types of projects, that authorization may include requirements for notification of private industry. When applicable, those additional project categories should be listed here.)*

Form 5a. List of Private Service Providers Notified

| Private Service Providers Contacted | Name and Position of Representative | Telephone Number and/or Email | Date Notified |
|-------------------------------------|-------------------------------------|--|---------------|
| Republic Services | Lee Kuhn | lkuhn@republicservices.com | 3-28-12 |
| Balcones Resources | Bob Fernandez | BFernandez@balconesresources.com | 3-28-12 |
| Ecology Action | Karly Jo Dixon | Karly@ecology-action.org | 3-28-12 |
| Texas Disposal Systems | Adam Gregory | agregory@texasdisposal.com | 3-28-12 |
| Tri-Recycle | Gerry Acuna | triecycle@aol.com | 3-28-12 |
| Waste Management | Steve Jacobs | sjacobs1@wm.com | 3-28-12 |
| IESI | Adam Mathews | amathews@iesi.com | 3-28-12 |
| | | | |
| | | | |

Form 5b. Summaries of Discussions with Private Industry

(Refer to Request for Applications and instructions concerning information to include on this form. Attach any written correspondence, comments or input provided.)

Please see attached, all input received regarding private industry contact for this project.

From: trirecycle@aol.com
Sent: Tuesday, March 27, 2012 5:15 PM
To: Mickey Roberts
Subject: Re: TCEQ Solid Waste Grant Private Industry Notification

Mickey

Good luck to you and Travis County with your grant submittal. We have no objections and support your effort.

Respectfully,

Gerry Acuna
TRI Recycling, Inc.
512-694-0667 m

-----Original Message-----

From: Mickey Roberts <Mickey.Roberts@co.travis.tx.us>
To: trirecycle <trirecycle@aol.com>
Sent: Tue, Mar 27, 2012 4:18 pm
Subject: TCEQ Solid Waste Grant Private Industry Notification
Mr. Acuna,

Travis County is in the application process for a CAPCOG FY 12-13 Regional Solid Waste Grant under the source reduction and recycling category. The proposed project would enhance recycling efforts at the Travis County Exposition Center (Expo Center) through the construction of a concrete pad and 3-sided shed to house an existing compactor and recycling bins. The project target is landfill diversion of recyclable material generated during events hosted at the Expo Center.

Although no conflicts with private industry are expected, grant applicants are required to notify private industry under Section 361.014 (b) of the Texas Health and Safety Code. Please do not hesitate to call or email if you have any further questions or concerns about the proposed project.

Thank you,

Mickey Roberts
Environmental Specialist Senior
Travis County
Mickey.Roberts@co.travis.tx.us
512-854-6613

From: Kuhn, Lee <LKuhn@republicservices.com>
Sent: Tuesday, March 27, 2012 6:55 PM
To: Mickey Roberts
Subject: RE: TCEQ Solid Waste Grant Private Industry Notification

Mickey,

Thank you for the notice. Best wishes on your recycling efforts.

Kind regards,

Lee Kuhn | General Manager | Allied Waste Services of Austin
3424 FM 973, Austin, TX, 78617 | Cell 512-848-2306 | LKuhn@RepublicServices.com
From: Mickey Roberts [mailto:Mickey.Roberts@co.travis.tx.us]
Sent: Tuesday, March 27, 2012 4:15 PM
To: Kuhn, Lee
Subject: TCEQ Solid Waste Grant Private Industry Notification

Mr. Kuhn,

Travis County is in the application process for a CAPCOG FY 12-13 Regional Solid Waste Grant under the source reduction and recycling category. The proposed project would enhance recycling efforts at the Travis County Exposition Center (Expo Center) through the construction of a concrete pad and 3-sided shed to house an existing compactor and recycling bins. The project target is landfill diversion of recyclable material generated during events hosted at the Expo Center.

Although no conflicts with private industry are expected, grant applicants are required to notify private industry under Section 361.014 (b) of the Texas Health and Safety Code. Please do not hesitate to call or email if you have any further questions or concerns about the proposed project.

Thank you,

Mickey Roberts
Environmental Specialist Senior
Travis County
Mickey.Roberts@co.travis.tx.us
512-854-6613

FORM 6: Project Summary

Please provide a complete project summary. Refer to the Request for Applications, application instructions and scoring criteria when completing these forms. If necessary, attach additional pages for each form.

Form 6a. Project Description (*Limit Response to 2 Pages, 12 pt font*)

Travis County requests grant funds to enhance a start-up recycling program at the Travis County Exposition Center (Expo Center) by constructing a concrete pad and metal building for an existing baler. Construction of a concrete pad and cover structure will create a site for source separation and centralize processing of waste material at the Expo Center.

Events held at the Expo Center generate a wide range of discarded material including corrugated cardboard, aluminum cans, assorted plastics and food waste. The proposed project aims to divert plastic bottles, aluminum cans and corrugated cardboard, using the revenue generated to support long-term waste diversion at the Expo Center.

Travis County Facilities Department is committed to providing man-hours, on-site facilities, design, and site preparation work necessary for construction and implementation. The Conservation Coordinator position will be responsible for coordination of each event, educating staff and event personnel on best practices, as well as tracking diversion rates of material sold. In addition, the Conservation Coordinator may organize volunteer groups for assistance with larger events as needed. Local CSR (Community Service Restitution) organizations are often tapped for similar labor needs within the county.

Diversion rates are an important measure of the effectiveness of a recycling program. During events, bins will be placed next to trash cans, along walking paths and near vending areas to maximize use.

Over 100 events are held annually at the Expo Center. The two most popular, the Star of Texas Fair and Rodeo and the Republic of Texas biker rally attract some of the largest crowds in the region. With an estimated 250,000 attendees to the Rodeo alone, a continued waste diversion program at the Expo Center is a prime setting for communicating a regional message about recycling. The proposed project is a vital component to establishing a permanent system for sustainable solid waste management at the Travis County Expo Center.

Form 6b. Project Cost Evaluation *(Limit Response to 1 Page, 12 pt font)*

Provide an evaluation of the costs associated with the proposed project. Refer to the Request for Applications, application instructions and scoring criteria when completing these forms.

Costs will primarily be for construction of a concrete slab and metal building. Travis County has committed all design, site preparation, utility, and other staffing costs on an in-kind basis.

Form 6c. Local Commitment (*Limit Response to 2 Pages, 12 pt font*)

Refer to the Request for Applications, application instructions and scoring criteria when completing these forms. Include information on past projects awarded funding through this program, and the results of those projects.

Travis County is committed to implementing recycling initiatives, waste diversion programs, and enforcement of crimes relating to solid waste. Among facilities and staff, materials diverted from landfill disposal include paper, aluminum cans, corrugated cardboard, plastic bottles, batteries, toner cartridges, brass bullet casings, copper, stainless steel and scrap metal. At the Travis County Correctional Complex in Del Valle, a pre-food waste composting program to divert food waste is ongoing thanks to TCEQ Regional Solid Waste Grant funding. Previous projects have also included regional local enforcement initiatives and cleanup projects including Imperial Valley.

The proposed project will integrate recycling into existing waste management activities during events at the Expo Center. Travis County staff is committed to training and educating all involved stakeholders including Expo Center employees, contractors, event staff and other personnel regarding the implementation of the waste diversion program. With an office recycling program and education campaign successfully in-place countywide, it is expected that Expo Center will be the next focus for improvements to the existing solid waste management system.

