



Travis County Commissioners Court Agenda Request

Meeting Date: 10/30/2012, 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 Samuel T. Biscoe

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

- A. New application to the Texas Historical Commission to fund a historical survey of Southeast Travis County with the Travis County Historical Commission;
- B. Annual contract with the Office of the Governor, Criminal Justice Division, to continue the Travis County Veterans Court within the Criminal Courts; and
- C. Annual contract with the Office of the Governor, Criminal Justice Division, to continue the Drug Diversion Court Program in Pretrial Services Department.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Requested for approval for 10/30/12 are two grant contracts and one grant application. The two contracts are renewals of existing programs, the Veterans Court and the Drug Diversion Court. The application is a new grant proposed by the Historical Commission to develop a survey of the historic properties in southeast Travis County.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

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

FISCAL IMPACT AND SOURCE OF FUNDING:

The historical survey grant requires a cash match. The existing budget for the historical commission does not contain sufficient funding to meet the requirement and if this grant is approved, funds from reserves will be requested to meet the grant requirement.

The original amount of the Veterans Court request was for \$226,516, but was reduced to \$186,000. There is an earmark on reserves in the event that the State funding were to be reduced. It is anticipated that the department will be requesting funding from reserves for a portion of the \$40,516 that was not funded.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leslie Browder
Melissa Velasquez

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE
FY 2013

Updated 10-25-2012 @ 4:25 p.m.

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.

Application	Dept. Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
A	117 Southeast Travis County Historical Survey	10/01/12 - 09/30/14	\$7,500	\$0	\$6,000	\$1,500	\$15,000	-	R	MC	5
B	124 Travis County Veterans' Court	09/01/12 - 08/31/13	\$186,000	\$0	\$0	\$0	\$186,000	2.00	R	MC	25
C	142 Drug Diversion Court	09/01/12 - 08/31/12	\$132,585	\$0	\$0	\$0	\$132,585	1.00	R	MC	34

* 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 2013 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, 2012, 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
------	---------------	------------	-------------	-------------------	---------------------	----------------------	---------------	------	---------------

			\$0	\$0	\$0	\$0	\$0	-	
--	--	--	-----	-----	-----	-----	-----	---	--

*Amended from original agreement.

**FY 2013 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, 2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Travis County Eagle Resource Project	09/01/12 - 08/31/13	\$29,930	\$0	\$0	\$0	\$29,930	-	10/2/2012
145	Trama Informed Assessment and Response Program	09/01/12 - 08/31/13	\$192,666	\$0	\$0	\$0	\$192,666	0.50	10/2/2012
137	Sheriff's Office Command and Support Vessel*	9/1/12- 3/31/13	\$250,000	\$0	\$0	\$0	\$250,000	-	10/16/2012
139	Travis County Adult Probation DWI Court	9/1/2012- 8/31/2013	\$229,112	\$0	\$0	\$0	\$229,112	4.00	10/16/2012
147	Emergency Management Performance Grant	10/01/11 - 03/31/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	10/16/2012
119	Family Violence Protection Team*	10/1/2010 - 03/31/2012	\$699,507	\$168,239	\$0	\$0	\$867,746	4.50	10/23/2012
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$137,388	\$0	\$0	\$0	\$137,388	1.00	10/23/2012
145	Drug Court & In-Home Family Services	09/01/12 - 08/31/13	\$66,428	\$7,381	\$0	\$0	\$73,809	0.09	10/23/2012
158	Comprehensive Energy Assistance Grant*	01/01/12 - 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	-	10/23/2012
158	Low Income Home Energy Assistance Program (LIHEAP) Weatherization Program	04/01/12 - 03/31/13	\$817,334	\$0	\$0	\$0	\$817,334	-	10/23/2012

*Amended from original agreement.

\$7,039,758 \$246,841 \$0 \$7,286,599 10.09

FY 2013 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC		Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct.		Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer				PTC Approval Date	Contract Approval Date	
137	Child Abuse Victim Services Personnel**	9/1/12-8/31/13	\$8,920	\$0	\$8,920	1.00	10/31/2012	8/14/2012	N/A	No
119	Family Violence Accelerated Prosecution Program	9/1/12-8/31/13	\$12,620	\$0	\$12,620	1.00	10/31/2012	8/21/2012	N/A	No
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$10,922	\$0	\$10,922	1.00	10/31/2012	8/28/2012	N/A	No
124	Travis County Veterans Court	09/01/12 - 08/31/13	\$25,630	\$0	\$25,630	2.00	10/31/2012	8/28/2012	N/A	No
142	Drug Diversion Court	09/01/12 - 08/31/13	\$10,144	\$0	\$10,144	1.00	10/31/2012	8/28/2012	N/A	No
145	Juvenile Accountability Block Grant- Local Assessment Center	09/01/12 - 08/31/13	\$13,747	\$0	\$13,747	1.00	11/30/2012	8/28/2012	N/A	No
145	Residential Substance Abuse Treatment Program	10/01/12 - 09/30/13	\$15,046	\$0	\$15,046	1.00	12/31/2012	8/28/2012	N/A	No
158	Parenting in Recovery (PIR) FY 12	09/30/12 - 09/29/13	\$94,630	\$0	\$94,630	-	12/31/2012	9/25/2012	N/A	No
158	Parenting in Recovery (PIR) FY 13	09/30/12 - 09/29/13	\$84,756	\$0	\$84,756	-	12/31/2012	10/2/2012	N/A	No
Totals			\$276,415	\$0	\$276,415	8.00				

Updated 10-25-2012 @ 4:25 p.m.

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:	Travis County Historical Commission	
Contact Person/Title:	Barry Hutcheson, Chair	
Phone Number:	512-892-4938	

Grant Title:	Southeast Travis County Historical Survey		
Grant Period:	From: October 1, 2012	To: September 30, 2014	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Historical Commission		
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:	United States Department of the Interior, National Park Service; through the Texas Historical Commission		

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	0	0	0	0	0
Operating:	7500	0	6000	1500	15000
Capital Equipment:	0	0	0	0	0
Indirect Costs:	0	0	0	0	0
Total:	7500	0	6000	1500	15000
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"/>	MN	
County Attorney	<input checked="" type="checkbox"/>	MEG	

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						
Number of Special Projects	4					4
Number of Volunteer Hours Contributed	1,400					1,500
Measures For Grant						
Outcome Impact Description						
Outcome Impact Description						
Outcome Impact Description						

PBO Recommendation:

This is an application for a grant from the Texas Historical Commission to fund a historical survey of Southeast Travis County to be completed by the Travis County Historical Commission. The deadline to submit this application to the grantor is November 2, 2012.

This grant requires a cash match from the County. The department has opted to fulfill this with \$6,000 cash, and in-kind funding from volunteer hours, not to exceed \$1,500 worth. The department has a strong volunteer base and is confident of their ability to complete the projected volunteer hours needed to complete the grant match. The Historical Commission does not have sufficient internal funding to cover the cash portion of the match. Should this grant be awarded, the department would need to request a transfer of \$6,000 from the Allocated Reserve to cover the amount.

With this noted, PBO recommends approval of this grant application.

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?

This project is part of the ongoing effort by Travis County Certified Local Government to survey the cultural resources in Travis County that lie outside the city limits of Austin. Through this and other survey projects we are working to identify historic properties and cultural resources that still exist in the county, to ensure that significant properties can be protected when necessary and to guide officials and planners who are concerned with the informed growth and development of the county in the future. This proposed grant will survey that southeastern part of Travis County bounded on the north by the Colorado River, on the east by Bastrop and Caldwell counties, on the south by Hays County and on the west by I35.

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

This specific grant terminates with the completion of the project report. Future projects are developed on a regular basis and will require grant support from the County and/or other local sources to meet the needed match for grant funds.

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.

A county match of \$7,500 is required. Upon award of this grant, the County match will be funded through a combination of funds requested from Travis County, and \$1,500 of in-kind match through volunteer hours.

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

None required.

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. The Travis County Historical Commission will, on occasion, request monies to match federal project grants for our Certified Local Government responsibilities.

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

This will be the fifth county historic resources survey contracted for and completed under the CLG program coordinated by the Travis County Historical Commission. We anticipate additional projects in the future.

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 CLG work is encouraged and supported by the Texas Historical Commission to fulfill the historic preservation goals for Travis County and the State.

TEXAS HISTORICAL COMMISSION

real places telling real stories

TO: Certified Local Government Representatives
FROM: Matt Synatschk, State Coordinator, Certified Local Government Program
RE: Fiscal Year 2013 CLG Grant Application Materials
DATE: September 4, 2012

Enclosed are application materials for the Fiscal Year 2013 Certified Local Government grant cycle. The Federal grant period runs from October 1, 2012 to September 30, 2014, with final project completion dates set for December 2014. Actual grant funds for fiscal year 2013 will most likely be available in the spring of 2013. We anticipate approximately \$100,000 being available for distribution to the CLGs for the upcoming fiscal year 2013.

