



Travis County Commissioners Court Agenda Request

Meeting Date: 12/4/2012, 9:00 AM, Voting Session

Prepared By/Phone Number: Katie Petersen Gipson, Planning and Budget Office, 854-9346

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 Meadows Foundation for a Juvenile Probation Pre-Doctoral Psychology Internship Program;
- B. Contract amendment to the Texas Department of Housing and Community Affairs to amend the budget the Comprehensive Energy Assistance Program in Health and Human Services department;
- C. Ratify a grant contract amendment with the Texas Department of Agriculture for the National School Lunch/School Breakfast program managed by the Juvenile Probation department to add a new authorized representative to the grant's Certificate of Authority.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Item A is a new application for a grant to supplement a doctoral level internship program administered by Juvenile Probation. Item B is amending the budget of CEAP to provide more funding for direct utility assistance. Item C is a simple contract amendment to add a new authorized representative for the grant.

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:

There are no grant matches or county cost sharing for any of this week's agenda items.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leslie Browder
Melissa Velasquez

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE

FY 2013

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 | 145 | Juvenile probation Pre-Doctoral Psychology Internship Program | 7/1/13-6/30/14 | \$34,306 | \$0 | \$0 | \$0 | \$34,306 | - | R | MC | 6 |
| Contracts | | | | | | | | | | | | |
| B | 158 | Comprehensive Energy Assistance Program (CEAP)* | 1/1/12-12/31/12 | \$4,546,172 | \$0 | \$0 | \$0 | \$4,546,172 | 4.00 | R | EC | 32 |
| C | 145 | National School Lunch/Breakfast Program* | 7/1/12-6/30/13 | \$217,219 | \$0 | \$0 | \$0 | \$217,219 | - | R | S | 41 |

* 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 |
|------|--|---------------------|-------------|-------------------|---------------------|----------------------|---------------|------|---------------|
| 117 | Southeast Travis County Historical Survey | 10/01/12 - 09/30/14 | \$7,500 | \$0 | \$6,000 | \$1,500 | \$15,000 | - | 10/30/2012 |
| 119 | Underage Drinking Prevention Program | 10/01/13 - 09/30/14 | \$161,204 | \$0 | \$35,951 | \$55,000 | \$252,155 | 3.00 | 11/6/2012 |
| 124 | Formula Grant- Indigent Defense Grants Program | 10/01/12 - 09/30/13 | \$441,998 | \$0 | \$0 | \$0 | \$441,998 | - | 11/27/2012 |
| | | | \$610,702 | \$0 | \$41,951 | \$56,500 | \$709,153 | 3.00 | |

*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 |
| 124 | Travis County Veterans' Court | 09/01/12 - 08/31/13 | \$186,000 | \$0 | \$0 | \$0 | \$186,000 | 2.00 | 10/30/2012 |
| 142 | Drug Diversion Court | 09/01/12 - 08/31/12 | \$132,585 | \$0 | \$0 | \$0 | \$132,585 | 1.00 | 10/30/2012 |
| 158 | Parenting in Recovery II | 09/30/12 - 09/29/13 | \$500,000 | \$0 | \$214,286 | \$0 | \$714,286 | 2.00 | 11/6/2012 |
| 158 | Targeted Low Income Weatherization Program (TLIWP) | 10/01/12 - 12/31/12 | \$42,061 | \$0 | \$0 | \$0 | \$42,061 | - | 11/6/2012 |
| 158 | Seniors and Volunteers for Childhood Immunization (SVCI) | 09/01/12 - 08/31/13 | \$8,845 | \$0 | \$0 | \$0 | \$8,845 | 0.14 | 11/20/2012 |
| 158 | Coming of age (DADS) | 09/01/12 - 08/31/13 | \$24,484 | \$24,484 | \$0 | \$0 | \$48,968 | - | 11/20/2012 |

| Dept | Name of Grant | Grant Term | Grant Award | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs | Approval Date |
|------|--|---------------------|-------------|-------------------|---------------------|----------------------|---------------|-------|---------------|
| 158 | DOE Weatherization Program | 04/01/12 - 03/31/13 | \$60,471 | \$0 | \$0 | \$0 | \$60,471 | - | 11/20/2012 |
| 158 | Atmos Energy Share the Warmth | 11/01/12 - 10/31/13 | \$13,188 | \$0 | \$0 | \$0 | \$13,188 | - | 11/20/2012 |
| 139 | Travis County Adult Probation DWI Court | 09/30/12 - 09/29/13 | \$206,515 | \$0 | \$0 | \$0 | \$206,515 | 2.85 | 11/27/2012 |
| 137 | State Criminal Alien Assistance Program-SCAAP 12 | 07/01/10 - 06/30/11 | \$492,999 | \$0 | \$0 | \$0 | \$492,999 | - | 11/27/2012 |
| 147 | "Remembering When" Scholarship | 12/02/12 - 11/01/13 | \$4,000 | \$0 | \$0 | \$0 | \$4,000 | - | 11/27/2012 |
| | | | \$8,710,906 | \$271,325 | \$214,286 | \$0 | \$9,196,517 | 18.08 | |

*Amended from original agreement.

FY 2013 Grants Summary Report

Permission to Continue

| Dept | Name of Grant | Grant Term per Application | Amount requested for PTC | | | Filled FTEs | PTC Expiration Date | Cm. Ct. PTC Approval Date | Cm. Ct. Contract Approval Date | Has the General Fund been Reimbursed? |
|--------|--|----------------------------|--------------------------|--------------------|---------------|-------------|---------------------|---------------------------|--------------------------------|---------------------------------------|
| | | | Personnel Cost | Operating Transfer | Total Request | | | | | |
| 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 | | | | |

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**TRAVIS COUNTY
FY 13 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: | Juvenile Probation/Treatment and Counseling; Assessment Center | |
| Contact Person/Title: | Maya Duff | |
| Phone Number: | 512-854-7046 | |

| | | | |
|---|---|---|--|
| Grant Title: | Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program | | |
| Grant Period: | From: <input type="text" value="Jul 1, 2013"/> | To: <input type="text" value="Jun 30, 2014"/> | |
| Fund Source: | Federal: <input type="checkbox"/> | State: <input type="checkbox"/> | Local: <input checked="" type="checkbox"/> |
| Grantor: | Meadows Foundation | | |
| Will County provide grant funds to a sub-recipient? | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> | |
| Are the grant funds pass-through from 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 | Budgeted County Contribution #595010 (Cash Match) | In-Kind | TOTAL |
|--------------------|------------------|-------------------|---|-------------|------------------|
| Personnel: | \$ 34,306 | \$ 0 | \$ 0 | \$ 0 | \$ 34,306 |
| Operating: | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Capital Equipment: | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Indirect Costs: | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Totals: | \$ 34,306 | \$ 0 | \$ 0 | \$ 0 | \$ 34,306 |
| FTEs: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Permission to Continue Information | | | | | |
|------------------------------------|----------------|----------------|-----------------|------------|---------------------|
| Funding Source (Cost Center) | Personnel Cost | Operating Cost | 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 | | | | | |
|----------------------------------|---|---|-------------------------|-------------------------|-------------------------|
| # | Measure | Actual FY 11 Measure | Projected FY 12 Measure | Projected FY 13 Measure | Projected FY 14 Measure |
| + - | | | | | |
| Applicable Departmental Measures | | | | | |
| 1. | Number of Interns trained | n/a | 0 | 1 | 1 |
| 2. | Average caseload per intern | 0 | 0 | 12 | 12 |
| 3. | Average number of group therapy sessions led per intern | 0 | 0 | 120 | 120 |
| + - | | | | | |
| Measures for the Grant | | | | | |
| 1. | Number of interns in program | 0 | 0 | 1 | 1 |
| Outcome Impact Description | | Psychologists-in-training will provide services and receive specialized training in working with the youth and families of Travis County. | | | |
| 2. | | | | | |
| Outcome Impact Description | | | | | |
| 3. | | | | | |
| Outcome Impact Description | | | | | |

PBO Recommendation:

The Juvenile Probation Department is requesting approval to submit a new grant application to the Meadows Foundation, to help fund an internship program to serve the Department's high risk youth and their families. This grant will supplement a doctoral level internship program that is already operational in the Department and is funded by a five-year grant from the Hogg Foundation for Mental Health.