Form 6d. Scope of Work (*Limit Response to 2 Pages, 12 pt font*)

Provide a work program with a schedule of deliverables for the proposed project or program. The work program with the schedule of deliverables will be considered the Scope of Work to be performed under the contract agreement, if funded. Once the details of the work program have been negotiated with the Applicant and approved by CAPCOG, the work program will be entered into the grant contract.

As concisely as possible, for each task of the proposed project, describe the major steps or activities involved, identify the responsible entities and establish a specific timeframe to accomplish each task. The scope of work for the project or program must include:

- Specific task statements with responsible entity identified
- List of deliverables/products/activities under each task
- Schedule of deliverables

Task 1: Construct concrete pad and metal building to house existing compactor and supplies

Personnel: *Expected to be filled May 1, 2012*, Conservation Coordinator
Facilities Department Architect for design work
TNR Road and Bridge for site preparation work
Contractor for pad and metal building

Deliverables: Concrete pad and metal building

Deadline: November 2012

Task 2: Educate county staff, vendors, and other identified stakeholders about integration of waste diversion into solid waste management activities at the Expo Center

Personnel: *Vacant*, Expo Center Director
Expected to be filled May 1, 2012, Conservation Coordinator
Mickey Roberts, TNR Grants

Deliverables: Permanent waste diversion efforts

Deadline: January 2013

Task 3: Implement recycling at events. Work with Expo Center personnel to locate bin placement, establish methods for collecting materials during events to maximize diversion rates, compact material to generate best market value to support a sustained recycling program.

Personnel: *Vacant*, Expo Center Director
Expected to be filled May 1, 2012, Conservation Coordinator
Mickey Roberts, TNR Grants

Deliverables: Operative recycling collection at Expo Center events

Deadline: January 2013

Task 4: Track and report volume of materials recycled.

Personnel: *Expected to be filled May 1, 2012*, Conservation Coordinator

Deliverables: Reports from contractors, receipts from material sold

Summary Report from Conservation Coordinator

Deadline: Ongoing after implementation

Task 5: Analyze data on recycling volume and develop sustainable, long-term plan for recycling at Expo Center Events.

Personnel: *Expected to be filled May 1, 2012*, Conservation Coordinator
Vacant, Expo Center Director

Mickey Roberts, TNR Grants

Deliverables: Expo Center Recycling Plan

Deadline: Ongoing after implementation

Task 6: Provide reports on project status to CAPCOG as required by contract.

Personnel: Mickey Roberts, TNR

Christina Jensen, TNR Financial Services

Expected to be filled May 1, 2012, Conservation Coordinator

Vacant, Expo Center Director

Deliverables: Progress reports, financial reports

Deadline: As required by contract.

Form 6e. Consistency with the Regional Solid Waste Management Plan or Fiscal Year Funding Plan

Reference the goals, objectives, and/or recommendations from the Regional Solid Waste Management Plan Volume I or Fiscal Year Funding Plan that apply to the project, and how the project will assist in implementing the plan. Please refer to the Request for Applications and application instructions.

If funded, the project will serve Goal #13 of the Capital Area Council of Governments (CAPCOG) Regional Solid Waste Management Plan to increase the regional recycling rate. As the Expo Center serves as a venue to events regionally and statewide, recycling services will benefit the entire CAPCOG 10-County region. In addition, this project embraces a regional culture shift toward identifying and reducing waste streams at large events. Recent ordinances and incentive programs being implemented by the City of Austin, and event recycling support programs through Ecology Action and Keep Austin Beautiful are all more effective when major event venues share similar values regarding solid waste.

FORM 6f: Local Commitment of Funds/In-Kind Services

This form should be completed if the Applicant is contributing any level of funds or in-kind services directly related to the proposed project.

Cash Contributions, Donations or In-Kind Services:

In the space below, please explain in detail the contributions to be provided by the Applicant, as directly related to the proposed project:

If funded, Travis County will provide for the design and site preparation for the concrete pad and metal building, and perform necessary electrical work to provide the required 3 phase, 220 volt power. The estimated cost savings for the in-kind services, assessed by a Cost Estimator in the Facilities Management Department, is \$5,500.00.

FORM 7. GRANT BUDGET SUMMARY

Please provide the following breakdown of the total amount of grant funding being requested. **DO NOT include local commitments in the table below:**

| Budget Category | Funding Amount |
|---|------------------|
| 1. Travel | \$ |
| 2. Supplies | \$ |
| 3. Equipment | \$ |
| 4. Construction | \$ 31,500 |
| 5. Contractual | \$ |
| 6. Other | \$ |
| 7. Total Direct Charges (sum of 1-6) | \$ 31,500 |
| 8. Indirect Charges * | \$ |
| 9. Total (sum of 7-8) | \$ 31,500 |

| | | |
|--|---|--|
| 10. Indirect Cost Rate: | % | |
| <p>*Identify, in detail, each budget category to which your indirect cost rate applies and explain any special conditions under which the rate will be applied. Please request guidance from CAPCOG staff regarding appropriate calculation of the indirect rate, if applicable.</p> | | |
| <p><i>Please complete any of the following detailed budget forms that are applicable.</i></p> | | |

FORM 7a: Detailed Travel Expenses

This budget form provides a more detailed breakdown of the total expenses for travel requested on Line 1 of the Overall Budget Summary. Do not include local contributions in the tables below.

Please describe the types of routine in-region travel expenses expected and purpose for the travel.

| Routine In-Region Travel | Purpose of Travel | Estimated Cost |
|--------------------------|-------------------|----------------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

All out-of-state travel expenses and other non-routine travel, such as out-of-region travel to special training or events must be pre-approved by CAPCOG. Complete the following information for all requested non-routine travel, including any out-of-state travel. If those details are not presently known, CAPCOG will need to approve those travel costs before the travel occurs.

Non-Routine Travel Expenses

| Date(s) | Purpose & Destination | Person(s) | Estimated Cost |
|---------|-----------------------|-----------|----------------|
| | | | \$ |
| | | | \$ |
| | | | \$ |

| | |
|--|----|
| TOTAL TRAVEL EXPENSES <i>(Must equal Line 1 of the Overall Budget Summary)</i> | \$ |
|--|----|

FORM 7b: Detailed Supply Expenses

This budget form provides a more detailed breakdown of the total expenses for supplies requested on Line 2 of the Overall Budget Summary. Do not include local contributions in the table below.

Please list the general types of supplies you expect to purchase with grant funding.

| General Types of Supplies | Estimated Cost |
|--|----------------|
| General office/desk supplies | \$ |
| Other supplies (<i>explain below</i>): | \$ |
| TOTAL <i>(Must equal Line 2 of the Overall Budget Summary)</i> | \$ |

FORM 7c: Detailed Equipment Expenses

All equipment purchases must be pre-approved by CAPCOG. If the specific details of an equipment purchase are known, show that equipment on the list below. If the specific details of the equipment costs are not known at this time, list the general details on this form. The specific details of the equipment will then need to be provided to and approved by CAPCOG before the costs are incurred. Do not include local contributions in the table below.

| Equipment (\$5,000 or more per unit) <i>(Show description, type, model, etc.)</i> | Unit Cost | No. of Units | Total Cost |
|--|-----------|-----------------|------------|
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| TOTAL <i>(Must equal Line 3 of the Overall Budget Summary)</i> | | \$ | |

FORM 7d: Detailed Construction Expenses

All construction projects must be pre-approved by CAPCOG. If the specific details of the construction costs are not known at this time, list the general details on this form. The specific details of the construction will then need to be provided to and approved by CAPCOG before the costs are incurred. For any subcontracted activities, the request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions). Do not include local contributions in the table below.