PLEASE READ THE ENCLOSED GRANT MANUAL CAREFULLY since several important changes to the manual, application and scoring criteria have been made in an effort to make the process more effective and efficient. Because the THC is required to distribute CLG funds among the maximum number of eligible local jurisdictions, please note that individual travel/training grant requests will only be considered under exceptional or unusual circumstances. Instead, applications from CLGs that are willing to host a regional preservation training or workshop are strongly encouraged.

All applications must be received by the Texas Historical Commission (THC) **no later than 5 p.m. on Friday, November 2, 2012**. Please submit one (1) unbound complete original application accompanied by a digital copy submitted on CD or electronically via E-mail to our office in order to expedite our review. Applicants will receive a response to their application following THC's notification of the Historic Preservation Fund allocation. The grant application process will, as in past years, be very competitive.

Final applications will be scored based on the CLG's overall performance in the program, the proposed scope of work and the project's compliance with Texas' statewide preservation plan priorities. Emphasis this year will be placed on awarding grant projects that help develop or strengthen the CLGs ability to sustain a strong local preservation program.

CLGs can use a local cash match for requested grant monies based on a one-to-one (dollar for dollar) match that equals a 50-50 ratio for the total cost of the project. Proposed projects utilizing all or partial match of verifiable in-kind goods and/or services may also qualify, as long as the total local match equals a 50-50 ratio for the total cost of the project. The THC reserves the right to fund grant requests in part or in full based on the review criteria outlined in the application manual and the amount of federal funding available.

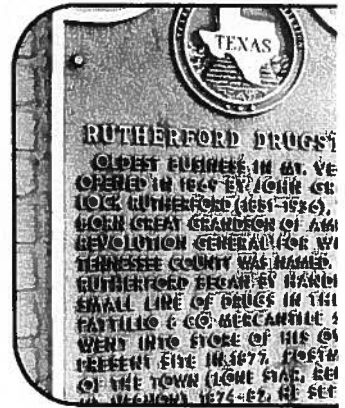
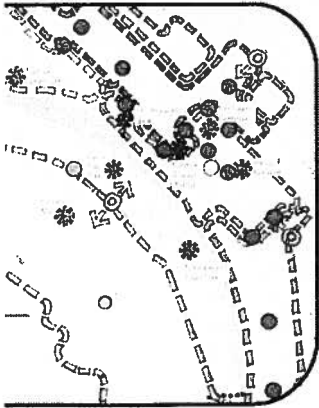
Best of luck to each of you in your preservation endeavors! Should you have questions regarding any of the information contained herein, please contact me at (512) 463-7812 or Matt.Synatschk@thc.state.tx.us.



TEXAS HISTORICAL COMMISSION

CERTIFIED LOCAL GOVERNMENT

GRANT MANUAL AND APPLICATION ★ FISCAL YEAR 2013



APPLICATION DEADLINE:
FRIDAY, NOVEMBER 2, 2012



TEXAS HISTORICAL COMMISSION
real places telling real stories



This grant manual has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior and administered by the Texas Historical Commission. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior.

This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the Department of the Interior prohibits discrimination on the basis of race, color, national origin, or disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above or you desire further information, please write to:

Office for Equal Opportunity
National Park Service
1849 C Street, N.W.
Washington, D.C. 20240

**TEXAS HISTORICAL COMMISSION
CERTIFIED LOCAL GOVERNMENT GRANT MANUAL**

CONTENTS

Introduction3

Administrative Information.....3

Who May Apply4

Eligible Projects.....4

Matching Fund Requirement4

Grant Timeline5

Application and Preliminary Budget5

Scoring Criteria6

Review Process.....7

Orientation Meeting.....7

Professional Qualifications Standards.....7

Section 106 Review8

Project implementation8

CLG Grant Application9

INTRODUCTION

Certified Local Government (CLG) grants provide funding to participating city and county governments to develop and sustain an effective local preservation program critical to preserving local historic resources. The Texas Historical Commission (THC), the state agency for historic preservation, administers the Texas CLG grant program utilizing federal funding it receives from the U.S. Department of Interior, National Park Service (NPS) Historic Preservation Fund Program. Under this program the NPS requires that at least ten percent (10%) of Texas' annual federal allocation be subgranted exclusively to participating Certified Local Governments (CLGs). The program serves as a great resource for participating county and city governments to offset the costs of self-sustaining preservation and planning-related projects. Currently, there are 69 CLGs in Texas. Contingent on resolution of the federal budget, we anticipate approximately \$100,000 to \$120,000 will be available for this round of grants.

ADMINISTRATIVE INFORMATION

Administration

Grants will be administered in accordance with the National Park Service Historic Preservation Fund Grant Manual, June 2007; Texas Administrative Code Title 13, Part 2, Chapter 15.6, *Rules and Procedures for Certified Local Governments*; and this manual.

Grant Period

The grant period is October 1, 2012 to September 30, 2014. Project planning, including drafting any applicable RFPs, may begin before your grant request is awarded and a grant agreement signed, **however**, you cannot begin actual work or be reimbursed for costs incurred prior to submitting a signed grant contract to the THC. Despite the official grant period beginning October 1st, grants will be awarded in 2013 following funding notification from the National Park Service.

Application Package

The grant application is included in this manual. A CLG may submit more than one grant application; however a separate application package must be submitted for each project request. A complete application submittal package consists of 1 unbound hard copy accompanied by a digital copy submitted on CD or electronically via E-mail of the following documents:

- Application Form (with original signatures)
- Budget Worksheet
- Resumes of all individuals responsible for project oversight (including City or County staff, consultant, contractors, etc.)
- Any applicable cost estimates, maps, drawings, photographs, or **Determination of Eligibility statement** (as required for all survey and National Register nomination grant requests). Contact Greg Smith, National Register Coordinator at 512.463.6013 or via email at greg.smith@thc.state.tx.us.

Submittal Deadline

A complete grant application package must be received **no later than 5 p.m. Friday, November 2, 2012.**

One electronic copy of the application must be submitted via e-mail and one printed copy must be delivered to:

HAND DELIVER OR COURIER SERVICE

Texas Historical Commission
Community Heritage Development Division
ATTN: Matt Synatschk, CLG Coordinator
1304 Colorado Street
Austin, Texas 78701

U.S. MAIL

Texas Historical Commission
Community Heritage Development Division
ATTN: Matt Synatschk, CLG Coordinator
PO Box 12276
Austin, Texas 78711-2276

WHO MAY APPLY

Only city, county governments or state recognized Native American Tribes that have been individually "certified" by the National Park Service **before** September 1, 2012 are eligible to apply for CLG grants. Refer to www.thc.state.tx.us/certifiedlogov/clgpartic.shtml for a complete list of all CLGs in Texas. The Texas Historical Commission reserves the right to deem applications from CLG Communities that are not in compliance with the Certification Agreement to be ineligible.

The following entities may also be eligible:

- An organization such as a non-CLG city or another unit of local government, a commercial firm, a non-profit entity or educational institution that has been delegated as a third-party to administer the grant on behalf of the CLG. The contributed services of the third party to the CLG may be counted toward the matching share requirements of the grant. (must provide a letter of support from the CLG)

ELIGIBLE PROJECTS

Activities eligible for CLG grant funding must be tied to the statewide comprehensive preservation planning process. A copy of the Texas Historical Commission Statewide Preservation Plan can be found on our web site at www.thc.state.tx.us/statewideplan/swpdefault.shtml. In an effort to encourage local governments to develop and sustain an effective local preservation program critical to preserving local historic resources, **priority for funding shall be given to those projects that directly relate to the following work categories:**

- Architectural, historical, archeological surveys/inventories and oral histories
- Preparation of nominations to the National Register of Historic Places
- Preparation of a local preservation plan
- Writing or amending preservation ordinance
- Development of local design guidelines
- Research and development of local preservation incentive program
- Travel/training expenses for hosting a regional preservation-related workshop

The above list should not dissuade an applicant from applying for assistance towards other eligible projects such as:

- Development of educational publications and activities, slide shows, videos, web sites, etc.
- Development of publication of walking/driving tours
- Development of architectural drawings and specifications
- Preparation of facade studies or condition assessments
- Rehabilitation or restoration of properties individually listed in the National Register of Historic Places or contributing to a National Register historic district
- Travel/training expenses for individual commission members and staff*

* Because the THC is required to distribute CLG funds among the maximum number of eligible local jurisdictions, please note that individual travel/training grant requests will only be considered under exceptional or unusual circumstances.