The total grant from the Meadows Foundation is \$34,306.

The Department intends to seek both internal and external funds starting in 2016 to continue the internship program.

PBO supports approval of this grant application request.

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 one?

This new grant is part of a broader project that was approved by Commissioner's Court in September 2011. The internship program provides trainees with exposure to a broad continuum of care, which includes intake into the juvenile justice system, deferred prosecution programs, detention and court services, residential placement, and community interventions. Interns have the opportunity to provide therapeutic services and develop expertise in working with a unique and culturally diverse population. There is a great need for effective mental health services for youthful offenders throughout the state. By offering comprehensive training in assessment and clinical intervention, the internship program will provide psychologists-in-training with the tools necessary to promote such services throughout the Texas juvenile justice system. Funding from the Meadows Foundation will be used to supplement a multi-year grant awarded by the Hogg Foundation for Mental Health in September 2011. TCJPD will reapply for a second year of funding from the Meadows Foundation in October 2013. For the grant period 7/1/2013-6/30/2014, TCJPD requests \$34,306.

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

For the sister grant associated with this grant application, TCJPD is required to provide a county cost share. In the long term, TCJPD will fund 2 interns from September 2015-August 2016; total costs for this period will be \$78,610. At the end of that year, TCJPD will seek external funding as well as request internal funding to continue to offer internships to pre-doctoral psychology students.

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

No match is required.

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

No. Grant allows for only direct cost expenses in the program.

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

The Department intends to seek both internal and external funds starting in 2016 for the services via proposals submitted to the Federal and State government, as well as private foundations. The County will have an opportunity in the future to invest in the Travis County Internship program.

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

This funding will enhance a current program. This will allow us to provide mental health services to youth entering our care with student interns, increase the community resources for mental health services, and reduce department costs with outside vendors. In addition this will allow best industry practices within the mental health profession and allow Juvenile Probation access to highly trained resources to provide mental health services to our population.

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.

Such a program will expand and enhance the mental health services provided to high risk youth and families as well as become a highly competitive training site for doctoral-level students in psychology.



TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA
Chief Juvenile Probation Officer

ADMINISTRATIVE SERVICES
COURT SERVICES
DETENTION SERVICES
DOMESTIC RELATIONS OFFICE
PROBATION SERVICES
RESIDENTIAL SERVICES
SUBSTANCE ABUSE SERVICES

TO: Aerin Toussaint, PBO
Budget Analyst

FROM: 
Estela P. Medina
Chief Juvenile Probation Officer

THROUGH: 
Maya Duff
Grant Coordinator

SUBJECT: Meadows Foundation Grant Application for the Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program

DATE: November 21, 2012

Travis County Juvenile Probation is submitting an application for funding from the Meadows Foundation for the Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program. Funds from this grant will be used in conjunction with funds from the Hogg Foundation for Mental Health to establish a pre-doctoral internship program at TCJPD. \$34,306 is requested from July 1, 2013-June 30, 2014 to fund one intern.

The goal of the Travis County Juvenile Probation Pre-Doctoral Internship Program is to create a comprehensive training center that promotes the education and eventual licensure of psychologists in Texas. In its inaugural year, 2012-2013, TCJPD offered two internships. By 2014, TCJPD plans to offer four internships to pre-doctoral psychology students.

Please review this item and place it on the **December 4th** Commissioner's Court Agenda for their consideration and signature.

If you have any questions, please contact Maya Duff at 512-854-7046.

CC: Jim Connolly
Rhett Perry
Britt Canary
Darryl Beatty
Dr. Daniel Hoard
Dr. Erin Foley
Dr. April Owen
Sylvia Mendoza
Mike Williams
Lisa Eichelberger
Grant File

THE MEADOWS FOUNDATION

GRANT APPLICATION

While no standard application form is required for applying for a grant from The Meadows Foundation, this *optional* form includes all the information requested in the Grant Application Guidelines. You may download this form, fill in the appropriate information using your own word processing software, and submit it through email or U.S. Mail to the address given at the end of this document. As a reminder, The Meadows Foundation can distribute grants only to qualified public entities or 501(c)(3) charities.

| | |
|----------------------------------|--|
| Contact Name & Title: | Maya Duff, Grant Coordinator |
| Organization Name: | Travis County Juvenile Probation Department |
| Address: | 2515 South Congress Ave. |
| City: | Austin |
| State: | TX |
| Zip Code: | 78704 |
| Phone: | 512-854-7046 |
| Fax: | 512-854-7093 |
| E-mail address: | Maya.Duff@co.travis.tx.us |
| Website address: | http://www.co.travis.tx.us/ |

1. Organization Information:

Travis County Juvenile Probation Department (TCJPD), established in 1957, is charged with processing and adjudicating Travis County youth who violate the law. TCJPD offers services to youth between the ages of 10 and 17 who are involved with juvenile probation. These services include over 30 programs designed to reduce the likelihood that juveniles will re-offend by identifying strengths and targeting specific needs. The majority of youth receiving services through TCJPD are Hispanic (59%) and African-American (24%); almost all come from economically disadvantaged households. Many of the youth have suffered physical, emotional, and sexual abuse or neglect. The most commonly identified mental health concerns amongst youth seen at TCJPD are post-traumatic stress disorder, mood disorders, attention-deficit hyperactivity disorder, conduct and disruptive behavior disorders, and substance related disorders.

TCJPD uses a comprehensive continuum of care that incorporates alternative education, mental health and drug courts, substance abuse services, day treatment programs, in-home family counseling, wrap-around and aftercare services, and numerous collaborations with local partners. Programs include, but are not limited to:

- **Trauma Informed Assessment and Response** to effectively identify juveniles who have experienced trauma and provide appropriate treatment and counseling;
- **Eagle Resource Project** to enhance and expand a continuum of life and vocational opportunities to 15-17 year old juveniles residing in the Intermediate Sanctions Center to allow them to reintegrate successfully back into their communities;

- **Drug Court and In-Home Family Services** to improve the outcome for substance abusing juveniles by improving treatment and family support;
- **Pot of Gold** to allow juvenile offenders to perform community service hours as restitution to victims;
- **Residential Substance Abuse Treatment** to provide safe, secure, and effective interventions to youth in a Department of State Health Services (DSHS) licensed residential treatment program;
- **Juvenile Assessment Center** to provide juveniles with mental health screenings and psychological evaluations that help clarify needs and determine appropriate referrals; and
- **Community Partners for Children** to provide children and families with complex needs a single point of access for information and referrals to community service providers.

The mission of the Travis County Juvenile Probation Department (TCJPD) is to provide for public safety, while effectively addressing the needs of the juvenile offenders, families, and victims of crime. TCJPD is accredited by the American Correctional Association, which is a private, non-profit organization that administers the only national accreditation program for juvenile correctional facilities. It is also a Models for Change site, which is an initiative funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and Casey Family Programs to focus on system-wide reform to hold juveniles accountable for their actions, provide them with rehabilitation services, protect them from harm, increase their life chances, and manage the risk they pose to themselves and to public safety. The divisions of TCJPD include the Domestic Relations Office, Court Services, Probation Services, Detention Services, Residential Services, Treatment and Counseling, and Assessment Services.

The support provided through the Meadows Foundation grant will allow TCJPD to fund an internship position within a doctoral level psychology internship program. This internship program emphasizes effective psychological services for youth and families involved in the Texas juvenile justice system. One of the goals of the program is to successfully obtain accreditation through the American Psychological Association (APA). **An APA accredited internship program at TCJPD will attract well-qualified trainees who wish to remain in or relocate to Texas; these trainees will have the opportunity to gain experience within the juvenile justice setting as they provide needed psychological services to at-risk youth and families.**

Recent accomplishments of TCJPD related to the proposed program include recruiting and initiating training for the first class of psychology interns and receiving membership into the Association of Psychology Postdoctoral and Internship Centers (APPIC). The program is currently on track with its timeline towards APA accreditation.

2. Current Financial Information:

Tax Exempt Status: As a government agency, TCJPD is exempt from taxes. However, there is no certificate to document this.