| Types of Construction | Subcontracted Yes/No | Estimated Cost |
|--|-------------------------|------------------|
| 20'x20' concrete pad | Yes | \$ 6,000 |
| 20'x20' metal building | Yes | \$ 25,500 |
| | | \$ |
| | | \$ |
| | | \$ |
| TOTAL <i>(Must equal Line 4 of the Overall Budget Summary)</i> | | \$ 31,500 |

FORM 7e: Detailed Contractual Expenses

All contractual expenses must be pre-approved by CAPCOG. If the specific details of the contractual costs are not known at this time, list the general details on this form. The more specific details of the contractual costs will then need to be provided to and approved by CAPCOG before the costs are incurred. The request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions). In addition, the subcontract scope of work must be approved by CAPCOG before work begins. Do not include local contributions in the table below.

| Purpose | Contractor(s) | Contract Amount |
|--|---------------|-----------------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| TOTAL <i>(Must equal Line 5 of the Overall Budget Summary)</i> | | \$ |

FORM 7f: Detailed Other Expenses

This budget form provides a more detailed breakdown of the total other expenses indicated on Line 6 of the Overall Budget Summary. *Please note that the final totals are at the bottom of the next page.* Do not include local contributions in the table below.

Basic Other Expenses

Please identify the basic "Other" category expenses you expect to incur appropriate to the project.

| Basic Other Expenses | Estimated Cost |
|--|----------------|
| Books and reference materials | \$ |
| Postage | \$ |
| Printing/reproduction | \$ |
| Advertising/public notices | \$ |
| Registration fees for training (if approved) | \$ |
| Recycling or waste containers | \$ |
| Safety/personal protective equipment (durable) | \$ |
| Small equipment (under \$5,000) | \$ |
| Signage | \$ |

Additional Other Expenses

The specific details of additional Other category expenses, not included on the list of basic Other expenses, must be pre-approved by CAPCOG. If the specific details of the additional Other expenses are not known at this time, list the general details on this form. The more specific details will then need to be provided to and approved by CAPCOG before the costs are incurred. Do not include local contributions in the table below.

| Additional Other Expenses | Unit Cost | No. of Units | Total Cost |
|---|-----------|--------------|------------|
| Computer hardware not listed under the Equipment category (<i>itemize each expense below including description, type, model, etc.</i>): | \$ | | \$ |
| Computer software (<i>itemize each expense below including description, type, model, etc.</i>): | \$ | | \$ |
| Additional Other expenses (<i>itemize each expense below including description, type, model, etc.</i>): | \$ | | \$ |

| | |
|---|----|
| TOTAL OTHER EXPENSES (<i>Must equal Line 6 of the Overall Budget Summary</i>) | \$ |
|---|----|

REQUIRED ATTACHMENTS TO THE APPLICATION

1. If indirect costs are included in the project budget, attach the Applicant's latest **indirect cost allocation plan**, including documentation of approval of the plan and the indirect cost rate by the Applicant's Federal Cognizant Agency or State Coordinating Agency.
2. If applicable, attach any written comments submitted by private industry (*see instructions for Form 5*).
3. If the Applicant is a law enforcement entity, and if compliance with TCLEOSE rules is still pending, attach a certification from TCLEOSE to indicate that the Applicant is in the process of achieving compliance with the rules (*see Form 3, Certification No. 11*).

INSTRUCTIONS TO THE APPLICANT

1. If indirect costs are included in the gross budget attach the following information:
a. A breakdown of indirect costs as a percentage of the total project cost.
b. A breakdown of indirect costs as a percentage of the total project cost.
c. A breakdown of indirect costs as a percentage of the total project cost.
2. If applicable attach any written commitments submitted by private industry or other organizations.
3. If the applicant is a for-profit organization, attach a copy of the most recent audited financial statements and a copy of the most recent tax return. If the applicant is a non-profit organization, attach a copy of the most recent audited financial statements and a copy of the most recent tax return.

GRANT SUMMARY SHEET

| | | |
|-----------------------|---|--|
| Check One: | Application Approval: <input checked="" type="checkbox"/> | Permission to Continue: <input type="checkbox"/> |
| | Contract Approval: <input type="checkbox"/> | Status Report: <input type="checkbox"/> |
| Check One: | Original: <input checked="" type="checkbox"/> | Amendment: <input type="checkbox"/> |
| Check One: | New Grant: <input checked="" type="checkbox"/> | Continuation Grant: <input type="checkbox"/> |
| Department/Division: | RMCR 57/70 | |
| Contact Person/Title: | Shawn Malone, Records Services Manager | |
| Phone Number: | 854-7627 | |

| | | | | | |
|---|--|---------------------------------|---------------------------------|---|--|
| Grant Title: | NEH Preservation Assistance | | | | |
| Grant Period: | From: | 2/1/2013 | To: | 8/1/2013 | |
| Fund Source: | Federal: <input checked="" type="checkbox"/> | State: <input type="checkbox"/> | Local: <input type="checkbox"/> | | |
| Grantor: | National Endowment for the Humanities | | | | |
| Will County provide grants funds to a subrecipient? | | | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> | |
| Are the grant funds pass-through another agency? If yes list originating agency below | | | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> | |
| Originating Grantor: | | | | | |

| Budget Categories | Grant Funds | County Cost Share | County Contribution | In-Kind | TOTAL |
|--------------------|-------------|-------------------|---------------------|----------|-------------|
| Personnel: | 0 | 0 | 0 | 0 | 0 |
| Operating: | 6000 | 0 | 0 | 0 | 6000 |
| Capital Equipment: | 0 | 0 | 0 | 0 | 0 |
| Indirect Costs: | 0 | 0 | 0 | 0 | 0 |
| Total: | 6000 | 0 | 0 | 0 | 6000 |
| FTEs: | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |

| Permission to Continue Information | | | | | |
|------------------------------------|----------------|--------------------|-----------------|------------|---------------------|
| Funding Source (Account number) | Personnel Cost | Operating Transfer | Estimated Total | Filled FTE | PTC Expiration Date |
| | 0 | 0 | 0 | 0.00 | |

| Department | Review | Staff Initials | Comments |
|-----------------|-------------------------------------|----------------|----------|
| County Auditor | <input checked="" type="checkbox"/> | RP | |
| County Attorney | <input checked="" type="checkbox"/> | JH | |

| Performance Measures | Projected FY 12 Measure | Progress To Date: | | | | Projected FY 13 Measure |
|-----------------------------|-------------------------|-------------------|---------|---------|---------|-------------------------|
| | | 12/31/11 | 3/31/12 | 6/30/12 | 9/30/12 | |
| Applicable Depart. Measures | | | | | | |
| Researchers/Patrons Served | 100 | 29 | 41 | | | 100 |
| Archival Docs. Preserved | 100 cu.ft. | 27 cu.ft. | 54 | | | 100 cu.ft. |
| Measures For Grant | | | | | | |
| Archival Documents Prsrv'd. | | | | | | |
| Outcome Impact Description | | | | | | |
| Outcome Impact Description | | | | | | |
| Outcome Impact Description | | | | | | |

PBO Recommendation:

Records Management is requesting Commissioners Court approval of a \$6,000 grant to the National Endowment for the Humanities to assist in the development of an assessment of the Travis County Archives. It is hoped that such an assessment will be the first step in allowing the County to apply for other grants. The grant does not require any matching funds and does not obligate the County to any long term commitment.