MATCHING FUNDS

Proposed projects are required to provide a local match for grant monies budgeted on a one-to-one (dollar for dollar) match equal to a 50-50 ratio for the total cost of the project. The local match may be any combination of cash and verifiable in-kind services. Projects may utilize all or partial match of verifiable in-kind services and/or goods as long as the local match equals a 50-50 ratio for the total cost of the project. In order to maximize the limited CLG grant funds, the THC may give preference to applications demonstrating a higher cash match. The THC reserves the right to waive the local match requirements, in full or part, at its sole discretion. The THC also

reserves the right to fund grant requests in part or in full based on the review criteria outlined in the application manual, and the amount of federal funding available. Final decisions will also take into consideration the annual performance of each CLG applying for assistance.

Only non-federal monies may be used as a match, with the exception of Community Development Block Grants. All projects shall comply with federal requirements for state and local financial responsibility as stipulated in the Texas Administrative Code Title 13, Part 2, Chapter 15.6, *Rules and Procedures for Certified Local Governments* (See www.thc.state.tx.us/rulesregs/rstate.shtml). Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally-assisted programs on the basis of race, color, national origin, age or handicap.

In extending this grant opportunity to your project, THC assumes the responsibility for ensuring that public money will be spent appropriately and with the maximum effectiveness. The THC is held accountable by the NPS for compliance with all applicable federal laws and regulations.

GRANT TIMELINE (*SUBJECT TO CHANGE BASED ON AVAILABILITY OF FEDERAL FUNDS)

- September 1, 2012** Applications for the Federal Fiscal 2012 CLG grant period are made available.
- November 2, 2012** Deadline for receipt of Applications and supporting materials to THC **no later than 5 p.m. Friday, November 2, 2012.**
- November 2012** Review of applications by an interdisciplinary committee of THC staff.
- January 2013** Review of interdisciplinary committee recommendations on all applications made by THC commissioners.
- February 2013*** THC sends Preliminary Notification to grant recipients that will include grant contract and a request for a revised/amended project proposal and budget (if applicable).
- April 2013*** Deadline for submittal of signed contracts, final project proposals, budgets, etc. from selected applicants to THC **no later than 60 days from the date of Preliminary Notification letter.** Project planning, including drafting any applicable RFPs, may begin before your grant request is awarded and a grant agreement signed, **however**, you cannot begin actual work or be reimbursed for costs incurred prior to submitting a signed grant contract to the THC. Recipients shall also submit quarterly reports indicating the project status to the THC as requested during the grant period.
- September 30, 2014** Deadline for the completion of all work eligible for reimbursement.
- October 31, 2014** Deadline for the submittal of final reimbursement requests for all eligible work completed **no later than September 30, 2014.** The final 25 percent of the grant award will be retained until certification of the completed project and receipt of the final report.

APPLICATION

A signed Application Form and all supporting materials must be submitted to the THC **no later than November 2, 2012.** CLGs may submit more than one application for separate projects within the same grant period. Those CLGs which have not applied previously for assistance are strongly encouraged to apply.

SCORING CRITERIA

As increased participation in the CLG program fosters greater demand for grants, not all proposals will receive funding in Fiscal Year 2013. It is imperative for the THC to assign priorities as part of the review of proposed CLG grant funded projects. Applications will be rated by an interdisciplinary committee of THC staff using the following criteria:

- (1) **PERFORMANCE, ADMINISTRATION AND GEOGRAPHIC DISTRIBUTION (15 points)**. Each CLG will be reviewed for overall performance in adequately fulfilling its annual responsibilities of the CLG program and to the equitable statewide distribution of funds overall. Higher consideration will be given to CLGs in good standing meeting reporting and training requirements, CLG's that have successfully completed a grant and new CLG's receiving certification within the last two fiscal years.
- (2) **PROJECT SCOPE (Total 70 points)**. Summarize in the application a detailed description of proposed project clearly and concisely. Indicate the relationship of the proposed project to defined preservation needs or issues in the local community and its relevance to the established local preservation program. Be sure to answer each of the following sections outlined below within the Project Scope narrative:
 - i. **PROJECT NEED (15 points)**: Does the application demonstrate a clear understanding of the identified preservation need? Is the need relevant to the local government's preservation program? How necessary are CLG funds in order to accomplish the proposed project? How does the project benefit the community? Is the stated need verifiable with documented factual information?
 - ii. **PROJECT OBJECTIVES (15 points)**: What activities will be necessary to complete the proposed project? How effective does the proposed project address the identified needs? Are the project objectives quantifiable? Who will be responsible for doing the work and were resumes provided? Is the proposed timeline or schedule reasonable?
 - iii. **SIGNIFICANCE AND IMPACT (15 points)**: Does the project involve a threatened or potentially threatened resource? Will the project result in a National Register nomination or Survey/Inventory? Does the project directly address a deficiency in the local preservation program? Does the project address or benefit an underrepresented group within the community? How well will the project develop historic contexts or educate and inform broad sectors of the public?
 - iv. **BUDGET AND COST EFFECTIVENESS (15 points)**: Is the proposed budget consistent with the planned objectives? Are the costs reasonable and sufficient to successfully accomplish the project? What is the applicant source and commitment of matching funds? Does the application clearly indicate how all of these figures were calculated? Is the proposed project the most cost effective way of addressing those needs?
 - v. **PUBLIC INVOLVEMENT AND DELIVERABLES (10 points)**: How will the public be involved in the proposed project? How will this project enhance the local preservation ethic?
- (3) **CONSISTENT WITH GOALS AND OBJECTIVES OF THE STATEWIDE COMPREHENSIVE PRESERVATION PLANNING PROCESS (Total 15 points)**. CLG funded projects should meet at least one of the goals outlined in the Texas Historical Commission's Statewide Preservation Plan. It is not necessary for your project to address all the goals listed in the Statewide Preservation Plan. In addition, CLG funded projects must advance local preservation efforts in your community. Applications will be reviewed according to the following eight major goals of the Plan:

- **SURVEY AND ONLINE INVENTORY:** Texans undertake a comprehensive survey to document the state's diverse historic and cultural resources resulting in a publicly accessible online inventory.
- **EMPHASIZE CULTURAL LANDSCAPES:** Preservation practices are enhanced by emphasizing cultural landscapes.
- **IMPLEMENT POLICIES AND INCENTIVES:** Cities, counties and the state implement preservation policies and incentives to effectively manage historic assets.
- **LEVERAGE ECONOMIC DEVELOPMENT TOOLS FOR PRESERVATION:** Communities leverage preservation-based and traditional economic development tools to revitalize historic areas.
- **LEARN AND EXPERIENCE HISTORY THROUGH PLACE:** Texas residents and guests learn and experience the state's diverse history through formal education, recreation, and everyday interactions with historic places.
- **CONNECT PRESERVATION TO RELATED FIELDS:** Preservation is connected and integrated into related fields and activities, building a broader, stronger, and more diverse community.
- **CULTIVATE POLITICAL COMMITMENT:** Political commitment is cultivated for historic preservation.
- **BUILD CAPACITY OF PRESERVATION COMMUNITY:** The existing preservation community develops its capacity to function more effectively and efficiently.

APPLICATION REVIEW PROCESS

Upon review and approval of applications and their supporting materials, the THC will select proposed projects from the initial applications based on the above criteria, and fund the maximum number of projects based upon HPF funding. A Preliminary Notification letter will include any specific project funding recommendations from the THC, two copies of the grant contract, and a request for a revised or amended project proposal and budget that incorporates the THC's recommendations.

Successful selected applicants will continue the process by returning a signed grant contract, revised/amended project proposals, budgets, etc. to the THC **no later than 60 days from the date of Preliminary Notification letter**. Failure to submit any or all of this documentation by the required deadline may cause the requested grant monies to revert back to the THC.

ORIENTATION MEETING

All grant recipients (consisting of the local project manager and the grant recipients' fiscal manager) shall schedule and participate in a CLG grant orientation with the THC upon receipt of a Formal Notification letter, if applicable. The purpose of the orientation is to establish project priorities, confirm the budget and timetable for completion and discuss reimbursement procedures. The orientation requirement may be waived at the sole discretion of the THC.

PROFESSIONAL QUALIFICATIONS STANDARDS

To ensure that appropriate historical, architectural, archeological and cultural properties are identified for public benefit through grant-in-aid assistance, persons supervising grant projects must be professionally qualified in accordance with 36CFR66. Copies are available from the THC.

SECTION 106

CLG Grants are funded with federal monies and require a formal Section 106 Review by the Texas Historical Commission. This review will take place following the grant awards. Failure to obtain a review will result in forfeiture of the CLG Grant. The CLG State Coordinator will provide additional guidance once the grants are awarded. Additional information regarding Section 106 Review is available from the Texas Historical Commission and the Advisory Council on Historic Preservation.