Certified Audits: See Attachment A; related pages are:

- CAFR FY09: Pages OSI 31 and 35
- CAFR FY10: Pages OSI 31 and 35
- CAFR FY11: Pages OSI 31 and 35

3. Current Operating Budget and Year-to-Date Financial Statements:

Current Operating Budget: See Attachment B. More detail can be provided upon request.

Year-to-Date Financial Statements: These documents will be released to the public in early 2013 at which point they can be provided if necessary. Upon approval of this grant, the resulting contract will be signed by Judge Samuel T. Biscoe (County Judge) and Chief Estela P. Medina (Chief Juvenile Probation Officer).

4. **Market and Customers:** All juveniles served by TCJPD are from Travis County, Texas. The following statistics refer to October 2011-September 2012.

Referral Demographics

| Demographic Category | | FY12 | Percent |
|-----------------------------|------------------|--------------|----------------|
| Gender | Female | 999 | 26% |
| | Male | 2,907 | 74% |
| | Total | 3,906 | 100% |
| Ethnicity | Asian | 15 | 0.4% |
| | African American | 955 | 24% |
| | Hispanic | 2,316 | 59% |
| | Caucasian | 580 | 15% |
| | American Indian | 10 | 0.3% |
| | Other | 30 | 0.8% |
| | Total | 3,906 | 100% |
| Age | 10 | 17 | 0.4% |
| | 11 | 71 | 2% |
| | 12 | 218 | 6% |
| | 13 | 480 | 12% |
| | 14 | 755 | 19% |
| | 15 | 977 | 25% |
| | 16 | 1,192 | 31% |
| | 17 | 182 | 5% |
| | Over 18 | 14 | 0.4% |
| | Total | 3,906 | 100% |

The table below contains statistics for TCJPD's Intermediate Sanctions Center from October 2011-September 2012.

ISC Juveniles Served Demographics

| Demographic Characteristics of Juveniles Served | | FY 12 | |
|--|------------------|---------------|----------------|
| | | Number | Percent |
| Race | African American | 59 | 29% |
| | Caucasian | 24 | 12% |
| | Hispanic | 124 | 60% |
| | Other | 0 | 0% |
| | Total | 207 | 100% |
| Sex | Female | 38 | 18% |
| | Male | 169 | 82% |
| | Total | 207 | 100% |
| Age at Start | 12 yrs | 1 | 0% |
| | 13 yrs | 9 | 4% |
| | 14 yrs | 29 | 14% |

| | | | |
|--|--------------|------------|-------------|
| | 15 yrs | 54 | 26% |
| | 16 yrs | 87 | 42% |
| | 17 yrs | 27 | 13% |
| | Total | 207 | 100% |

TCJPD does not keep statistics on the socioeconomic status of youth.

5. Description of the Proposed Program:

Statement of Need

Approximately 70 percent of youth involved in the juvenile justice system experience mental health disorders (Teplin, Abram, McClelland, Dulcan, & Mericle, 2002; Shufelt¹ & Cacoza, 2006²). Despite this prevalence, only 15-30% of juveniles with a mental health disorder receive treatment while in detention (Grisso, 2008)³. The current economic climate and subsequent challenges facing local and statewide agencies suggest that the juvenile justice system will increasingly become the means through which many Texas youth with mental health issues are identified and receive services. Given this scenario, there is a great need to develop psychological services and expertise to meet the needs of this unique population. Travis County Juvenile Probation Department (TCJPD) seeks to establish an APA accredited internship site to address this need.

There is a lack of APA accredited internship sites for those interested in working with adolescent forensic populations. Further emphasizing the need for TCJPD’s internship site, the state of Texas and particularly the city of Austin has a lack of internship opportunities. This is disproportionate to the number of students who receive their training in Texas and represents a missed opportunity for retaining those students. While the University of Texas at Austin offers three APA accredited clinical doctoral programs, for example, there is currently only one APA accredited internship site in Austin.

Addressing the Need

To address this missed opportunity TCJPD implemented an internship program through funding from the Hogg Foundation for Mental Health in September 2011. This training program, which is currently offering 2 internships for 2012-2013, emphasizes effective psychological services for youth and families involved in the Texas juvenile justice system. TCJPD seeks funding from the Meadows Foundation to offer a third internship for years 3 and 4 (2013-2015) of this program. The duties assigned to this intern include maintaining a caseload of 4-6 youth/families at a time and completing mental health assessments and comprehensive psychological evaluations for youth affiliated with juvenile probation.

Each intern will receive at least two hours of individual supervision from the Department’s three full-time licensed psychologists and will participate in weekly didactic training on topics related to psychodiagnostic assessment, clinical and professional issues, and cultural diversity. Interns will work with youth who have been placed in Detention or Residential services, as well as those who are coming to the facility to complete psychological evaluations, participate in aftercare services, or attend Mental Health or Drug Court. Interns will attend court hearings and work with staff to develop a full understanding of the juvenile justice continuum. Interns will participate as members of an interdisciplinary team comprised of judges, psychiatrists, psychologists, counselors, teachers, and probation officers. Throughout the year, interns will work alongside clinicians while developing professional and clinical competencies.

¹ Teplin, L. A., Abram, K. M., McClelland, G. M., Dulcan, M. K., & Mericle, A. A. (2002). Psychiatric Disorders in Youth in Juvenile Detention, *Archives General Psychiatry*, 59, 1133-1134.

² Shufelt, M. S. & Cacoza, J. (2006). Youth with Mental Health Disorders in the Juvenile Justice System: Results from a Multi-state Prevalence Study. *National Center for Mental Health and Juvenile Justice*.

³ Grisso, T. (2008). Adolescent Offenders with Mental Disorders. *Future Of Children*, 18(2), 143-164.

The training program's clinical rotations are the Male Substance Abuse Treatment Rotation, the Male Behavioral Intervention Rotation, and the Female Behavioral Intervention Rotation. Each clinical rotation is six months in duration. Interns will participate in two rotations during their training year. Rotations assignments will be made during orientation to the internship. Input from interns regarding their prior experiences and professional interests will be utilized to help determine these assignments. Throughout each clinical rotation, interns attend court hearings and work with staff to develop a full understanding of the juvenile justice continuum (i.e., intake, assessment, deferred prosecution, detainment, intervention, reentry, and eventual completion of probation).

While on the **Male Substance Abuse Treatment Rotation**, interns provide individual, group, and family therapy to male residents on two of the substance abuse treatment units of the TCJPD Intermediate Sanctions Center (ISC). The substance abuse units are licensed by the Department of State Health Services (DSHS) to provide substance abuse treatment to post-adjudicated youth. Youth receive one hour of individual therapy, one hour of family intervention (multifamily group), and 20 hours of group therapy (to include chemical dependency and life skills education) per week. In addition, individual family sessions are scheduled as needed. It is anticipated that interns will carry a caseload of 4-6 youth throughout the rotation and will conduct a minimum of three groups per week. Interns will participate in weekly treatment team meetings, create and implement individualized treatment plans, and engage in training and program development.

The **Male Behavioral Intervention Rotation** takes place primarily at the ISC. During this rotation, interns provide individual, group, and family therapy to male residents who are receiving services on secure behavioral intervention units. Youth on the behavioral units participate in a highly structured program that targets individualized treatment goals, pro-social decision making, and problem solving. During this rotation, interns work with youth and families who have specific treatment needs (e.g., those who have become involved in gangs or those who are fathers) and have the opportunity to engage in program development. As with the substance abuse rotation, interns carry a caseload of 4-6 residents, conduct group therapy at least three times per week, participate in weekly treatment team meetings, and develop and carry out individualized treatment plans. An additional component to this rotation entails working and interacting with youth who have been court-ordered into the facility's long-term program. The long-term program is primarily for serious youthful offenders who have been ordered into placement for a period of 12 months or more.

The **Female Behavioral Intervention Rotation** takes place primarily at the ISC. During this rotation, interns provide individual, group, and family therapy to female residents who are receiving services on secure and non-secure behavioral intervention units. Youth on the behavioral units participate in a highly structured program that targets individualized treatment goals, healthy interpersonal interactions, pro-social decision making and problem solving. During this rotation, interns work with youth and families who have specific treatment needs (e.g., those who have experienced trauma, who have become involved in gangs, or who are teen mothers). Interns on this rotations work closely with staff and administrators to enhance the use of gender-responsive programming for female residents. As with the other clinical rotations, interns carry a caseload of 4-6 residents, conduct group therapy at least three times per week, participate in weekly treatment team meetings, and develop and carry out individualized treatment plans. An additional component to this rotation entails aftercare services for females who have completed the secure residential component.