PBO recommends approval.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

The Travis County Archives seeks \$3,500 in grant funding for an outside expert to assess its collections and facilities, and to make recommendations regarding environmental, physical and operational factors. A request for \$2,500 to purchase archival supplies is also included in this application.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

Only to continue the Archives program generally.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

No match required.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

Because the total amount requested is less than \$50,000.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

No, this grant will be spent on an assessment and supplies that support and supplement the existing Travis County Archives program, using RMCR department resources.

6. If this is a new program, please provide information why the County should expand into this area.

This is not a new program; it's a request for a grant to support and supplement the existing Archives program.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

The grant will support an overall assessment of collections housed in the Travis County Archives, to prepare recommendations and strategies for optimal usage of the space and the proper storage of the County's historical records. This assessment will offer guidance to improve operational processes pertaining to the accession, categorization, classification, and preservation of these records. The assessment will also make future grant awards more likely. Grant funding will also purchase acid free document storage boxes, folders, interleaving paper and other supplies. The assessment and supplies will provide the Archives with additional resources to preserve more documents and serve more patrons.

| | |
|--------------------------------|--|
| Opportunity Title: | Preservation Assistance Grants |
| Offering Agency: | National Endowment for the Humanities |
| CFDA Number: | 45.149 |
| CFDA Description: | Promotion of the Humanities Division of Preservation an |
| Opportunity Number: | 20120501-PG |
| Competition ID: | |
| Opportunity Open Date: | 01/09/2012 |
| Opportunity Close Date: | 05/01/2012 |
| Agency Contact: | Division of Preservation and Access Room 411 National Endowment for the Humanities 1100 Pennsylvania Avenue, NW Washington, DC 20506 202-606-8570 |

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

NEH Institutional Profile
Application for Federal Domestic Assistance-Sho
Supplementary Cover Sheet for NEH Grant Program
Attachments

Optional Documents

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Instructions

- 1** Enter a name for the application in the Application Filing Name field.

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

| APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational | |
|---|---|
| * 1. NAME OF FEDERAL AGENCY: National Endowment for the Humanities | |
| 2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 45.149 | |
| CFDA TITLE: Promotion of the Humanities Division of Preservation and Access | |
| * 3. DATE RECEIVED: Completed Upon Submission to Grants.gov | SYSTEM USE ONLY |
| * 4. FUNDING OPPORTUNITY NUMBER: 20120501-PG | |
| * TITLE: Preservation Assistance Grants | |
| 5. APPLICANT INFORMATION | |
| * a. Legal Name: Travis County | |
| b. Address: | |
| * Street1: 700 Lavaca St. | Street2: |
| * City: Austin | County/Parish: Travis |
| * State: TX: Texas | Province: |
| * Country: USA: UNITED STATES | * Zip/Postal Code: 78701-3101 |
| c. Web Address: http:// http://www.co.travis.tx.us/ | |
| * d. Type of Applicant: Select Applicant Type Code(s): B: County Government | * e. Employer/Taxpayer Identification Number (EIN/TIN): 746000192 |
| Type of Applicant: | * f. Organizational DUNS: 030908842000 |
| Type of Applicant: | * g. Congressional District of Applicant: TX-21 |
| * Other (specify): | |
| 6. PROJECT INFORMATION | |
| * a. Project Title: County Archives Preservation Assessment and Supplies | |
| * b. Project Description: The hiring of a consultant to complete a preservation assessment of collections housed in the Travis County Archives and of the physical space itself, and the purchase of archival preservation and storage supplies. The Archives is seeking \$6,000 for the funding of this project. The records preserved by the Archives, dating from the establishment of Travis County in 1840 to the present, document the political, economic, cultural, and social history of the county and provide unique insight into the history and development of the government, community, and the lives of citizens. | |
| c. Proposed Project: * Start Date: 02/01/2013 | * End Date: 08/01/2013 |

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

7. PROJECT DIRECTOR

| | | |
|--------------------------------------|--|--------------|
| Prefix: Ms. | * First Name: Christy | Middle Name: |
| * Last Name: Moilanen | Suffix: | |
| * Title: Archivist | * Email: christy.moilanen@co.travis.tx.us | |
| * Telephone Number: 512-854-4675 | Fax Number: | |
| * Street1: 5501 Airport Boulevard | Street2: | |
| * City: Austin | County/Parish: | |
| * State: TX: Texas | Province: | |
| * Country: USA: UNITED STATES | * Zip/Postal Code: 78751-1410 | |

8. PRIMARY CONTACT/GRANTS ADMINISTRATOR

Same as Project Director (skip to item 9):

| | | |
|---------------------------------------|--|--------------|
| Prefix: | * First Name: Shawn | Middle Name: |
| * Last Name: Malone | Suffix: | |
| * Title: Records Services Manager | * Email: shawn.malone@co.travis.tx.us | |
| * Telephone Number: (512) 854-7627 | Fax Number: | |
| * Street1: 700 Lavaca Steet | Street2: | |
| * City: Austin | County/Parish: | |
| * State: TX: Texas | Province: | |
| * Country: USA: UNITED STATES | * Zip/Postal Code: 78701-3101 | |

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

9. * By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 218, Section 1001)

** I Agree

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

AUTHORIZED REPRESENTATIVE

| | | |
|--|---|--------------------------------------|
| Prefix: <input type="text"/> | * First Name: <input type="text" value="Shawn"/> | Middle Name: <input type="text"/> |
| * Last Name: <input type="text" value="Malone"/> | Suffix: <input type="text"/> | |
| * Title: <input type="text" value="Records Services Manager"/> | * Email: <input type="text" value="shawn.malone@co.travis.tx.us"/> | |
| * Telephone Number: <input type="text" value="(512) 854-7627"/> | Fax Number: <input type="text"/> | |
| * Signature of Authorized Representative: <input type="text" value="Completed by Grants.gov upon submission."/> | * Date Signed: <input type="text" value="Completed by Grants.gov upon submission."/> | |

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director * Major Field of Study

2. Institution Information * Type

3. Project Funding

Programs other than Challenge Grants (\$)

| | |
|---------------------|---------------------------------------|
| Outright Funds | <input type="text" value="6,000.00"/> |
| Federal Match | <input type="text"/> |
| Total from NEH | <input type="text" value="6,000.00"/> |
| Cost Sharing | <input type="text"/> |
| Total Project Costs | <input type="text" value="6,000.00"/> |

Challenge Grants Applicants Only (\$)

| | |
|-------------------|---------------------------|
| Fiscal Year #1 | <input type="text"/> |
| Fiscal Year #2 | <input type="text"/> |
| Fiscal Year #3 | <input type="text"/> |
| Fiscal Year #4 | <input type="text"/> |
| Total from NEH | <input type="text"/> |
| Non-Federal Match | <input type="text"/> |
| Total | <input type="text"/> |
| Matching Ratio | <input type="text"/> to 1 |

4. Application Information

* Will this proposal be submitted to another NEH division, government agency, or private entity for funding? Yes No

If yes, please explain where and when:

* Type of Application New Supplement
If supplement, list current grant number(s).

* Project Field Code

NEH Institutional Profile

OMB Number: 3136-0134
Expiration Date: 6/30/2012

The National Endowment for the Humanities collects basic descriptive information about all applicants and their projects. The information below will help the agency comply with the Government Performance and Results Act (GPRA) and will be used to develop statistical profiles of the projects that it funds to report to Congress and the public.

The institutional profile you provide references the grant applicant. If you are a parent organization, your responses should relate to your organization, not the group on whose behalf you are applying. If you are part of a larger organization, provide information for your institutional unit.