PROJECT IMPLEMENTATION

- A) GRANT CONTRACT. The grant contract will specify the scope of work, approximate timetable for completion, and a list of budgetary items. The agreement shall be signed jointly by the State Historic Preservation Officer and the appropriate legal representative of the CLG prior to commencement of project work. The grant may be administered by a designated third-party if the CLG indicates a specific organization in the application. Such a delegated agency may be another unit of the local government, a commercial firm, a non-profit entity, or an educational institution that has the administrative capabilities that comply with applicable federal standards.
- B) PRESERVATION EASEMENT. The recordation of a Preservation Easement will be required for all construction and certain other projects prior to the commencement of any work.
- C) PROJECT REVIEW. THC staff periodically reviews projects to monitor progress and provide assistance. Each CLG is required to provide the THC with grant product quarterly reports on each project funded. (See Attachment F).
- D) REIMBURSEMENT PROCEDURE. Eligible project expenditures incurred on a one-to-one (dollar for dollar) basis up to a 50-50 ratio of the total project cost shall be reimbursed to the CLG. Documentation of eligible expenditures exceeding the grant award should be submitted and may be reimbursed based on the availability of federal funding. Interim reimbursement requests during the grant period are permitted.
- E) PROJECT COMPLETION AND FINAL REPORT. THC will retain 25 percent of the total grant award until receipt of a detailed final report and certification of the completed project. Draft copies of all expected items generated by the grant project, including printed materials, completed survey forms, photographic materials and final reports, must be submitted to the THC for review and approval. Final products must be submitted to the THC **no later than December 31, 2014**.

Revised 7/26/2012

CERTIFIED LOCAL GOVERNMENT SUBGRANT FY 2013 Grant Application Narrative Template

NAME OF PROPOSED PROJECT: SOUTHEAST TRAVIS COUNTY HISTORICAL SURVEY

CERTIFIED LOCAL GOVERNMENT NAME: TRAVIS COUNTY

In 3 pages or less, clearly and concisely provide a brief typewritten description of the proposed project as it relates to items 1 through 3 below using the following section headings, and provide the content requested for each section in the brief but thorough narrative. Please provide any attachments separately.

1. PROJECT SUMMARY (15 POINTS TOTAL).

Summarize in a paragraph the overall purpose of the proposed project. A more detailed description will be completed under Project Scope. Be sure to indicate how long the CLG has been in the program; if the CLG is current in its annual program requirements; and if the CLG has received a previous grant within the past two (2) years.

The Travis County CLG has been participating in the CLG grant program since receiving our designation in 2004. Our previous grants include historical surveys of East Austin, the City of Manor, Northeast Travis County and the Webberville Corridor survey (now in its final stage). In addition, the Travis County CLG has received a grant to provide education curriculum for historical and archeological materials related to the Ransom Williams Farmstead. This project is currently in the strategic planning and conceptual stage. The proposed grant request is meant to further complete our ongoing historical inventory of the county and, if approved, will provide data on the entire eastern half of Travis County. This area is in dire need of being inventoried due to the the continued expansion of State 130 and the construction of the Formula One Racetrack and its accompanying development.

2. PROJECT SCOPE (70 POINTS TOTAL). Be sure to answer the questions for each section below within the narrative:

- **PROJECT NEED (15 points):** Does the application demonstrate a clear understanding of the identified preservation need? Is the need relevant to the local government's preservation program? How necessary are CLG funds in order to accomplish the proposed project? How does the project benefit the community? Is the stated need verifiable with documented factual information?

Travis County Historical Commission is charged with developing a survey and maintaining an inventory of historic property within the boundaries of the county. While the cultural resources within the city of Austin are well recognized, those in the county proper have not been adequately identified. Recent commercial development plans in the area discovered historic resources that had not been previously identified. This project is important in continuing the survey process begun by earlier CLG work. Like the earlier ones in the county, this project has the support of the Travis County Commissioners Court, but it would not be possible without the availability of CLG funds.

- **PROJECT OBJECTIVES (15 Points):** What activities will be necessary to complete the proposed project? How effective does the proposed project address the identified needs? Are the project objectives quantifiable? Who will be responsible for doing the work and were resumes provided? Is the proposed timeline or schedule reasonable?

By contracting with a local professional consultant, we will be able to survey the proposed project area within the grant period ending in September 2014. Our previous projects have utilized two qualified contractors who have produced significant reports that provide new information about the county's historical resources. The contractor selected for this project will provide much of the survey work, but will be aided by volunteers from our county CLG Committee and County Historical Commission. Previous projects have resulted in lists of cultural properties within the project areas and selected recommendations for future work with them, including the potential of National Register consideration.

- **SIGNIFICANCE AND IMPACT (15 Points):** Does the project involve a threatened or potentially threatened resource? Will the project result in a National Register nomination or Survey/Inventory? Does the project directly address a deficiency in the local preservation program? Does the project address or benefit an underrepresented group within the community? How well will the project develop historic contexts or educate and inform broad sectors of the public?

As evidenced by the recent growth in the southeastern part of Travis County, there is limited awareness about the historical resources that still remain in that area. These resources may be threatened by such ongoing developments such as State 130 and the Formula One Racetrack. These large construction projects will lay the groundwork for future development along the highway corridor and racetrack area. The Austin-Bergstrom International Airport also continues to incite development along the northern boundary of the project area. The relatively unoccupied rural lands will be prime areas for expansion as county population continues to grow. The southeast Travis County area has important historical components that are not well known. This project is intended to provide expanded information about the resources to the local residents, as well as to the greater Travis County population, and to identify the role of this area in the history of the county.

- **BUDGET AND COST EFFECTIVENESS (15 Points):** Is the proposed budget consistent with the planned objectives? Are the costs reasonable and sufficient to successfully accomplish the project? What is the applicant source and commitment of matching funds? Does the application clearly indicate how all of these figures were calculated? Is the proposed project the most cost effective way of addressing those needs?

Based on previous projects, we feel that the proposed budget is adequate to produce the intended survey report. We are planning to supplement local Travis County funding with possible donations from organizations and/or businesses in the area. Involvement by volunteers will help provide additional in-kind support. Given the scope of the work and the expertise involved, it is doubtful that we could carry out this project at a lesser cost.

- **PUBLIC INVOLVEMENT AND DELIVERABLES (10 Points):** How will the public be involved in the proposed project? How will this project enhance the local preservation ethic?

At the beginning of the survey, we intend to introduce the project to communities in the area by arranging a meeting to detail the purpose and process of the work. Additionally, we will directly inform local resource owners who may potentially be included in the final report. The report will be made available to community officials in the area, filed with Travis County and with the Texas Historical Commission. Depending on the outcome of the survey, we may propose additional projects within the Webberville corridor.

3. **STATEWIDE COMPREHENSIVE PRESERVATION PLANNING PROCESS (15 Points Total):** CLG funded projects should meet at least one of the goals outlined in the Texas Historical Commission's Statewide Preservation Plan. Please select the Statewide Preservation Plan Goals addressed by your project and explain how they are addressed. It is not necessary for your project to address all the goals listed in the Statewide Preservation Plan.

- SURVEY AND ONLINE INVENTORY:** Texans undertake a comprehensive survey to document the state's diverse historic and cultural resources resulting in a publicly accessible online inventory.
- EMPHASIZE CULTURAL LANDSCAPES:** Preservation practices are enhanced by emphasizing cultural landscapes.
- IMPLEMENT POLICIES AND INCENTIVES:** Cities, counties and the state implement preservation policies and incentives to effectively manage historic assets.
- LEVERAGE ECONOMIC DEVELOPMENT TOOLS FOR PRESERVATION:** Communities leverage preservation-based and traditional economic development tools to revitalize historic areas.

- LEARN AND EXPERIENCE HISTORY THROUGH PLACE:** Texas residents and guests learn and experience the state's diverse history through formal education, recreation, and everyday interactions with historic places.
- CONNECT PRESERVATION TO RELATED FIELDS:** Preservation is connected and integrated into related fields and activities, building a broader, stronger, and more diverse community.
- CULTIVATE POLITICAL COMMITMENT:** Political commitment is cultivated for historic preservation.
- BUILD CAPACITY OF PRESERVATION COMMUNITY:** The existing preservation community develops its capacity to function more effectively and efficiently.

Please summarize how your project addresses the goals selected above:

This project is part of the ongoing effort by Travis County Certified Local Government to survey the cultural resources in Travis County that lie outside the city limits of Austin. Through this and other survey projects we are working to identify historic properties and cultural resources that still exist in the county, to ensure that significant properties can be protected when necessary and to guide officials and planners who are concerned with the informed growth and development of the county in the future.