In addition to completing two six-month clinical rotations, all interns participate in a 12-month minor rotation in **Psychodiagnostic Assessment**. Approximately 8 hours of each work week are dedicated to this rotation and interns are expected to complete a series of mental health assessments and full psychological batteries over the course of the training year. During the training year, interns complete approximately 3 full psychological batteries, 3 partial psychological evaluations (i.e., cognitive or emotional evaluations), and 10 mental health assessments.

TCJPD is seeking APA accreditation for this internship program with the knowledge that an APA accredited training site will draw psychologists-in-training from both local and national doctoral training programs. Ultimately, TCJPD's goal is to create a comprehensive training center that promotes the education and eventual licensure of psychologists in Texas. TCJPD obtained APPIC membership in November 2012 and seeks to obtain APA accreditation in 2015.

6. Targets and Outcomes:

TCJPD's goal is to add a third intern, funded by the Meadows Foundation, to its internship program beginning with the 2013-2014 internship class. Funds from the Hogg Foundation for Mental Health and TCJPD will be used to fund the remaining intern positions during the 2013-2014 training year. Ultimately, it is the department's goal to have four intern positions by 2014, with the Meadows Foundation funding one internship position in the 2014-2015 training year as well. The growth of the internship program includes a plan for sustainability, with the department expecting to fund intern positions in 2014.

| Training Year | Number of Interns | Funding Source |
|---------------------------|-------------------|--|
| 2012-2013 (current class) | 2 | Hogg Foundation – 2 intern positions |
| 2013-2014 | 3 | Hogg Foundation – 2 intern positions Meadows Foundation – 1 intern position |
| 2014-2015 | 4 | Hogg Foundation – 3 intern positions Meadows Foundation – 1 intern position |
| 2015-2016 | 4 | Hogg Foundation – 2 intern positions TCJPD – 2 intern positions |

TCJPD has applied for and been awarded APPIC membership. At this point, the department is beginning the APA accreditation process. TCJPD expects to be accredited by APA by 2015. With an established internship program, TCJPD will be able to attract psychologists in training to Austin and promote the eventual licensure of psychologists in Texas.

Interns will work with youth and families who are affiliated with the juvenile probation department, providing individual, group, and family therapy. The internship training years begin and end in July.

The vital functions of the interns within the department are as follows:

- To provide direct clinical care to a caseload of approximately 4-6 youth and families per rotation (approximately 15 youth per year for each intern);
- To ensure that youths' behavioral and emotional difficulties are adequately identified and appropriate intervention is implemented;
- To provide crisis intervention services for youth in a timely and thorough manner;
- To ensure that potentially suicidal youth are properly identified and referred to Medical Services for evaluation;
- To provide substance abuse education and treatment to youth with identified substance abuse needs;
- To provide cognitive behavioral group interventions at least three times per week;
- To provide staff development training once per clinical rotation on a topic to be selected by the intern in consultation with his/her supervisor;
- To complete all required documentation in accordance with policies and standards;
- To complete psychological evaluations and integrated reports within identified timelines;
- To ensure compliance with professional and other applicable standards; and
- To engage in program development efforts to help enhance the services provided to youth and families.

7. Key Individuals:

- Estela P. Medina, Chief Juvenile Probation Officer, Female, Hispanic
- Darryl Beatty, Deputy Chief Probation Officer, Male, African-American
- Britt Canary, Deputy Chief Probation Officer, Male, White
- Erin Foley, Ph.D., ABPP, Training Director, Female, White
- April Owen, Psy.D., Psychologist, Female, White

- Daniel Hoard, Ph.D., Psychologist, Male, White

8. Specific Dollar Amount Requested from the Foundation and Date Payment is Needed:

\$68,803 is needed over the course of 2 years. The payments are needed as follows:

| Amount | Date Needed |
|----------|-------------|
| \$34,306 | 7/1/2013 |
| \$34,497 | 7/1/2014 |

9. Project Budget:

Detailed Meadows Foundation Budget

| Expense Categories | Year 1: 7/1/2013-6/30/2014 |
|-----------------------|------------------------------|
| | Amount |
| Intern Stipend | \$28,000 |
| Intern Benefits | |
| FICA | \$1,736 |
| Retirement | \$3,788 |
| WCI (law) | \$376 |
| Medicare | \$406 |
| Total Expenses | \$34,306 |
| Expense Categories | Year 2: (7/1/2014-6/30/2015) |
| | Amount |
| Intern Stipend | \$28,000 |
| Intern Benefits | |
| FICA | \$1,736 |
| Retirement | \$3,979 |
| WCI (law) | \$376 |
| Medicare | \$406 |
| Total Expenses | \$34,497 |

Total Program Budget

The following table details the budget for the total project, including funds from the Hogg Foundation for Mental Health, TCJPD, and Meadows Foundation. This detailed budget allocates funds requested from the Meadows Foundation according to the fiscal year in which the funds fall.

| | Fiscal Year 2013 (9/1/2012- 8/31/2013) |
|--|---|
| Expense Categories | Amount |
| Psychological Services | \$26,182 |
| Intern Stipends and Benefits | \$72,666 |
| APPIC Membership/APA Accreditation fees | \$1,185 |
| Conference Fees and Travel | \$8,502 |
| Consultant Fees | \$6,000 |
| Intern Professional Development | \$1,000 |
| Overhead | \$12,544 |
| Total Expenses | \$128,079 |
| | |
| Revenue Categories* | Amount |
| Hogg Foundation | \$119,639 |
| Meadows Foundation | \$5,718 |
| Travis County Juvenile Probation Department | \$2,722 |
| Total Revenues | \$128,079 |
| | |
| | Fiscal Year 2014 (9/1/2013- 8/31/2014) |
| Expense Categories | Amount |
| Psychological Services | \$25,000 |
| Intern Stipends and Benefits | \$101,286 |
| APPIC Membership/APA Accreditation fees | \$7,446 |
| Conference Fees and Travel | \$8,214 |
| Consultant Fees | \$4,000 |
| Intern Professional Development | \$1,500 |
| Overhead | \$8,080 |

| | |
|---|---|
| Total Expenses | \$155,526 |
| Revenue Categories* | Amount |
| Hogg Foundation | \$115,921 |
| Meadows Foundation | \$34,338 |
| Travis County Juvenile Probation Department | \$5,267 |
| Total Revenues | \$155,526 |
| | Fiscal Year 2015 (9/1/2014- 8/31/2015) |
| Expense Categories | Amount |
| Intern Stipends and Benefits | \$129,170 |
| APPIC Membership/APA Accreditation fees | \$7,446 |
| Conference Fees and Travel | \$6,198 |
| Intern Professional Development | \$2,000 |
| Overhead | \$2,000 |
| Total Expenses | \$146,814 |
| Revenue Categories* | Amount |
| Hogg Foundation | \$105,822 |
| Meadows Foundation | \$28,748 |
| Travis County Juvenile Probation Department | \$12,244 |
| Total Revenues | \$146,814 |

10. List All Entities Asked to Give Financial Support for the Proposed Project:

TCJPD and the Hogg Foundation for Mental Health have made commitments to this program for the following amounts.

Hogg Foundation for Mental Health

- September 2011 – August 2012: \$48,405
- September 2012 – August 2013: \$119,639

- September 2013 – August 2014: \$115,921
- September 2014 – August 2015: \$105,822
- September 2015 – August 2016: \$74,946

TCJPD

- September 2011 – August 2012: \$936
- September 2012 – August 2013: \$2,722
- September 2013 – August 2014: \$5,297
- September 2014 – August 2015: \$12,244
- September 2014 – August 2015: \$78,610

11. Plans to Support the Project After the Grant Period:

This program began with a grant from the Hogg Foundation for Mental Health to fund 2 interns. Supplemental Meadows Foundation funds are requested for years 3 and 4 of this grant. These funds will enable TCJPD to fully establish its internship program; upon exhaustion of grant funding, Travis County Juvenile Probation Department plans seek internal and external funds to continue the program.