1. Operating Budget: Indicate the size of the operating budget in the most recently completed fiscal year.

- below \$250,000 \$250,000 - \$749,999 \$750,000 - \$2,000,000 above \$2,000,000

2. Full-Time Staff: Indicate the number of full-time paid staff members.

- 2 or less 3 - 10 11 - 20 above 20

3. Part-Time Staff: Indicate the number of part-time paid staff members.

- 2 or less 3 - 10 11 - 20 above 20

4. Volunteers: Indicate the number of volunteers.

- 2 or less 3 - 10 11 - 20 above 20

5. Days Open per Year

- Less than 119 120 or more

6. Previous Applications: Indicate whether you have applied for NEH grants in the past. (Check all that apply)

- This application is the first submitted by the organization to NEH.
 This application is the first submitted by the organization to this NEH program.

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

| | | | | |
|---------------------------------|-----------------------|----------------|-------------------|-----------------|
| 1) Please attach Attachment 1 | abstract.pdf | Add Attachment | Delete Attachment | View Attachment |
| 2) Please attach Attachment 2 | narrative.pdf | Add Attachment | Delete Attachment | View Attachment |
| 3) Please attach Attachment 3 | budget.pdf | Add Attachment | Delete Attachment | View Attachment |
| 4) Please attach Attachment 4 | documentation.pdf | Add Attachment | Delete Attachment | View Attachment |
| 5) Please attach Attachment 5 | staffresumes.pdf | Add Attachment | Delete Attachment | View Attachment |
| 6) Please attach Attachment 6 | consultantresumes.pdf | Add Attachment | Delete Attachment | View Attachment |
| 7) Please attach Attachment 7 | | Add Attachment | Delete Attachment | View Attachment |
| 8) Please attach Attachment 8 | | Add Attachment | Delete Attachment | View Attachment |
| 9) Please attach Attachment 9 | | Add Attachment | Delete Attachment | View Attachment |
| 10) Please attach Attachment 10 | | Add Attachment | Delete Attachment | View Attachment |
| 11) Please attach Attachment 11 | | Add Attachment | Delete Attachment | View Attachment |
| 12) Please attach Attachment 12 | | Add Attachment | Delete Attachment | View Attachment |
| 13) Please attach Attachment 13 | | Add Attachment | Delete Attachment | View Attachment |
| 14) Please attach Attachment 14 | | Add Attachment | Delete Attachment | View Attachment |
| 15) Please attach Attachment 15 | | Add Attachment | Delete Attachment | View Attachment |

**Travis County Archives
NEH Preservation Assistance Grant Application**

Project Abstract

The hiring of a consultant to complete a preservation assessment of collections housed in the Travis County Archives and of the physical space itself, and the purchase of archival preservation and storage supplies. The Archives is seeking \$6,000 for the funding of this project. The records preserved by the Archives, dating from the establishment of Travis County in 1840 to the present, document the political, economic, cultural, and social history of the county and provide unique insight into the history and development of the government, community, and the lives of citizens.

**Travis County Archives
NEH Preservation Assistance Grant Application**

Project Narrative

A. What activity (or activities) would the grant support?

The Travis County Archives, located in Austin, Texas, is seeking a Preservation Assistance Grant from the NEH in the amount of \$6,000. The grant will support an overall assessment of collections housed in the Travis County Archives and of the physical space itself, and provide for the purchase of archival preservation and storage supplies.

The Travis County Archives collects and preserves county records with enduring and historical value and makes them available for reference and use. A preservation assessment of the Archives will be conducted by Rebecca Elder of Amigos Library Services at a cost of \$3,500. It will evaluate the storage of the county's humanities collections as well as the environmental and physical conditions of the space in which the collections are housed. The assessment will be used to prepare recommendations and strategies for optimal usage of the available space and for the proper storage of the county's historical records.

An amount of \$2,500 will be used for the purchase of supplies in support of archival records storage and preservation based on the recommendations of the assessment. Specific needs include acid free document storage boxes, folders, and interleaving paper.

B. What are the content and size of the humanities collections that are the focus of the project?

This project will address the needs of the Archives' entire collection. Travis County was formally established in 1840, and the records produced by the government date back to this time. Currently the Archives has over 1,200 cubic feet of records available for research. Collections include bound volumes, loose papers, original silver microfilm, digital and print photographs, oral history recordings, audio and video materials, artwork, artifacts, and vertical files. Records originate from many county departments and offices, including the following:

- County Auditor , 1942-1977 - revenue journals, payroll registers, employee earning records, claim and warrant registers, and appropriations journals
- County Clerk, 1839-1963 - bids, claims and bonds, County Court civil and criminal case papers, contracts, property records, tax records, Board of Equalization records, official bonds and oaths of office, deputation records, election records, marriage records, school and teaching records, livestock records, and personnel records
- County Commissioners, 1888-1985 - reports, road overseer records, and administrative and subject files.
- County Judge, 1890-1980 - convict labor records and administrative and subject files
- County Surveyor, 1838-1999 - surveyors books, indexes, and field notes
- County Treasurer, 1865-1903 - jury registers and scrips

- County Superintendent of Public Instruction, 1962-1978 - scrapbooks of clippings, photographs, correspondence, and certificates
- District Clerk, 1840-1977 - early District Court criminal case papers, bar dockets, grand jury books, and Gas Utilities Docket 500
- Historical Commission, 1986-2011 - records of proceedings, administrative records, financial records, historical marker files, printed materials, and publications
- Justices of the Peace Precincts 1-8, 1854-1980 - civil, criminal and inquest dockets and case papers, birth and death records, and reports
- Sheriff, 1841-2010 - law enforcement records and publications
- Tax Assessor-Collector, 1881-1974 - property appraisal and property tax collection records including abstracts, delinquent taxes, redemption records, tax receipts, tax rolls, and reports

The Archives also include records from the County Health Department (1932-1956), County Attorney (1974-1985), District Attorney (1980-1985), Facilities Management (1929-2000), General Services (1981-1991), Purchasing Office (2001-2010), and Records Management and Communication Resources (1984-2005).

Approximately 7,500 cubic feet of records with historical value are currently located in offsite storage. These records include those of the Constables, Transportation and Natural Resources, and additional records of the Auditor, Facilities Management Department, Justices of the Peace, Tax Assessor-Collector and Sheriff. As shelving is added to the Archives records storage facility, these records will be transitioned from offsite storage into the Archives. This number does not include the offsite records of the District Clerk and County Clerk, although both departments have expressed interest in transferring additional records to the Archives.

C. How are these humanities collections used?

As the seat of local and state government, Travis County has a vibrant history that is well documented in the records produced and maintained by its government. The records preserved by the Travis County Archives are important not only to government officials, agencies and employees, but also business people, researchers, genealogists, and members of the general public with an interest in history. Due to the significance of Austin and Travis County in the history and development of the State of Texas, records have importance not only to local citizens, but also to individuals statewide and those nationwide with roots in the State of Texas.

The records of Travis County establish the authority of the government, facilitate and record its activities, hold accountable its actions, and enable recovery after a disaster. They help maintain law and order, and protect the identity and rights of individuals by documenting their births, deaths, marriages, properties and businesses. Some records have legal value and are necessary for litigation, and others provide information about taxation and the management of public funds. Finally, the records of Travis County document the political, economic, cultural, and social history of the county and provide unique insight into the history and development of the government, community, and the lives of Central Texas citizens.

A wide variety of researchers are assisted by the Travis County Archives. Genealogists request access to naturalization, birth, death, inquest and property records in researching their familial histories. County agencies and departments request information about county owned lands and structures, including the historic Heman Marion Sweatt Travis County Courthouse, county funded programs, departmental histories, and executive decision making. Court records are accessed by individuals researching specific civil and criminal cases, and by researchers who are looking to develop insight into crime patterns throughout various time periods. Reporters contact the Archives to verify statistics on incumbents and for information regarding prior elections. Researchers request information about former elected officials and the offices in which they served, to verify employment, for property and land ownership and taxation records, and about Travis County schools.