ACKNOWLEDGEMENTS - By checking below the applicant acknowledges:

- One electronic copy of this request must be submitted via email to the Texas Historical Commission no later than 5 p.m. on November 2, 2012 in order to be considered.
- One signed copy of this request must be submitted (hand delivered, US Mail, UPS, FedEx, etc) to the Texas Historical Commission no later than 5 p.m. on November 2, 2012 in order to be considered.
- Consideration for funding is based on the demonstrated need, a compelling explanation of how the expanded project scope of work will benefit the CLG, and the applicant's ability to match the funds being requested.
- Commencement of grant-funded work may not begin prior to receipt of a completed grant agreement by the THC and participation in a grant orientation meeting.
- The chief elected official of the CLG is aware of this application and supports the proposed project. (This information will be verified by the THC.)
- For requests involving construction projects, the property owner will be required to file a preservation easement for the property that will run with the land for a specific period of time based upon the amount of the final grant award.
- The applicant hereby acknowledges that the information provided on this application is accurate to the best of their knowledge.

APPLICANT'S CERTIFICATION: Application must be signed by legal CLG representative.

SIGNATURE: By: _____ TITLE: _____ DATE: _____

CERTIFIED LOCAL GOVERNMENT SUBGRANT FY 2013 Grant Budget Worksheet

NAME OF PROPOSED PROJECT: SOUTHEAST TRAVIS COUNTY HISTORICAL SURVEY

CERTIFIED LOCAL GOVERNMENT NAME: TRAVIS COUNTY CLG

BUDGET ITEM	GRANT FUNDS	LOCAL CASH	LOCAL IN-KIND	TOTAL COSTS
	7500	6000	1500	15000
TOTALS				

Please complete the attached budget form and provide any supplemental information necessary to confirm or support the issues described above.

Proposed projects can use a local cash match for grant monies budgeted on a one-to-one (dollar for dollar) match equal to a 50-50 ratio for the total cost of the project. Proposed projects utilizing all or partial match of verifiable in-kind services and/or goods may also qualify as long as the local match equals a 50-50 ratio for the total cost of the project. The Texas Historical Commission (THC) reserves the right to fund grant requests in part or in full based on the review criteria outlined in the application manual, and the amount of federal funding available. Final decisions will also take into consideration the annual performance of each CLG applying for assistance. Only non-federal monies may be used as a match, with the exception of Community Development Block Grants (CDBG).

CERTIFIED LOCAL GOVERNMENT SUBGRANT
FY 2013 Grant Application

EXPECTED PRODUCTS OF AN EDUCATIONAL PROJECT FUNDED WITH A CLG GRANT

RECOGNITION must be provided in all publications. Photographs and drawings should be credited to the artist or lender. The local government's involvement must be adequately acknowledged. Recognition, as detailed below, must be afforded the CLG program, the Texas Historical Commission, and the National Park Service of the U.S. Department of the Interior. Language acknowledging nondiscrimination practices, as detailed below, must be included. Publications addressing several potential audiences must adequately reflect the community's preservation program.

This project was funded in part through a Certified Local Government grant from the National Park Service, U.S. Department of the Interior, as administered by the Texas Historical Commission.

The contents and opinions, however, do not necessarily reflect the views and policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of Interior.

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.



TEXAS HISTORICAL COMMISSION
real places telling real stories

DEADLINE FOR RECEIPT OF APPLICATIONS IS

November 2, 2012 by 5 p.m.

PRINTED APPLICATIONS MUST BE RECEIVED AT

Certified Local Government Program

Texas Historical Commission

P.O. Box 12276

Austin, Texas 78711-2276

(Physical Address: 1304 Colorado, Austin, Texas 78701)

ELECTRONIC APPLICATIONS MUST BE RECEIVED AT

Matt Synatschk, State Coordinator

Matt.Synatschk@thc.state.tx.us

Ginny Owens, CLG Assistant

Virginia.Owens@thc.state.tx.us

- One electronic copy of this request must be submitted via email to the Texas Historical Commission no later than 5 p.m. on November 2, 2012 in order to be considered.
- One signed copy of this request must be submitted (hand delivered, US Mail, UPS, FedEx, etc) to the Texas Historical Commission no later than 5 p.m. on November 2, 2012 in order to be considered.
- Late applications will not be accepted
- Faxed applications will not be accepted
- Handwritten applications will not be accepted

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276
512.463.6100
fax 512.475.4872
thc@thc.state.tx.us



TEXAS HISTORICAL COMMISSION
real places telling real stories

www.thc.state.tx.us

GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Criminal Courts	
Contact Person/Title:	Debra Hale, Director of Court Management	
Phone Number:	512-854-9224	

Grant Title:	Travis County Veterans' Court		
Grant Period:	From:	09/01/12	To: 08/31/13
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor, Criminal Justice Division		
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:	\$154,380	0	0	0	\$154,380
Operating:	\$27,972	0	0	0	\$27,972
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	\$3,648	0	0	0	\$3648
Total:	\$186,000	\$0	\$0	\$0	\$186,000
FTEs:	2.00	0.00	0.00	0.00	2.00

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 type="checkbox"/>		
County Attorney	<input type="checkbox"/>		

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						
# of defendants screened for eligibility for court	360	159	332	447	603	550
# of defendants accepted into court	40	12	26	29	41	40
Measures For Grant						
Provide linkage to appropriate treatment for identified veterans	50	15	38	45	56	50
Outcome Impact Description						
At least 40 veterans will receive treatment and services through the VA while prosecution is deferred to better serve the ends of justice.	40	12	26	29	41	40

PBO Recommendation:

This Grant Contract provides resources for the third year of the Veterans Court Program in the Criminal Courts. This grant allows for the continuation of a docket that is focused on serving the specialized needs of veterans who have been referred to the criminal justice system for non-violent misdemeanors.

There is no grant match and no requirements for program continuance. PBO notes that the original amount of the award was for \$226,516, but was reduced to \$186,000. There is an earmark on reserves in the event that the State funding were to be reduced. It is anticipated that the department will be requesting funding from reserves for a portion of the \$40,516 that was not funded, but the exact amount is not known as there are efforts underway to meet the needs without requiring the full amount that was not funded.

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?

It is the goal of the Travis County Veterans Court to link misdemeanor and felony veteran defendants to the VA for assessment and treatment services, monitor their treatment compliance, and divert them from further criminal sanctions. The court will focus on those defendants with Post Traumatic Stress Disorders, Traumatic Brain Injury, and other mental health disorders that resulted from combat related experiences. 79% of offenders with mental health disorders have issues with substance abuse. It is anticipated that a large number of the Court's participants will need substance abuse intervention which is an integral part of the Veterans Court Program.

A Veterans Court Implementation Grant was first received from the Office of the Governor, Criminal Justice Division (OOG/CJD) in April 2010 (partial-year FY10). The Governor's Office continued funding the Veterans Court Program in FY11 and FY12.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

October 09, 2012

The Honorable Samuel Biscoe
County Judge
PREVIEW - Travis County - PREVIEW -
509 W. 11th Street, Room 2.700
Austin, Texas 78701-1748

Dear Judge Biscoe:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://cjdonline.governor.state.tx.us> and go to the 'My Home' tab. In the 'Project Status' column, locate the application that is in 'Pending Acceptance of Award' status. Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button.

Be sure to review the attached memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer CJD grants; an eGrants Users Guide; and the new Guide to Grants containing answers to questions frequently asked by grantees. The Public Policy Research Institute (PPRI) at Texas A&M University will send a detailed information packet to the Project Director containing progress reporting forms and instructions on completing and submitting those forms.

I hope you continue to find the online environment of eGrants to be a positive experience. We are continually improving the efficiency of processes so that you can dedicate your time to the priorities of service within your communities. We look forward to working with you to ensure the success of your program.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Burnett".

Christopher Burnett
Executive Director

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
STATEMENT OF GRANT AWARD

Grant Number: DC-13-A10-23397-04 **CFDA or State ID:** 00.303
Program Fund: DC- Drug Court Program
Grantee Name: PREVIEW - Travis County - PREVIEW -
Project Title: Veteran's Court
Grant Period: 09/01/2012 - 08/31/2013
Liquidation Date: 11/29/2013
Date Awarded: October 09, 2012
CJD Grant Manager: Anissa Vila

CJD Award Amount: \$186,000.00
Grantee Cash Match: \$0.00
Grantee In Kind Match: \$0.00
Total Project Cost: \$186,000.00

The Statement of Grant Award is your official notice of award from the Governor's Criminal Justice Division (CJD). The approved budget is reflected in the Budget/Details tab for this record in eGrants. The grantee agrees to comply with the provisions of the Governor's Criminal Justice Division's rules in Title 1, Part 1, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded. By clicking on the 'Accept' button within the 'Accept Award' tab, the grantee accepts the responsibility for the grant project and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

Condition(s) of Funding and Other Fund-Specific Requirement(s):

- 1 Other Condition of Funding. Grantee is required to report the SID number for all graduates as part of the end-of-year progress report to the Public Policy Research Institute at Texas A & M University.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

Memorandum

To: CJD Grant Recipients
From: Aimee Snoddy, Deputy Director
Contact: (512) 463-1919
Re: Grantee Responsibilities
Date Awarded: October 09, 2012

Congratulations on your grant award from Governor Rick Perry's Criminal Justice Division (CJD). It is important to make you aware of a few things to consider as you implement strategies to successfully manage your program. For more information and resources, refer to the Grant Resources section of eGrants available online at <https://cidonline.governor.state.tx.us>:

Financial Reporting – Financial Status Reports must be submitted to CJD via eGrants. Financial Status Reports may be submitted monthly but must be submitted at least quarterly. Financial Status Reports are due after each calendar quarter, regardless of when the grant was awarded. Due dates are:

April 22 (January-March quarter)
July 22 (April-June quarter)
October 22 (July-September quarter)
January 22 (October-December quarter)

The final Financial Status Report must be submitted to CJD on or before the grant liquidation date or funds will lapse and CJD will provide them as grants to others who need the funding.