12. Plan to Evaluate the Project:

Ultimately, this program will be evaluated by recruitment and successful hiring of psychology interns, training of interns that is consistent with APPIC guidelines and APA standards, and APA accreditation (expected: 2015).

Recruitment of interns 2013 APPIC Match & Post – Match Vacancy Service

The department is registered with the National Matching Service (NMS), the organization through which potential interns are matched with internship sites. The department is operating in accordance with the guidelines of APPIC and NMS and will follow the timelines set by these organizations as it moves through the process of recruiting interns for the 2013-2014 training year.

Apply for APA accreditation by June 1, 2014; approved for site visit by December 1, 2014; and site visit completed in spring of 2015

Internship programs that are seeking accreditation by the American Psychological Association cannot apply for accreditation until after their first internship class has completed training. Therefore, the earliest the department could submit its application and self-study is fall of 2013.

The department is working with a consultant to help prepare its self-study and to ensure that the internship program is operating in accordance with APA guidelines and standards. It is the department’s goal to apply for APA accreditation by June 1, 2014. This timeline will allow for collection of data required by APA regarding the first internship class’s training experience as well as a thorough review of the self-study by all necessary parties. It is anticipated that the APA site visit will occur no later than spring 2015.

13. Please email the grant application and additional documentation to grants3003@mfi.org or mail to:

**Grants Administration Department
The Meadows Foundation
3003 Swiss Avenue
Dallas, Texas 75204-6090**

214-826-9431, (1-800-826-9431 outside the Dallas area)

214-827-7042 (fax)

www.mfi.org

Attachment A:

This grant application will be submitted electronically. Attachment A will be full CAFRs from FY09-FY11. These documents are each 270 pages; only the pages toward which the grant application directs reviewers are attached as hard copies in this review packet.

| | Budgeted Amounts Final | Actual Amounts | Variance with Final Budget Positive (Negative) |
|--|---------------------------------------|---------------------------|---|
| <u>Voter Registration</u> | | | |
| Revenues: | | | |
| Intergovernmental | \$ 115,352 | \$ 166,329 | \$ 50,977 |
| Total revenues | <u>115,352</u> | <u>166,329</u> | <u>50,977</u> |
| Expenditures: | | | |
| Current: | | | |
| General government | 157,002 | 133,722 | 23,280 |
| Capital outlay | <u>14,484</u> | <u>12,051</u> | <u>2,433</u> |
| Total expenditures | <u>171,486</u> | <u>145,773</u> | <u>25,713</u> |
| Excess (deficiency) of revenues over expenditures | <u>(56,134)</u> | <u>20,556</u> | <u>76,690</u> |
| Other financing sources (uses): | | | |
| Transfers in | 15,782 | 15,782 | - |
| Transfers out | <u>(15,782)</u> | <u>-</u> | <u>15,782</u> |
| Total other financing sources (uses) | <u>-</u> | <u>15,782</u> | <u>15,782</u> |
| Net change in fund balance | (56,134) | 36,338 | 92,472 |
| Fund balance - beginning of year | <u>75,657</u> | <u>75,657</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 19,523</u> | <u>\$ 111,995</u> | <u>\$ 92,472</u> |
| | | | |
| <u>Juvenile Fee</u> | | | |
| Revenues: | | | |
| Charges for services | \$ 19,000 | \$ 11,473 | \$ (7,527) |
| Investment income | <u>9,000</u> | <u>12,259</u> | <u>3,259</u> |
| Total revenues | <u>28,000</u> | <u>23,732</u> | <u>(4,268)</u> |
| Expenditures: | | | |
| Current: | | | |
| Justice system | <u>370,719</u> | <u>631</u> | <u>370,088</u> |
| Total expenditures | <u>370,719</u> | <u>631</u> | <u>370,088</u> |
| Excess (deficiency) of revenues over expenditures | <u>(342,719)</u> | <u>23,101</u> | <u>365,820</u> |
| Net change in fund balance | (342,719) | 23,101 | 365,820 |
| Fund balance - beginning of year | <u>342,719</u> | <u>342,719</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ -</u> | <u>\$ 365,820</u> | <u>\$ 365,820</u> |

(continued)

| | <u>Budgeted Amounts Final</u> | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|--|---------------------------------------|---------------------------|---|
| <u>Court Reporter Service</u> | | | |
| Revenues: | | | |
| Charges for services | \$ 350,000 | \$ 361,054 | \$ 11,054 |
| Investment income | 4,500 | 5,088 | 588 |
| Total revenues | <u>354,500</u> | <u>366,142</u> | <u>11,642</u> |
| Expenditures: | | | |
| Current: | | | |
| Justice system | <u>417,373</u> | <u>401,925</u> | <u>15,448</u> |
| Total expenditures | <u>417,373</u> | <u>401,925</u> | <u>15,448</u> |
| Excess (deficiency) of revenues over expenditures | <u>(62,873)</u> | <u>(35,783)</u> | <u>27,090</u> |
| Net change in fund balance | (62,873) | (35,783) | 27,090 |
| Fund balance - beginning of year | <u>151,868</u> | <u>151,868</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 88,995</u> | <u>\$ 116,085</u> | <u>\$ 27,090</u> |

Juvenile Deferred Prosecution

| | | | |
|--|-----------------|------------------|------------------|
| Revenues: | | | |
| Charges for services | \$ 6,500 | \$ 5,770 | \$ (730) |
| Investment income | 1,000 | 1,978 | 978 |
| Total revenues | <u>7,500</u> | <u>7,748</u> | <u>248</u> |
| Expenditures: | | | |
| Current: | | | |
| Justice system | <u>59,789</u> | <u>-</u> | <u>59,789</u> |
| Total expenditures | <u>59,789</u> | <u>-</u> | <u>59,789</u> |
| Excess (deficiency) of revenues over expenditures | <u>(52,289)</u> | <u>7,748</u> | <u>60,037</u> |
| Net change in fund balance | (52,289) | 7,748 | 60,037 |
| Fund balance - beginning of year | <u>52,645</u> | <u>52,645</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 356</u> | <u>\$ 60,393</u> | <u>\$ 60,037</u> |

(continued)

| | <u>Budgeted Amounts Final</u> | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|--|---------------------------------------|---------------------------|---|
| <u>Voter Registration</u> | | | |
| Revenues: | | | |
| Intergovernmental | \$ 175,021 | \$ 113,921 | \$ (61,100) |
| Total revenues | <u>175,021</u> | <u>113,921</u> | <u>(61,100)</u> |
| Expenditures: | | | |
| Current: | | | |
| General government | 175,743 | 128,112 | 47,631 |
| Capital outlay | <u>7,256</u> | <u>6,554</u> | <u>702</u> |
| Total expenditures | <u>182,999</u> | <u>134,666</u> | <u>48,333</u> |
| Excess (deficiency) of revenues over expenditures | <u>(7,978)</u> | <u>(20,745)</u> | <u>(12,767)</u> |
| Net change in fund balance | (7,978) | (20,745) | (12,767) |
| Fund balance - beginning of year | <u>111,995</u> | <u>111,995</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 104,017</u> | <u>\$ 91,250</u> | <u>\$ (12,767)</u> |

Juvenile Fee

| | | | |
|----------------------|---------------|---------------|----------------|
| Revenues: | | | |
| Charges for services | \$ 12,000 | \$ 9,135 | \$ (2,865) |
| Investment income | <u>6,606</u> | <u>1,747</u> | <u>(4,859)</u> |
| Total revenues | <u>18,606</u> | <u>10,882</u> | <u>(7,724)</u> |

Expenditures:

| | | | |
|--|------------------|-------------------|-------------------|
| Current: | | | |
| Justice system | <u>383,703</u> | <u>-</u> | <u>383,703</u> |
| Total expenditures | <u>383,703</u> | <u>-</u> | <u>383,703</u> |
| Excess (deficiency) of revenues over expenditures | <u>(365,097)</u> | <u>10,882</u> | <u>375,979</u> |
| Net change in fund balance | (365,097) | 10,882 | 375,979 |
| Fund balance - beginning of year | <u>365,820</u> | <u>365,820</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 723</u> | <u>\$ 376,702</u> | <u>\$ 375,979</u> |