Collections are used in the creation of displays and exhibits in various county buildings and at public events, including the annual Travis County History Day. Materials are also used in educational brochures produced by the Travis County Historical Commission and made available to the public throughout various locations in Austin.

D. What is the nature and mission of your institution?

In January of 2009, Travis County formally established its first county archives program. As a subdivision of Travis County's Records Management and Communication Resources department, the Archives was established to collect, preserve and make available county records of enduring and historical value. The Archives supports all county departments and elected officials by offering services to care for records of all types and formats.

The mission of the Travis County Archives is to serve the government and the community of Travis County by documenting, preserving, and making available its records and history. Records maintained in the Archives are those that have been determined to be permanent by the Texas State Library and Archives records retention schedules or appraised to have administrative, legal, fiscal, evidential, informational, or historical value. Records with historical value are considered to be those that contain useful or significant informational content that reflect, exemplify or provide insight into the history and development of Travis County and its government. The Archives also collects records that relate to the Travis County government from private donors, including individuals who have served as either elected or appointed county officials or employees.

Services offered by Travis County Archives include:

- Appraisal of county records to identify materials with historical and enduring value;
- Collection of archival materials relating to the history and the function of the Travis County government;
- Arrangement and description of materials according to archival principles to facilitate access and use;
- Provision of appropriate conditions for the ongoing storage, protection, and preservation of archival materials;
- Making accessible archival materials to the county officials, employees, and the public;

- Provision of access and regular reference services to the government, individuals, organizations and other groups interested in the holdings of the archives; and,
- Provision of educational and outreach programming to increase public awareness and appreciation of Travis County history.

Although the Travis County government is a large organization and nearly 175 years old, the Archives program is new and relatively small. The annual budget for the Archives is just \$64,000. Additional funding is necessary to assist the Archives in providing its services to the many county departments and offices and to the public. Currently the Archives has one full-time staff member and one part-time volunteer.

County government offices are open from 8:00 am – 5:00 pm, Monday through Friday. The Archives is open from these hours, although appointments are recommended for in-person visits.

E. Has your institution ever had a preservation or conservation assessment or consultation?

No, the Archives has not previously had a preservation or conservation assessment completed.

F. What is the importance of this project to your institution?

With the recent establishment of the Archives program, an assessment will help provide a solid foundation on which to develop the storage and preservation of archival collections. This project is vital to the care of humanities collections and in the ability of the Archives to provide its services both now and in the future.

In 2010, the Travis County Commissioners Court voted unanimously to allocate nearly 5,000 square feet of space to the Archives program for the storage of archival materials. As the only large-scale onsite records storage facility for Travis County records, this facility allows the Archives to effectively accession materials so that they may be properly organized, preserved, stored, and made accessible to county employees, researchers, and the general public.

The proper utilization of this space is imperative for the preservation of county records. The lack of dedicated space over the years for archival records has resulted in important records being thrust haphazardly onto shelves and into closets and warehouses, and often subsequently lost or forgotten. Such careless storage has resulted in a great loss of valuable records. With a properly equipped archives records storage space, county records are removed from the dangers inherent in poor storage conditions, including the risks of damage and deterioration, theft, misplacement, loss, and a compromise of informational authenticity and integrity.

The assessment of the Archives facility will help ensure that decisions and improvements are made to best care for important records, and the purchase of supplies will support their proper storage and preservation.

G. What are the names and qualifications of the consultant(s) and staff involved in the project?

Project Director: Christy Moilanen, Travis County Archivist. Ms. Moilanen has served as the Travis County Archivist since 2009. Prior to that time, she worked as a Records Analyst and Archivist for the Travis County District Clerk and as the Archivist for the Program of Aegean Scripts and Prehistory, Department of Classics, University of Texas at Austin, Texas. Ms. Moilanen has a B.A. in Art History from Indiana University, and an M.S.I.S. with a concentration in Archives from the School of Information, University of Texas at Austin, Texas. She is a member of the Society of American Archivists, the Society of Southwest Archivists, and the Archivists of Central Texas.

Project Consultant: Rebecca Elder, Adjunct Preservation Field Services Officer. Ms. Elder has served as the Adjunct Preservation Field Services Officer for Amigos Library Services Imaging & Preservation Service since 2004. She received her M.S.I.S and a Certificate of Advanced Studies for Conservation of Library and Archival Materials from the University of Texas at Austin, and has a significant amount of experience in preservation and conservation through her previous work at Harvard, the Center for American History in Austin, and the Smithsonian Institution. Currently she teaches both face-to-face and live online workshops in book repair, preservation, and emergency preparedness, and frequently conducts site surveys in a variety of cultural heritage institutions in her role with Amigos. She is a member of the American Institute for Conservation of Historic and Artistic Works and the Society of American Archivists.

H. What is the plan of work for the project?

In early 2013, Rebecca Elder will conduct a one-day onsite assessment of the Travis County Archives and write a report based on her assessment. In her report, she will make recommendations for improvements on storage and environmental conditions as well for best utilizing the existing physical space. With these recommendations in mind, an order for records storage and preservation supplies will be placed within six months from the time the assessment is completed.

NEH Preservation Assistance Grant Budget

Applicant Organization: Travis County Archives

Consultant Fees:

Name of consultant: Rebecca Elder

No. of days on project: 2

Daily rate of compensation:

\$1,750

Total:

\$3,500

Travel Costs: None

Supplies, Materials, and Equipment:

| | |
|--|----------------|
| 100 acrylic coated record storage boxes from Hollinger Metal Edge, \$130 each | \$1,300 |
| 40 acid free document storage cases from Hollinger Metal Edge, \$6 each | \$240 |
| 21 acid free archival flat storage boxes from Hollinger Metal Edge, \$10 each | \$210 |
| 20 boxes acid free legal archival file folders, from Hollinger Metal Edge, \$36 each | \$720 |
| 5 packages buffered interleaving paper, from Hollinger Metal Edge, \$6 each | \$30 |
| Total: | \$2,500 |

Total Project Cost: \$6,000

Total Requested from the NEH: \$6,000



14400 Midway Road ♦ Dallas, TX 75244-3509 ♦ 972/851-8000 ♦ 800/843-8482 ♦ 972/991-6061 (fax) ♦ www.amigos.org

March 26, 2012

Ms. Christy Moilanen
Travis County Archivist
Travis County Archives
5501 Airport Boulevard, Room D154
Austin, Texas 78751

Dear Christy:

This letter is to confirm that Amigos' Imaging and Preservation Services staff would be pleased to provide a Site Survey/Preservation Management Consultation for the Travis County Archives should your request for funding to the Division of Preservation and Access, National Endowment for the Humanities, be successful.

A preservation site survey addresses building, environmental, and disaster planning concerns; reviews the overall condition of collections; evaluates procedures and policies as they apply to preservation; and provides recommendations for improving storage and handling practices. The survey report identifies short- and long-term priorities for preservation in your institution. We can also assist you in identifying potential sources of funding for future preservation activities.

Site Surveys and Preservation Management Consultations from Amigos' Preservation Service include a review of a pre-survey questionnaire that we will ask you to prepare in advance of the site visit; a visit by the surveyor in consultation with the staff members responsible for preservation efforts; and interviews with staff responsible for related functions. The product of the visit is a detailed report of our observations and recommendations.