Payment Authorization – Payments will be generated based on expenditures reported in the Financial Status Reports. Upon CJD approval of the Financial Status Report, a payment will be issued through direct deposit or electronic transfer.

Generated Program Income – Any income generated as a direct result of the grant activities must be reported to CJD through the Financial Status Report and grant adjustment processes. Program income must be expended prior to seeking payments from CJD. Program income must be accounted and used for the purposes of the grant activities as awarded.

Grant Funded Personnel – Staff whose salaries are supported by this award must be made aware that continued funding is contingent upon the availability of appropriated funds as well as the outcome of the annual application review conducted by CJD.

Project Changes – Grantees may submit a request for grant adjustment via eGrants for any proposed budgetary or programmatic changes, including updating contact information for grant officials.

Equipment – Equipment purchased with grant funds must be used for the purpose of the grant and as approved by CJD. An inventory report should be kept on file containing all equipment purchased with any grant funds during the grant period. This report must agree with the approved grant budget and the final Financial Status Report.

Fidelity Bond – Each nonprofit corporation receiving funds from CJD will obtain and have on file a blanket fidelity bond that indemnifies CJD against the loss and/or theft of the entire amount of grant funds, including matching funds. The fidelity bond should cover at least the CJD grant period.

Required Notifications – Grantees must immediately notify CJD in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees must notify the local prosecutor's office of any possible criminal violations. Grantees must immediately notify CJD in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand notices, subpoenas, lawsuits, or indictments to CJD. If a federal or state court or administrative agency renders a judgment or order finding discrimination by a grantee based on race, color, national origin, sex, age, or handicap, the grantee agrees to immediately forward a copy of the judgment or order to CJD.

Project Effectiveness – Grantees should regularly evaluate the effectiveness of their projects. This includes a reassessment of project activities and services to determine whether they continue to be effective. Grantees must show that their activities and services effectively address and achieve the project's stated purpose.

Programmatic Reporting – Grantees must submit required reports regarding grant information, performance, and progress towards goals and objectives in accordance with the instructions provided by CJD, or its designee. To remain eligible for funding, the grantee must be able to show the scope of services provided and the impact and quality of those services.

Monitoring – Grantees must readily make available to CJD or its agents all requested records. CJD may make unannounced monitoring visits at any time. The grantee must make every effort to resolve all issues, findings, or actions identified by CJD within the time frame specified by CJD.

Audit Requirements – Grantees expending over \$500,000 in state or federal grant funds during the fiscal year are subject to the Single Audit requirements set forth in OMB Circular No. A 133 at <http://www.whitehouse.gov/omb/circulars/index.html> and the State Single Audit Circular issued under the Uniform Grant Management Standards (UGMS) at <http://www.governor.state.tx.us/grants/what/>. Grantees must electronically submit to CJD copies of the results of any single audit conducted in accordance with OMB Circular No. A-133 at <http://www.whitehouse.gov/omb/circulars/index.html> or in accordance with the State Single Audit Circular issued under UGMS, within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.

Supplanting – Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of penalties, including suspension of future funds, suspension or debarment from receiving federal or state grants, recoupment of monies provided under the grant, and civil or criminal penalties. Refer to the Guide to Grants at <https://cjdonline.governor.state.tx.us/updates.aspx> for additional information on supplanting.

Conflict of Interest – Grantees should have in place established safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

Contracting and Procurement – Grantees must follow their established policy and best practices for procuring goods or services with grant funds. Contracts must be routinely monitored for delivery of services or goods. When a contractual or equipment procurement is anticipated to be in excess of \$100,000, grantees must submit a Procurement Questionnaire <https://cjidonline.governor.state.tx.us/updates.aspx> to CJD for approval prior to procurement.

Travel – Grantees must follow their established policies and good fiscal stewardship related to travel expenses. If the grantee does not have established policies regarding in-state and out-of-state travel, grantee must use the travel guidelines established for state employees.

Uniform Crime Reporting – Local units of governments receiving funds from CJD must comply with all requirements for uniform crime reporting and will ensure that prompt reporting will remain current throughout the grant period.

Limited English Proficiency – Grantees must take reasonable steps to ensure that persons with limited English proficiency have meaningful access to services. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. Additional information on this requirement can be found at <http://www.lep.gov>.

Law Enforcement Programs – Law enforcement programs receiving funds from CJD must be in compliance with all rules developed by the Texas Commission on Law Enforcement Officer Standards and Education.

28 C.F.R. Part 23 Training - Any grant funded individual responsible for entering information into or retrieving information from an intelligence database must complete continuing education training on operating principles described by 28 C.F.R. Part 23 at least once for each continuous two-year period the person has primary responsibility for entering data into or retrieving data from an intelligence database.

Programs Approved to Pay Overtime for Personnel - Overtime is allowable to the extent that it is included in the CJD approved budget. Overtime reimbursements paid by CJD will be based on the following seven eligibility requirements:

- (1) Federal regulations governing these funds prohibit use of grant funds to pay an individual for the same hours in which the individual is being paid by a unit of government. For example, if an officer's regular work hours are 7 a.m. to 4 p.m. and he takes a day of paid annual leave, he is not eligible to be reimbursed with grant funds for any hours he voluntarily works between 7 a.m. and 4 p.m. He may be eligible for any hours worked that day outside of 7 a.m. to 4 p.m. provided the hours worked comply with the grantee agency's requirements for hours worked prior to eligibility for overtime pay. The regulation regarding hours of eligibility for overtime does not apply to an officer who volunteers to work on his regularly scheduled days off provided he complies with the grantee agency's requirements for hours worked prior to eligibility for overtime pay.
- (2) Hours worked is defined as physical hours on the job and does not include paid annual leave, compensatory leave, sick leave, holiday leave or other paid leave.
- (3) On-call hours should not be included in physical hours worked or as eligible hours for overtime.

(4) Personnel receiving grant funds for overtime must maintain time and activity reports for all time physically worked. The activity description should include detailed information about the actual activities performed.

(5) Time should be recorded to the nearest quarter hour.

(6) Grantee records must include a clear calculation in how the overtime was computed.

(7) Overtime payments issued outside this policy are the responsibility of the grantee agency.

Cancellation for Awards - Grantees must take reasonable steps to commence project activities upon receiving notice of a grant award:

Commencement Within 60 Days. If a project is not operational within 60 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must report by letter to CJD the steps taken to initiate the project, the reasons for delay, and the expected revised start date.

Commencement Within 90 Days. If a project is not operational within 90 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must submit a second statement to CJD explaining the implementation delay. Upon receipt of the 90-day letter, CJD may cancel the project and redistribute the funds to other project areas. CJD may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

Public Information Requests - Grantees must immediately notify and provide a copy to CJD of any Public Information Request received by the agency related to this grant award.

Prohibited Acts of Agencies and Individuals - Grant funds may not be used in connection with the following acts by agencies or individuals employed by grant funds:

- Grant funds may not be used to finance or otherwise support the candidacy of a person for an elected local, state, or federal office. This prohibition extends to the direct or indirect employment of a person to perform an action described by this subsection. In addition, grant-funded or grant-leased motor vehicles may not be used for the purpose described above.
- Grant officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- Grant funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.
- Grantees must comply with the federal Hatch Act (5 U.S.C. §§ 1501- 1508) which restricts the political activity of some state and local employees who work in connection with federally funded programs. Covered state and local employees may not: 1) be candidates for public office in a partisan election; 2) use official authority or influence to interfere with or affect the results of an election or nomination; or, 3) directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

Employment of a Lobbyist - Grant funds may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 of the Government Code to register as a lobbyist.

Legislative Lobbying - Grant funds may not be used to attempt to influence the passage or defeat of a legislative measure.