(continued)

| | <u>Budgeted Amounts Final</u> | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|--|---------------------------------------|---------------------------|---|
| <u>Court Reporter Service</u> | | | |
| Revenues: | | | |
| Charges for services | \$ 348,000 | \$ 378,023 | \$ 30,023 |
| Investment income | 4,176 | 630 | (3,546) |
| Total revenues | <u>352,176</u> | <u>378,653</u> | <u>26,477</u> |
| Expenditures: | | | |
| Current: | | | |
| Justice system | 419,775 | 403,393 | 16,382 |
| Total expenditures | <u>419,775</u> | <u>403,393</u> | <u>16,382</u> |
| Excess (deficiency) of revenues over expenditures | <u>(67,599)</u> | <u>(24,740)</u> | <u>42,859</u> |
| Net change in fund balance | (67,599) | (24,740) | 42,859 |
| Fund balance - beginning of year | <u>116,085</u> | <u>116,085</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 48,486</u> | <u>\$ 91,345</u> | <u>\$ 42,859</u> |
| <u>Juvenile Deferred Prosecution</u> | | | |
| Revenues: | | | |
| Charges for services | \$ 5,000 | \$ 7,105 | \$ 2,105 |
| Investment income | 831 | 283 | (548) |
| Total revenues | <u>5,831</u> | <u>7,388</u> | <u>1,557</u> |
| Expenditures: | | | |
| Current: | | | |
| Justice system | 65,876 | - | 65,876 |
| Total expenditures | <u>65,876</u> | <u>-</u> | <u>65,876</u> |
| Excess (deficiency) of revenues over expenditures | <u>(60,045)</u> | <u>7,388</u> | <u>67,433</u> |
| Net change in fund balance | (60,045) | 7,388 | 67,433 |
| Fund balance - beginning of year | <u>60,393</u> | <u>60,393</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 348</u> | <u>\$ 67,781</u> | <u>\$ 67,433</u> |

(continued)

25

| | Budgeted Amounts Final | Actual Amounts | Variance with Final Budget Positive (Negative) |
|--|---------------------------------------|---------------------------|---|
| <u>Voter Registration</u> | | | |
| Revenues: | | | |
| Intergovernmental | \$ 244,060 | \$ 112,662 | \$ (131,398) |
| Total revenues | <u>244,060</u> | <u>112,662</u> | <u>(131,398)</u> |
| Expenditures: | | | |
| Current: | | | |
| General government | 140,165 | 81,005 | 59,160 |
| Total expenditures | <u>140,165</u> | <u>81,005</u> | <u>59,160</u> |
| Excess (deficiency) of revenues over expenditures | <u>103,895</u> | <u>31,657</u> | <u>(72,238)</u> |
| Net change in fund balance | 103,895 | 31,657 | (72,238) |
| Fund balance - beginning of year | <u>91,250</u> | <u>91,250</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 195,145</u> | <u>\$ 122,907</u> | <u>\$ (72,238)</u> |

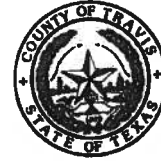
Juvenile Fee

| | | | |
|--|------------------|-------------------|----------------------------------|
| Revenues: | | | |
| Charges for services | \$ 7,500 | \$ 4,911 | \$ (2,589) |
| Investment income | 1,650 | 2,803 | 1,153 |
| Total revenues | <u>9,150</u> | <u>7,714</u> | <u>(1,436)</u> |
| Expenditures: | | | |
| Current: | | | |
| Justice system | 385,690 | - | 385,690 |
| Total expenditures | <u>385,690</u> | <u>-</u> | <u>385,690</u> |
| Excess (deficiency) of revenues over expenditures | <u>(376,540)</u> | <u>7,714</u> | <u>384,254</u> |
| Net change in fund balance | (376,540) | 7,714 | 384,254 |
| Fund balance - beginning of year | <u>376,702</u> | <u>376,702</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 162</u> | <u>\$ 384,416</u> | <u>\$ 384,254</u> (continued) |

| | Budgeted Amounts Final | Actual Amounts | Variance with Final Budget Positive (Negative) |
|--|---------------------------------------|---------------------------|---|
| <u>Court Reporter Service</u> | | | |
| Revenues: | | | |
| Charges for services | \$ 366,000 | \$ 367,397 | \$ 1,397 |
| Investment income | 890 | 1,534 | 644 |
| Total revenues | <u>366,890</u> | <u>368,931</u> | <u>2,041</u> |
| Expenditures: | | | |
| Current: | | | |
| Justice system | 431,026 | 429,021 | 2,005 |
| Total expenditures | <u>431,026</u> | <u>429,021</u> | <u>2,005</u> |
| Excess (deficiency) of revenues over expenditures | <u>(64,136)</u> | <u>(60,090)</u> | <u>4,046</u> |
| Net change in fund balance | (64,136) | (60,090) | 4,046 |
| Fund balance - beginning of year | <u>91,345</u> | <u>91,345</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 27,209</u> | <u>\$ 31,255</u> | <u>\$ 4,046</u> |
| <u>Juvenile Deferred Prosecution</u> | | | |
| Revenues: | | | |
| Charges for services | \$ 7,000 | \$ 7,640 | \$ 640 |
| Investment income | 239 | 425 | 186 |
| Total revenues | <u>7,239</u> | <u>8,065</u> | <u>826</u> |
| Expenditures: | | | |
| Current: | | | |
| Justice system | 74,951 | - | 74,951 |
| Total expenditures | <u>74,951</u> | <u>-</u> | <u>74,951</u> |
| Excess (deficiency) of revenues over expenditures | <u>(67,712)</u> | <u>8,065</u> | <u>75,777</u> |
| Net change in fund balance | (67,712) | 8,065 | 75,777 |
| Fund balance - beginning of year | <u>67,781</u> | <u>67,781</u> | <u>-</u> |
| Fund balance - end of year | <u>\$ 69</u> | <u>\$ 75,846</u> | <u>\$ 75,777</u> |

(continued)

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



700 Lavaca, Ste. 1560
P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Maya Duff, Juvenile Probation Department
FROM: Aerin-Renee Toussaint, Budget Analyst
DATE: November 2, 2012
RE: Grant Budget information

The Planning and Budget Office is still in the process of publishing the FY 13 Adopted Budget.

I understand that you are applying for a grant that requires the Current Operating budget.

Since the final public document is not yet prepared, I've attached the appropriate pages from the FY 13 Proposed Budget (which contains the same numbers as the Adopted Budget), a comparable page from the FY 12 Adopted Budget, and a sheet with the Adopted Budgets history from FY 10-13.

Adopted Budgets FY 10-13

| | FY 10 | FY 11 | FY 12 | FY 13 | Diff FY 13-12 |
|---------------|--------------|--------------|--------------|--------------|----------------------|
| Personnel | \$26,538,166 | \$28,571,943 | \$28,653,195 | \$30,308,096 | \$1,654,901 |
| Operating | \$4,493,902 | \$4,449,148 | \$5,090,319 | \$5,316,009 | \$225,690 |
| CAR (Capital) | \$817,000 | \$187,933 | \$232,933 | \$294,618 | \$61,685 |
| Fund Total | \$31,849,068 | \$33,209,024 | \$33,976,447 | \$35,918,723 | \$1,942,276 |

Travis County

FY 2013 Proposed Budget

| Fund # | Funds Center # | Comm. Item # | Commitment Item Description | FY 2011 Actual Expenditures | FY 2012 Actual Expenditures | FY 2013 Proposed Budget |
|--|----------------|--------------|-----------------------------|-----------------------------|-----------------------------|-------------------------|
| JvP Dom Rel Off Legal Svcs-GF Total | | | | 0 | 247,065 | 0 |
| JvP CAR-JuvSvs GF | | | | | | |
| Operating | | | | | | |
| 0001 | 1458000001 | 510230 | Ofc Sup/Eqp-CO | 0 | 1,157 | 0 |
| 0001 | 1458000001 | 510260 | Safety Sup&Eqp | 0 | 0 | 211,725 |
| 0001 | 1458000001 | 510310 | Software | 0 | 4,580 | 0 |
| 0001 | 1458000001 | 511530 | Bldg Reprs&Mnt | 103,568 | 154,101 | 82,893 |
| 0001 | 1458000001 | 520110 | CapOut-InstitutnlEqp | 31,860 | 0 | 0 |
| Operating Total | | | | 135,428 | 159,838 | 294,618 |
| JvP CAR-JuvSvs GF Total | | | | 135,428 | 159,838 | 294,618 |
| Juvenile Probation Total | | | | 31,786,169 | 30,437,455 | 35,918,723 |