The site survey will require two days of consulting time (one day on site and one day report writing) at \$1,750 per day or \$3,500 (total). Because our consultant lives in Austin, there are no travel expenses included in this fee. This fee represents our standard non-member pricing.

We know the Site Survey/Preservation Management Consultation, the workshop, and the survey report, must be completed during the period of performance permitted by the National Endowment for the Humanities, and we will be able to comply with this requirement. I have included information about Amigos' Imaging and Preservation Services and our field services staff, for your use in preparing your grant request. If you have additional questions, please do not hesitate to contact me. We are looking forward to working with you on this project.

Best regards,

A handwritten signature in blue ink, appearing to read "Gina L. B. Minks".

Gina L. B. Minks
Imaging and Preservation Service Manager



March 26, 2012

Ms. Christy Moilanen
Travis County Archivist
Travis County Archives
5501 Airport Boulevard, Room D154
Austin, Texas 78751

Dear Christy:

As Adjunct Field Preservation Services Officer for Amigos' Imaging and Preservation Services I would be pleased to provide a Site Survey/ Preservation Management Consultation for the Travis County Archives, should your request for funding to the Division of Preservation and Access, National Endowment for the Humanities be successful.

I understand that you would like to use some of the funds from the grant to purchase preservation supplies for your oversized items. A basic list might include:

| | |
|--|--------------------|
| Acid free folders | \$ 200.00 |
| Acid free storage boxes | \$ 300.00 |
| Supplies for paper mending and book repair | \$ 200.00 |
| Shelving | \$ 1,800.00 |
| Total | \$ 2,500.00 |

Other acceptable supplies may be chosen from the following:

- Additional acid free file folders and boxes
- Environmental monitoring equipment
- Emergency response supplies
- Phase box board
- Preservation supplies deemed necessary by the consultant to preserve the collection

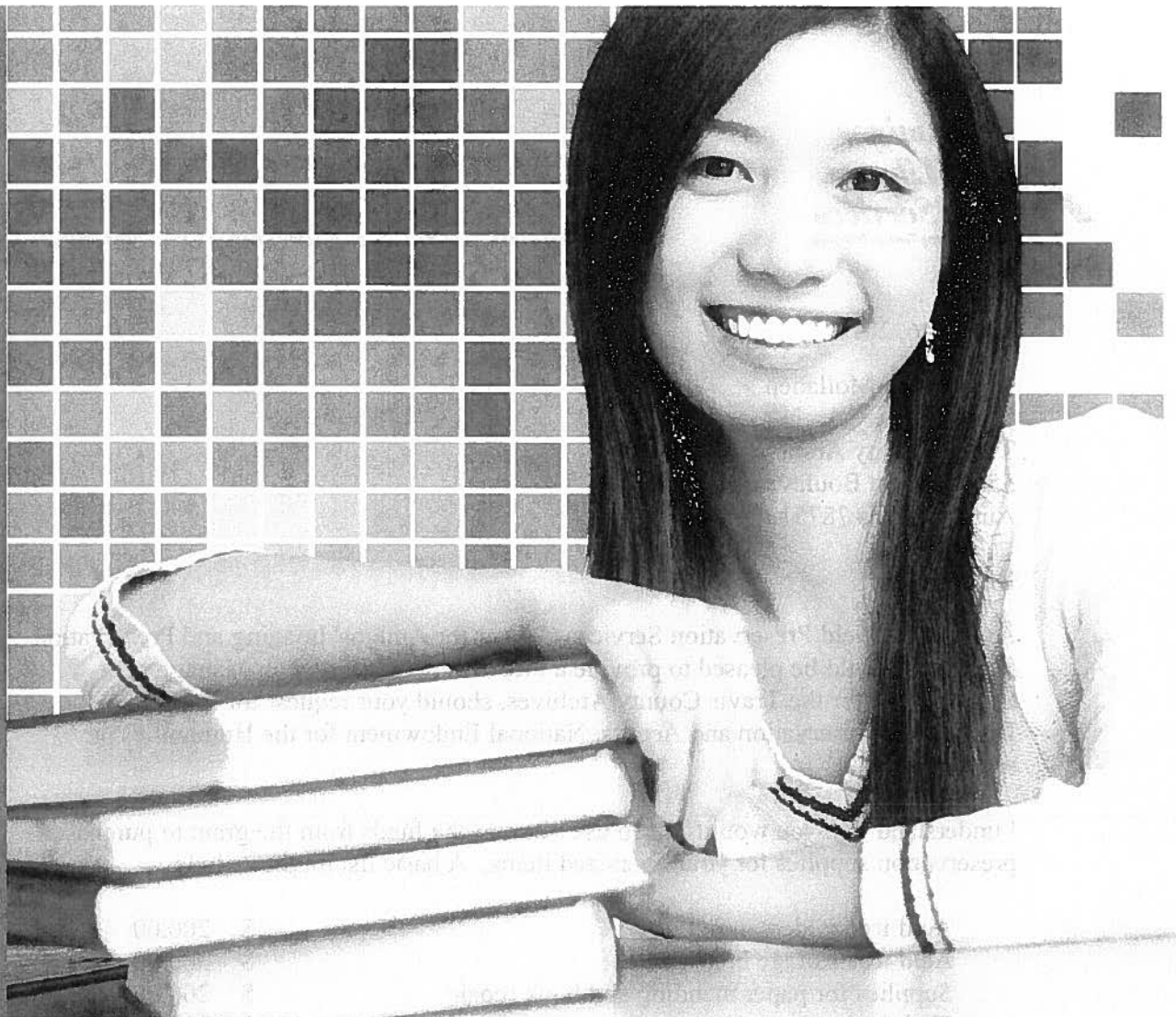
All supplies will be purchased at fair market value. These lists and budgets will be refined and prioritized during the course of the site survey, once we determine which items are most necessary.

If you have any questions, please do not hesitate to contact me.

Best regards,

Rebecca Elder
Adjunct Preservation Field Services Officer
Amigos Library Services

Imaging and Preservation



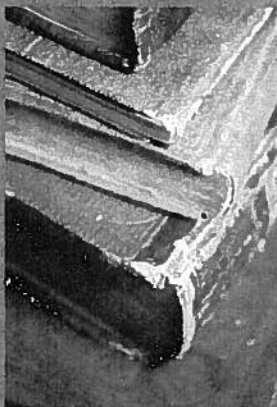
Amigos has always been at the forefront in providing experienced consultants to assist libraries in preserving our nation's treasures."

EVA POOLE
DENTON (TX) PUBLIC LIBRARIES

Imaging and Preservation Service

Amigos' Imaging and Preservation Service (IPS) helps libraries and archives meet their preservation and digitization needs. IPS began in 1991 by documenting the preservation needs of libraries and archives in the region. Today, IPS provides support, networking, and consulting, along with a comprehensive array of learning opportunities, from beginning preservation and hands-on repair to project planning and XML.





Preserve your community's history

Amigos helps libraries, museums, archives, and records centers throughout the Southwest manage their print and digital collections in a way that ensures long-term preservation and conformity with industry best practices. Your community's cultural heritage is important, and Amigos Imaging and Preservation Service is your partner in preservation success.

IPS at a glance

- Quality training, online and face-to-face
- Expert site surveys
- Emergency preparedness
- Customized consulting
- Review of grant proposals
- Extensive imaging and preservation resources

Improve Collections Care

Site surveys. Participating in a site survey with IPS staff can help identify your institution's needs regarding appropriate care and storage of collections and management of preservation activity. A site survey gives you and your staff a clear understanding of the state of your institution's preservation program, noting areas where it excels and where it needs improvement, serving as a basis for preservation planning and resource allocation.