Use of Alcoholic Beverages - Grant funds may not be used to compensate an officer or employee who uses alcoholic beverages on active duty. In addition, grant funds may not be used to purchase an alcoholic beverage or to pay or reimburse a travel expense that was incurred for an alcoholic beverage.

OneStar Foundation Registration and Organization Profile for Nonprofit Corporations - Each nonprofit corporation receiving funds from CJD must register and connect their organization with the OneStar Foundation at <http://www.onestarfoundation.org/page/registration/>.

Each nonprofit corporation is also encouraged to create an organizational profile with the OneStar Foundation at <http://www.onestarfoundation.org/page/org-profile>. By completing the Organizational Profile, your organization will be eligible to receive notification of opportunities, such as:

- Organizational excellence scholarships to build the capacity of your organization, including organizational assessments, trainings, consulting, conferences and other professional development activities;
- Funding announcements and events related to national service and volunteerism;
- and
- Chances to participate in important research on the needs and trends of the social sector and its stakeholders.

GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Pretrial Services - Drug Court #4220	
Contact Person/Title:	Rosie Ramon-Duran - Assistant Director	
Phone Number:	(512) 854-7601	

Grant Title:	Drug Diversion Court				
Grant Period:	From:	9/1/2012	To:	8/31/2013	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>		
Grantor:	Office of the Governor Criminal Justice Division				
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	<i>County Contribution</i>	In-Kind	TOTAL
Personnel:	59,996	0	0	0	59,996
Operating:	69,994	0	0	0	69,994
Capital Equipment:	0	0	0	0	0
Indirect Costs:	2,595	0	0	0	2,595
Total:	132,585	0	0	0	132,585
FTEs:	1.00	0.00	0.00	0.00	1

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"/>	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						
# of people assessed for eligibility to participate in the program.	400	60	173 Proj	286 Proj	400 Proj	400
# of new enrollments in the program.	200	53	102 Proj	151 Proj	200 Proj	200
# of participants that have graduated from the program.	80	25	43 Proj	61 Proj	80 Proj	80
Measures For Grant						
Provide intensive case management for African American participants.	35	45	35 Proj	35 Proj	35 Proj	40
Provide intensive case management for dually diagnosed participants.	20	21	20 Proj	20 Proj	20 Proj	20
Outcome Impact Description	On a monthly basis, at least 35 African American participants will receive treatment and counseling services while prosecution is deferred for their drug charge.					
	35	45	35	35	35	40
Outcome Impact Description	On a monthly basis at least 20 dually diagnosed participants will receive treatment and counselign services while prosecution is deferred for their drug charge.					
	20	21	20	20	20	20

PBO Recommendation:

PBO recommends approval of this continuation grant for the Drug Diversion Court.

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 Criminal Justice Division (CJD) of the Governor's Office announced the availability of ongoing funds for eligible drug court programs. Eligible applicants are counties in Texas that have incorporated the ten essential characteristics as outlined in section 469.001 Health and Safety Code. This grant is available to jurisdictions to improve the delivery of services or to enhance the existing Drug Court Program with additional services that will allow the Travis County Drug Court to more fully meet the goals of the Drug Court Program.

The purpose of the grant is to enhance the resources available to the Travis County Drug Court by upgrading supervision services provided to offenders to increase the likelihood of successful graduation, thereby reducing further criminal activity and reliance on the state correctional system, community supervision or local jails.

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

The County is not obligated to maintain the expenditure level requested in the grant.

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.

A County match is not required.

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

Yes, the grant allows 2% indirect cost reimbursement.

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, the Drug Court program will not discontinue upon discontinuance of grant funding. If the grant is not awarded, the department may request to incorporate the grant funded FTE into the County Budget. If, however, funding for enhanced treatment and case management services is unavailable, the department would reduce the static capacity, which could create a waiting list for potential participants and discontinue services for specialized populations (or look for other funding sources).

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

The Travis County Drug Court program is not a new program. We are seeking to enhance services for two specific target populations.

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 ongoing grant will allow the Drug Court program to continue to serve two specific populations in need of drug treatment services. A specialized population of up to 40 African American offenders will continue to receive intensive case management and treatment coordination services from Clean Investments and the grant funded Chemical Dependency Counselor. Due to the need for specialized mental health services, 20 dually diagnosed individuals will continue to receive intensive case management services from Austin Travis County Integral Care.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

September 27, 2012

The Honorable Samuel Biscoe
County Judge
PREVIEW - Travis County - PREVIEW -
Post Office Box 2245
Austin, Texas 78768-2245

Dear Judge Biscoe:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://ejdonline.governor.state.tx.us> and go to the 'My Home' tab. In the 'Project Status' column, locate the application that is in 'Pending Acceptance of Award' status. Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button.

Be sure to review the attached memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer CJD grants; an eGrants Users Guide; and the new Guide to Grants containing answers to questions frequently asked by grantees. The Public Policy Research Institute (PPRI) at Texas A&M University will send a detailed information packet to the Project Director containing progress reporting forms and instructions on completing and submitting those forms.

I hope you continue to find the online environment of eGrants to be a positive experience. We are continually improving the efficiency of processes so that you can dedicate your time to the priorities of service within your communities. We look forward to working with you to ensure the success of your program.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Burnett".

Christopher Burnett
Executive Director

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
STATEMENT OF GRANT AWARD

Grant Number: DC-13-A10-16043-12 **CFDA or State ID:** 00.303
Program Fund: DC- Drug Court Program
Grantee Name: PREVIEW - Travis County - PREVIEW -
Project Title: Drug Diversion Court
Grant Period: 09/01/2012 - 08/31/2013
Liquidation Date: 11/29/2013
Date Awarded: September 27, 2012
CJD Grant Manager: Anissa Vila

CJD Award Amount: \$132,585.00
Grantee Cash Match: \$0.00
Grantee In Kind Match: \$0.00
Total Project Cost: \$132,585.00

The Statement of Grant Award is your official notice of award from the Governor's Criminal Justice Division (CJD). The approved budget is reflected in the Budget/Details tab for this record in eGrants. The grantee agrees to comply with the provisions of the Governor's Criminal Justice Division's rules in Title I, Part I, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded. By clicking on the 'Accept' button within the 'Accept Award' tab, the grantee accepts the responsibility for the grant project and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

Condition(s) of Funding and Other Fund-Specific Requirement(s):

- 1 **Resolution:** Except for state agencies, each applicant agency must submit a resolution from the applicable governing body (such as the city council, county commissioners' court, school board, or board of directors) electronically using the 'Upload' function in the eGrants system.
- 2 **Other Condition of Funding.** Grantee is required to report the SID number for all graduates as part of the end-of-year progress report to the Public Policy Research Institute at Texas A & M University.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

Memorandum

To: CJD Grant Recipients
From: Aimee Snoddy, Deputy Director
Contact: (512) 463-1919
Re: Grantee Responsibilities
Date Awarded: September 27, 2012

Congratulations on your grant award from Governor Rick Perry's Criminal Justice Division (CJD). It is important to make you aware of a few things to consider as you implement strategies to successfully manage your program. For more information and resources, refer to the Grant Resources section of eGrants available online at <https://cjdonline.governor.state.tx.us>.

Financial Reporting – Financial Status Reports must be submitted to CJD via eGrants. Financial Status Reports may be submitted monthly but must be submitted at least quarterly. Financial Status Reports are due after each calendar quarter, regardless of when the grant was awarded. Due dates are:

April 22 (January-March quarter)
July 22 (April-June quarter)
October 22 (July-September quarter)
January 22 (October-December quarter)

The final Financial Status Report must be submitted to CJD on or before the grant liquidation date or funds will lapse and CJD will provide them as grants to others who need the funding.

Payment Authorization – Payments will be generated based on expenditures reported in the Financial Status Reports. Upon CJD approval of the Financial Status Report, a payment will be issued through direct deposit or electronic transfer.

Generated Program Income – Any income generated as a direct result of the grant activities must be reported to CJD through the Financial Status Report and grant adjustment processes. Program income must be expended prior to seeking payments from CJD. Program income must be accounted and used for the purposes of the grant activities as awarded.

Grant Funded Personnel – Staff whose salaries are supported by this award must be made aware that continued funding is contingent upon the availability of appropriated funds as well as the outcome of the annual application review conducted by CJD.

Project Changes – Grantees may submit a request for grant adjustment via eGrants for any proposed budgetary or programmatic changes, including updating contact information for grant officials.

Equipment – Equipment purchased with grant funds must be used for the purpose of the grant and as approved by CJD. An inventory report should be kept on file containing all equipment purchased with any grant funds during the grant period. This report must agree with the approved grant budget and the final Financial Status Report.