Emergency Services

Emrg Svcs Tech and Comm-GF

Personnel

| | | | | | | |
|------|------------|--------|----------------------|---------|--------|--------|
| 0001 | 1470010001 | 500010 | Sal-Elctd/Apptd Ofcl | 130,302 | 0 | 0 |
| 0001 | 1470010001 | 500050 | Sal-Reg Emp | 267,449 | 76,805 | 83,788 |
| 0001 | 1470010001 | 503010 | Longvty Pay-All Emps | 2,856 | 0 | 0 |
| 0001 | 1470010001 | 505011 | Comp Abs | 4,140 | 0 | 0 |
| 0001 | 1470010001 | 506010 | FICA Tax-OASDI | 22,890 | 4,581 | 5,195 |
| 0001 | 1470010001 | 506020 | FICA Tax-Mdcr | 5,858 | 1,071 | 1,215 |
| 0001 | 1470010001 | 506030 | Med Ins Benefit | 33,304 | 5,918 | 6,755 |
| 0001 | 1470010001 | 506040 | Life Ins Benefit | 435 | 91 | 99 |
| 0001 | 1470010001 | 506050 | Retmnt Contribution | 46,751 | 9,323 | 10,800 |
| 0001 | 1470010001 | 506060 | Workers Comp | 784 | 150 | 163 |

Personnel Total

514,569 97,939 108,015

Operating

| | | | | | | |
|------|------------|--------|----------------------|-----------|-----------|-----------|
| 0001 | 1470010001 | 510060 | Comm Sup&Eqp | 43,663 | 47,952 | 33,419 |
| 0001 | 1470010001 | 510070 | CmpEqp & Peripherals | 0 | 60 | 0 |
| 0001 | 1470010001 | 510100 | Electrical Sup&Eqp | 0 | 99 | 0 |
| 0001 | 1470010001 | 510200 | Ofc Eqp | 0 | 139 | 0 |
| 0001 | 1470010001 | 510220 | Ofc Sup | 0 | 15 | 0 |
| 0001 | 1470010001 | 510230 | Ofc Sup/Eqp-CO | 8,333 | 2,129 | 0 |
| 0001 | 1470010001 | 510310 | Software | 1,098 | 0 | 150 |
| 0001 | 1470010001 | 511270 | Notary Sv | 102 | 0 | 0 |
| 0001 | 1470010001 | 511530 | Bldg Reprs&Mnt | 1,619,445 | 1,569,062 | 1,849,686 |
| 0001 | 1470010001 | 511570 | RadiosTVCommReprsMnt | 59,843 | 56,239 | 88,277 |
| 0001 | 1470010001 | 511620 | Oth Eqp Reprs&Mnt | 952,850 | 1,013,492 | 1,013,492 |
| 0001 | 1470010001 | 511670 | Rent-Oth Mach & Eqp | 92 | 175 | 150 |
| 0001 | 1470010001 | 511700 | Cell(Air) Time Usage | 2,067 | 121 | 1,032 |
| 0001 | 1470010001 | 511710 | Cell Allowance | 1,050 | 0 | 360 |
| 0001 | 1470010001 | 511720 | Long distance | 0 | 0 | 15 |
| 0001 | 1470010001 | 511971 | Oth Pur Sv-CO | 2,879 | 0 | 0 |
| 0001 | 1470010001 | 512040 | Pf Membership | 100 | 0 | 275 |
| 0001 | 1470010001 | 512050 | Rg Confs/Sems | 1,150 | 630 | 695 |
| 0001 | 1470010001 | 512090 | Travel-Lodging Meals | 1,577 | 513 | 1,080 |
| 0001 | 1470010001 | 512100 | Travel-Mileage | 3,360 | 853 | 1,534 |

Operating Total

2,697,609 2,691,479 2,990,165

Emrg Svcs Tech and Comm-GF Total

3,212,178 2,789,418 3,098,180

Emrg Svcs Fire Marshal-GF

Personnel

| | | | | | | |
|------|------------|--------|----------------------|---------|---------|---------|
| 0001 | 1470020001 | 500050 | Sal-Reg Emp | 431,073 | 419,515 | 443,538 |
| 0001 | 1470020001 | 500060 | Sal-Term Pay Reg Emp | 0 | 6,503 | 0 |

Adopted Budgets FY 09-12

| | FY 09 | FY 10 | FY 11 | FY 12 | Diff FY 12-11 |
|-----------|--------------|--------------|--------------|--------------|----------------------|
| Personnel | \$26,300,290 | \$26,538,166 | \$28,571,943 | \$28,653,195 | \$81,252 |
| Operating | \$4,630,933 | \$4,493,902 | \$4,449,148 | \$5,090,319 | \$641,171 |
| CAR | \$663,000 | \$817,000 | \$187,933 | \$232,933 | \$45,000 |
| Total | \$31,594,223 | \$31,849,068 | \$33,209,024 | \$33,976,447 | \$767,423 |
| FTE | 435.50 | 433.50 | 457.50 | 457.50 | 0.00 |

FY 12 Budget Issues

The FY 12 Adopted Budget for the Department includes an increase of \$767,423 which is a 2.3% increase over the FY 11 Adopted Budget.

Highlights of a \$81,252 increase in personnel expense include:

- An increase of \$127,629 for changes in the County’s life insurance and retirement contributions for departmental FTE to maintain the same benefit level;
- A net increase of \$51,614 for adjustments to the department’s hospitalization budget based on actuarial determined cost of healthcare based on the coverage selected by employees during open enrollment;
- A decrease of \$89,683 from a reallocation from personnel to operating budget within the department’s FY 12 budget submission; and
- A decrease of \$8,308 for the removal of one-time salary expenses awarded in FY 11.

Highlights of a \$641,171 increase in operating expense include:

- An increase of \$551,488 to restore temporary reductions related to the plan to mitigate the impact of the reduction of Title IV-E resources. This action is part of a multi-year plan; and
- An increase \$89,683 from a reallocation from personnel to operating budget within the department’s FY 12 budget submission.

In addition, the FY 12 Adopted Budget continues a \$250,000 Juvenile Justice Reserve to provide the Juvenile Probation department resources to address some of the challenges from the unsettled issues within the State’s Juvenile Justice System. The reserve was first established in the FY 10 and has remained unspent. Since it still may be needed it has been continued for FY 12.

FY 12 Capital

The FY 12 Adopted Budget contains \$232,933 budgeted directly in the department consisting of \$30,700 rebudgeted for the repair of metal frame windows and one exterior stairwell at the Gardner-Betts Facility, \$26,000 rebudgeted for the replacement of five institutional dormitory doors, \$24,420 rebudgeted for purchase of a point of service database for food service and \$9,813 for parking lot asphalt repairs. New resources consist of \$60,000 for compressor replacement, \$32,400 for HVAC unit replacement, \$26,000 for unit door replacement, and \$23,600 for mandated fire safety modifications.