Quality Training. Leverage Amigos' high-quality training into your imaging and preservation work. IPS provides quality preservation and imaging training in face-to-face, live online, and self-paced formats in subjects ranging from basic book repair to advanced metadata and digital project planning. Online courses allow you to maximize the benefits of continuing education by minimizing travel and time away from your desk. Face-to-face training throughout the region gives hands-on experience in book repair and archival best practices. Self-paced online courses are ready-reference for staff at Amigos member libraries wherever, whenever.

Disaster preparation and recovery. Emergencies can take many forms. Amigos IPS, one of 14 institutions in the Regional Alliance for Preservation, provides quick response before, during, and after emergencies ranging from storms and floods to fire, pest infestations, accidents, and vandalism.

Customized Consulting. If you need assistance with special digitization projects, preservation work, or strategic planning that falls outside our standard offerings, contact us. We work with organizations throughout the United States to provide special consulting and training services.

Get More Funding

Grant Proposal Review. Amigos' experienced grant writing staff is happy to review your grant proposals, write letters of support, and give tips for the best chance of success.

Site surveys legitimize funding need. In addition to helping you improve collections care with your current resources, a site survey can strengthen the case for increased grant funding. Surveys often lead to successful grant proposals.

For more information about IPS and a list of training courses, visit www.amigos.org.

Funded in part by a grant from the National Endowment for the Humanities (NEH), IPS has been providing quality services since 1991.

Your Library. Your Passion. Your Amigos.

"IPS workshops have been excellent and a real bargain for our professional development dollars."

ANITA SEMTNER
St. Gregory's University
Shawnee, OK

"I believe that if the Amigos Imaging and Preservation Service did not exist, the future of Texas history would be bleak indeed."

DANIELLE CUNNIFF PLUMER
Texas State Library
and Archives Commission



14400 Midway Road
Dallas, Texas 75244
972.851.8000
1.800.843.8482
www.amigos.org

CHRISTY MOILANEN

Travis County Archives
5501 Airport Boulevard
Austin, Texas 78751

Phone: (512) 854-4675

Fax: (512) 854-4560

Email: christy.moilanen@co.travis.tx.us

EDUCATION

Master of Science in Information Studies, University of Texas at Austin, Texas. Concentration in Archives and Records Management. December, 2007.

Bachelor of Arts, Indiana University, Bloomington, Indiana. Major in Art History with Minor in Studio Art. December, 2002.

EXPERIENCE

2009-present **Archivist, Travis County Archives, Austin, Texas.** Manage the creation and development of the county archives program. Collect and acquire records and materials through transfers and donations from county departments, elected officials and outside sources. Survey and appraise county records, arrange and describe collections, and place finding aids online. Manage archival storage facilities and provide reference services. Develop and administer public outreach programming.

2008 **Records Analyst, Travis County District Clerk, Austin, Texas.** Developed criteria for the identification of Travis County District Court records with archival value. Appraised District Court records dating from the 1800s to the present and designated specific case files to be permanently retained and preserved for future use and reference.

2007 **Archivist, Program in Aegean Scripts and Prehistory, Department of Classics, University of Texas at Austin, Texas.** Independently arranged and described a research collection of personal papers and material. Performed a cost analysis and developed a management strategy for the maintenance of the Program archives. Created web pages for primary archival collections and placed finding aids online.

PROFESSIONAL AFFILIATIONS

Archivists of Central Texas
Society of American Archivists
Society of Southwest Archivists

Rebecca Elder
2603 Cockburn Drive
Austin, TX 78745
RebeccaElder@austin.rr.com
(512) 699 3494

EDUCATION

School of Information, University of Texas at Austin Austin, TX

M.S.I.S. with Certificate of Advanced Studies in Conservation of Library and Archival Materials

- Preservation and Conservation Studies Program, Conservator Track.
- Teaching assistant to Karen Pavelka.
- Co-creator of digital video documentary of treatment project. Project won third place in UT's Innovations in Instructional Technology Awards Program.

University of Virginia Charlottesville, VA

B.A. English

PROFESSIONAL EXPERIENCE

2004-present Amigos Library Services, Inc. Dallas, TX

Adjunct Preservation Field Services Officer

- Train library, archive and museum professionals in book repair, photograph and audiovisual materials preservation, emergency preparedness, and best preservation practices in both face-to-face and live online environments
- Conduct site surveys and report on preservation conditions in client libraries, museums and record centers
- Create and update presentations and workshops on a wide variety of preservation topics, including *Preservation of Photographic Materials* workshop, *Preservation of Audiovisual Materials* workshop, and *Emergency Preparedness, Response and Recovery* workshop
- Advise clients on grant writing for federal grants.
- Answer questions and provide advice to clients; provide second level support to clients needing advice in emergency situations

2010-present The School of Information, The University of Texas at Austin Austin, TX

Adjunct Instructor, Management of Preservation Programs and Book Laboratory I.

- Instructed graduate students in basic principles of preservation administration, conducting collection assessments and grant writing
- Syllabus available at http://www.ischool.utexas.edu/courses/class_details.php?ClassID=2057
- Syllabus for Book Laboratory at http://www.ischool.utexas.edu/courses/class_details.php?ClassID=2317

2004-present Austin BookWorks Austin, TX

Book and Paper Conservator

- Perform conservation treatments on a wide variety of book and manuscript materials

2003

Harvard College Libraries

Cambridge, MA

Collections Conservation Intern

- Observed and assisted in all facets of management of a large collections conservation lab, including preservation review, disaster planning, hiring, and interaction with other departments in the Harvard College Libraries.
- Designed and conducted condition survey of 300,000-volume collection.
- Performed conservation treatments on circulating and non-circulating materials.
- Supervised and trained two entry-level part-time technicians in start-up phase of a new branch library conservation program.

2002

Center for American History

Austin, TX

Conservation Intern

- Performed conservation treatments on materials from the Center's collections.
- Surveyed collections and formulated recommendations for their care.
- Consulted with Center staff on preservation and conservation questions.

2001-2002

Benson Latin American Collection

Austin, TX

Library Assistant I

- Decided upon and performed appropriate repairs to circulating collection.
- Supervised three-member team in a condition survey and disbinding/rehousing project on a collection of bound pamphlets from the 18th and 19th centuries.

2000-2001

Hary Ransom Center

Austin, TX

Volunteer, Book Conservation Lab

- Performed condition surveys and made repairs to early photograph albums.
- Participated in minor mends program, performing repairs to rare material.
- Created housings for books as appropriate.

1999 - 2000

Smithsonian Institution Libraries

Washington, DC

Volunteer, Book Conservation Lab

- As assistant to conservator, prepared a collection of print materials for exhibit, to enhance visual effect and protect materials while on display, including custom-making supports for large books and creating text block supports when appropriate.
- Surface cleaned pages and performed page repairs on 18th century dictionary.

Presentations

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| 2008 | 3S Genealogy Conference, Hallettsville, TX | <i>Preservation 101</i> |
| 2009 | 3S Genealogy Conference, Hallettsville, TX | <i>Preserving and Identifying Photographs</i> |
| 2010 | Texas Association of Museums Conference | <i>Identifying 19th Century Photographs</i> |
| 2010 | Society of Southwest Archivists Conference | <i>Preservation of Photographic Materials</i> |
| 2010 | International Institute of Municipal Clerks Conference | <i>Emergency Response</i> |

Professional Affiliations

American Institute for the Conservation of Historic and Artistic Works, Society of American Archivists