Fidelity Bond – Each nonprofit corporation receiving funds from CJD will obtain and have on file a blanket fidelity bond that indemnifies CJD against the loss and/or theft of the entire amount of grant funds, including matching funds. The fidelity bond should cover at least the CJD grant period.

Required Notifications – Grantees must immediately notify CJD in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees must notify the local prosecutor's office of any possible criminal violations. Grantees must immediately notify CJD in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand notices, subpoenas, lawsuits, or indictments to CJD. If a federal or state court or administrative agency renders a judgment or order finding discrimination by a grantee based on race, color, national origin, sex, age, or handicap, the grantee agrees to immediately forward a copy of the judgment or order to CJD.

Project Effectiveness – Grantees should regularly evaluate the effectiveness of their projects. This includes a reassessment of project activities and services to determine whether they continue to be effective. Grantees must show that their activities and services effectively address and achieve the project's stated purpose.

Programmatic Reporting – Grantees must submit required reports regarding grant information, performance, and progress towards goals and objectives in accordance with the instructions provided by CJD, or its designee. To remain eligible for funding, the grantee must be able to show the scope of services provided and the impact and quality of those services.

Monitoring – Grantees must readily make available to CJD or its agents all requested records. CJD may make unannounced monitoring visits at any time. The grantee must make every effort to resolve all issues, findings, or actions identified by CJD within the time frame specified by CJD.

Audit Requirements – Grantees expending over \$500,000 in state or federal grant funds during the fiscal year are subject to the Single Audit requirements set forth in OMB Circular No. A-133 at <http://www.whitehouse.gov/omb/circulars/index.html> and the State Single Audit Circular issued under the Uniform Grant Management Standards (UGMS) at <http://www.governor.state.tx.us/grants/what/>. Grantees must electronically submit to CJD copies of the results of any single audit conducted in accordance with OMB Circular No. A-133 at <http://www.whitehouse.gov/omb/circulars/index.html> or in accordance with the State Single Audit Circular issued under UGMS, within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.

Supplanting – Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of penalties, including suspension of future funds, suspension or debarment from receiving federal or state grants, recoupment of monies provided under the grant, and civil or criminal penalties. Refer to the Guide to Grants at <https://cjdonline.governor.state.tx.us/updates.aspx> for additional information on supplanting.

Conflict of Interest – Grantees should have in place established safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

Contracting and Procurement – Grantees must follow their established policy and best practices for procuring goods or services with grant funds. Contracts must be routinely monitored for delivery of services or goods. When a contractual or equipment procurement is anticipated to be in excess of \$100,000, grantees must submit a Procurement Questionnaire <https://eidonline.governor.state.tx.us/updates.aspx> to CJD for approval prior to procurement.

Travel – Grantees must follow their established policies and good fiscal stewardship related to travel expenses. If the grantee does not have established policies regarding in-state and out-of-state travel, grantee must use the travel guidelines established for state employees.

Uniform Crime Reporting – Local units of governments receiving funds from CJD must comply with all requirements for uniform crime reporting and will ensure that prompt reporting will remain current throughout the grant period.

Limited English Proficiency – Grantees must take reasonable steps to ensure that persons with limited English proficiency have meaningful access to services. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. Additional information on this requirement can be found at <http://www.lep.gov>.

Law Enforcement Programs – Law enforcement programs receiving funds from CJD must be in compliance with all rules developed by the Texas Commission on Law Enforcement Officer Standards and Education.

28 C.F.R. Part 23 Training - Any grant funded individual responsible for entering information into or retrieving information from an intelligence database must complete continuing education training on operating principles described by 28 C.F.R. Part 23 at least once for each continuous two-year period the person has primary responsibility for entering data into or retrieving data from an intelligence database.

Programs Approved to Pay Overtime for Personnel - Overtime is allowable to the extent that it is included in the CJD approved budget. Overtime reimbursements paid by CJD will be based on the following seven eligibility requirements:

- (1) Federal regulations governing these funds prohibit use of grant funds to pay an individual for the same hours in which the individual is being paid by a unit of government. For example, if an officer's regular work hours are 7 a.m. to 4 p.m. and he takes a day of paid annual leave, he is not eligible to be reimbursed with grant funds for any hours he voluntarily works between 7 a.m. and 4 p.m. He may be eligible for any hours worked that day outside of 7 a.m. to 4 p.m. provided the hours worked comply with the grantee agency's requirements for hours worked prior to eligibility for overtime pay. The regulation regarding hours of eligibility for overtime does not apply to an officer who volunteers to work on his regularly scheduled days off provided he complies with the grantee agency's requirements for hours worked prior to eligibility for overtime pay.
- (2) Hours worked is defined as physical hours on the job and does not include paid annual leave, compensatory leave, sick leave, holiday leave or other paid leave.
- (3) On-call hours should not be included in physical hours worked or as eligible hours for overtime.

- (4) Personnel receiving grant funds for overtime must maintain time and activity reports for all time physically worked. The activity description should include detailed information about the actual activities performed.
- (5) Time should be recorded to the nearest quarter hour.
- (6) Grantee records must include a clear calculation in how the overtime was computed.
- (7) Overtime payments issued outside this policy are the responsibility of the grantee agency.

Cancellation for Awards - Grantees must take reasonable steps to commence project activities upon receiving notice of a grant award:

Commencement Within 60 Days. If a project is not operational within 60 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must report by letter to CJD the steps taken to initiate the project, the reasons for delay, and the expected revised start date.

Commencement Within 90 Days. If a project is not operational within 90 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must submit a second statement to CJD explaining the implementation delay. Upon receipt of the 90-day letter, CJD may cancel the project and redistribute the funds to other project areas. CJD may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

Public Information Requests - Grantees must immediately notify and provide a copy to CJD of any Public Information Request received by the agency related to this grant award.

Prohibited Acts of Agencies and Individuals - Grant funds may not be used in connection with the following acts by agencies or individuals employed by grant funds:

- Grant funds may not be used to finance or otherwise support the candidacy of a person for an elected local, state, or federal office. This prohibition extends to the direct or indirect employment of a person to perform an action described by this subsection. In addition, grant-funded or grant-leased motor vehicles may not be used for the purpose described above.
- Grant officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- Grant funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.
- Grantees must comply with the federal Hatch Act (5 U.S.C. §§ 1501- 1508) which restricts the political activity of some state and local employees who work in connection with federally funded programs. Covered state and local employees may not: 1) be candidates for public office in a partisan election; 2) use official authority or influence to interfere with or affect the results of an election or nomination; or, 3) directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

Employment of a Lobbyist - Grant funds may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 of the Government Code to register as a lobbyist.

Legislative Lobbying - Grant funds may not be used to attempt to influence the passage or defeat of a legislative measure.

Use of Alcoholic Beverages - Grant funds may not be used to compensate an officer or employee who uses alcoholic beverages on active duty. In addition, grant funds may not be used to purchase an alcoholic beverage or to pay or reimburse a travel expense that was incurred for an alcoholic beverage.

OneStar Foundation Registration and Organization Profile for Nonprofit Corporations - Each nonprofit corporation receiving funds from CJD must register and connect their organization with the OneStar Foundation at <http://www.onestarfoundation.org/page/registration>.

Each nonprofit corporation is also encouraged to create an organizational profile with the OneStar Foundation at <http://www.onestarfoundation.org/page/org-profile>. By completing the Organizational Profile, your organization will be eligible to receive notification of opportunities, such as:

- Organizational excellence scholarships to build the capacity of your organization, including organizational assessments, trainings, consulting, conferences and other professional development activities;
- Funding announcements and events related to national service and volunteerism; and
- Chances to participate in important research on the needs and trends of the social sector and its stakeholders.



**Travis County Drug Diversion Court
S.H.O.R.T. Program**

a division of Pretrial Services & Adult Probation Department

PO Box 1748 Austin, TX 78767

2201 Post Road So. Bldg. Austin, TX 78704

512-854-4646 & 512-854-4200

512-854-4643 Fax

Dr. Geraldine Nagy, Director
Rosie Ramon-Duran, Assistant Director
Sharon Caldwell-Hernandez, Program Administrator

**Travis County Resolution
FY 13 Drug Diversion Court Grant**

WHEREAS, The Travis County Commissioners Court finds it in the best interest of the citizens of Travis County, that the Drug Diversion Court be operated during FY 13; and

WHEREAS, The Travis County Commissioners Court agrees that in the event of loss of misuse of the Criminal Justice Division funds, Travis County assures that the funds will be returned to the Criminal Justice Division in full.

WHEREAS, Travis County Commissioners Court designates Samuel T. Biscoe, County Judge, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Travis County Commissioners Court approves submission of the grant application for the Drug Diversion Court to the Office of the Governor, Criminal Justice Division.

Signed by: _____
County Judge Samuel T. Biscoe

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

Grant Application Number: 16043-12