**TRAVIS COUNTY
FY 13 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 type="checkbox"/> | Amendment: <input checked="" type="checkbox"/> |
| Check One: | New Grant: <input type="checkbox"/> | Continuation Grant: <input checked="" type="checkbox"/> |
| Department/Division: | HHSVS / FSS | |
| Contact Person/Title: | Lisa Sindermann / Financial Analyst Lead | |
| Phone Number: | 854-4594 | |

| | | | |
|--|---|---|---------------------------------|
| Grant Title: | Comprehensive Energy Assistance Program (CEAP) | | |
| Grant Period: | From: <input type="text" value="Jan 1, 2012"/> | To: <input type="text" value="Dec 31, 2012"/> | |
| Fund Source: | Federal: <input checked="" type="checkbox"/> | State: <input type="checkbox"/> | Local: <input type="checkbox"/> |
| Grantor: | Texas Department of Housing & Community Affairs | | |
| Will County provide grant funds to a sub-recipient? | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> | |
| Are the grant funds pass-through from another agency? If yes, list originating agency below. | Yes: <input checked="" type="checkbox"/> | No: <input type="checkbox"/> | |
| Originating Grantor: | U. S. Department of Health and Human Services | | |

| Budget Categories | Grant Funds | County Cost Share | Budgeted County Contribution #595010 (Cash Match) | In-Kind | TOTAL |
|--------------------|--------------|-------------------|---|---------|--------------|
| Personnel: | \$ 309,061 | \$ 0 | \$ 0 | \$ 0 | \$ 309,061 |
| Operating: | \$ 4,237,111 | \$ 0 | \$ 0 | \$ 0 | \$ 4,237,111 |
| Capital Equipment: | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Indirect Costs: | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Totals: | \$ 4,546,172 | \$ 0 | \$ 0 | \$ 0 | \$ 4,546,172 |
| FTEs: | 4.00 | 0.00 | 0.00 | 0.00 | 4.00 |

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

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

| Performance Measures | | | | | |
|----------------------------------|---|---|-------------------------|-------------------------|-------------------------|
| # | Measure | Actual FY 11 Measure | Projected FY 12 Measure | Projected FY 13 Measure | Projected FY 14 Measure |
| Applicable Departmental Measures | | | | | |
| 1. | Number of Households receiving utility assistance | 28,358 | 15,000 | 15,000 | 15,000 |
| 2. | | | | | |
| 3. | | | | | |
| Measures for the Grant | | | | | |
| 1. | Number of Households receiving utility assistance through the three grant components, Household Crisis, Co-Pay and Elderly/Disabled | 5,003 | 5,128 | 5,128 | 5,128 |
| Outcome Impact Description | | Utility assistance provided by this program is to address a household crisis situation regarding energy bills; provide copayment or multiple term energy payments for the household in order to achieve energy self-sufficiency | | | |
| 2. | | | | | |
| Outcome Impact Description | | | | | |
| 3. | | | | | |
| Outcome Impact Description | | | | | |

PBO Recommendation:

This contract amendment moves funds within the approved grant contract to the budget category of "direct services." This will result in an additional 276 households in Travis County receiving energy utility assistance through the end of this fiscal year. PBO recommends approval of this contract amendment.

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 one?

The program assists low-income households with heating and cooling energy utility assistance and this amendment 2 should assist an additional 276 households within Travis County more than amendment 1. This amendment is the approval of a budget adjustment request that HHSVS processed moving the budgeted amount for the Assurance 16 category into the Direct Services categories to assist in fully expending the program award.

The program funding helps in assisting low-income families and individuals meet the goal of energy self-sufficiency. Program guidelines allow households to seek utility assistance to address a crisis situation relating to household energy bills or the household's situation may need a copayment or multiple payment term to achieve energy self-sufficiency.

The department also utilizes funding from this CEAP program for providing clients with case management services to address other household issues other than those encompassing energy needs.

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

No additional funds are required.

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.

There is no County match required and no commitment by the Court to fund services if funds are discontinued.

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

This grant's funding source (Texas Department of Housing and Community Affairs) only allows for reimbursement costs related to salaries of current and/or temporary staff performing allowable functions associated with case management, administrative and direct services support (outreach). There is no indirect cost allocation.

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

Yes

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

N/A

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.

Travis County Health and Human Services & Veterans Service Family Support Services division staff performs client eligibility interviews with clients seeking assistance provided by this program and the other programs available through the department. These CEAP grant funds provide household utility assistance through the three utility assistance program components.

The CEAP program funding represents the department's largest program source for utility assistance. Funding made available from this program has a dramatic impact on the number of requests that can be met by the department for utility assistance from Travis County residents.



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE**

100 North I.H. 35
P. O. Box 1748
Austin, Texas 78767

Sherri E. Fleming
County Executive
(512) 854-4100
Fax (512) 854-4115

DATE: November 14, 2012

TO: MEMBERS OF THE COMMISSIONERS COURT

FROM:

Sherri E. Fleming
Sherri E. Fleming, County Executive

Travis County Health and Human Services and Veterans Service

SUBJECT: Acceptance of 2012 Comprehensive Energy Assistance Program (CEAP)
Grant Contract Amendment 2

Proposed Motion: Consider and take appropriate action to approve the contract amendment 2 with Texas Department of Housing and Community Affairs (TDHCA) for the Comprehensive Energy Assistance Program Grant for 2012.

Summary and Staff Recommendation: Staff requests the acceptance of this contract amendment 2 from the Texas Department of Housing and Community Affairs. This amendment approves the requested budget adjustment that HHSVS processed transferring the anticipated unspent funds from the Assurance 16 budget category to the Direct Services categories. With this change, there will be assistance for an additional 276 households to be served using this program funding. The budget adjustment was processed to assist in fully expending the program award

These CEAP grant funds are used to respond to increased requests for utility assistance from County residents who have a household income level at or below 125% of the current Federal Poverty Income Guidelines and who are unable to meet their household energy needs.

Budgetary and Fiscal Impact: We are able to use the CEAP funds for direct services, administration, and outreach services. The funds for administration and direct services support are budgeted in the corresponding salary and benefits GL accounts with specific IO numbers. The direct services will be budgeted in the utility assistance GL

account with corresponding IO numbers. No matching funds are required. The contract period is 01/01/12 through 12/31/12.

Issues and Opportunities: We utilize CEAP funds for direct service assistance, administrative costs, and direct services support or outreach. The Health and Human Services & Veterans Service department has provided the CEAP program and its great value to the community for the past seventeen years. The department coordinates its efforts with community resources such as faith-based organizations and other local agencies providing services to low-income residents of Travis County to ensure residents will attain the assistance they are seeking.

Within the present program year, we were able to assist more than 1,929 households within Travis County. The operation of this grant allows our department the ability to provide assistance to clients who are experiencing an energy-related hardship, and provide case management services to clients utilizing the co-payment and in some instances the elderly/disabled components. The aim of such services, to assist clients in obtaining energy self-sufficiency, is consistent with the goal of the Travis County Health and Human Services and Veterans Service department.

It should be noted that this is the seventeenth year that the CEAP contract has been electronically made available to Travis County. Therefore, in addition to the Commissioners Court authorizing Judge Biscoe to sign the hard copy of the contract amendment, it is also necessary for the Judge to authorize the County Purchasing Agent to sign off on the electronically transmitted contract.

cc: Leslie Browder, County Executive, Planning and Budget Office
Diana Ramirez, Budget Analyst Sr., Planning and Budget Office
Nicki Riley, CPA, Travis County Auditor
Jose Palacios, Chief Assistant County Auditor
Michelle Gable, Auditor Analyst II, County Auditors Office
Cyd Grimes, C.P.M., CPPO, Travis County Purchasing Agent
Scott Worthington, Travis County Purchasing Office
Mary Etta Gerhardt, Assistant County Attorney
Jim Lehrman, Social Services Director, Family Support Services

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
CONTRACT NO. 58120001374 FOR THE
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)
AMENDMENT NUMBER: 2

SECTION 1.

This Amendment Number 2 to CEAP Contract No.58120001374 is made by and between the Texas Department of Housing and Community Affairs, a public and official agency of the State of Texas (hereinafter the "Department") and Travis County , a political subdivision of the State of Texas (the "Subrecipient"), (hereinafter, collectively the "Parties").

SECTION 2.

Subrecipient and Department executed that certain CEAP Contract No. 58120001374 ("Contract") to be effective on 10/18/2012

SECTION 3.

Under the authority described in Section 8 of the Contract and for valuable consideration, the receipt and sufficiency which are hereby acknowledged, the Parties hereby agree to [further] amend the Contract in the manner provided herein below:

1. Exhibit A, BUDGET, to the Contract is amended by replacing in its entirety with the amended Exhibit A, BUDGET, attach hereto (consisting of two (2) pages).

SECTION 4.

The Parties hereto agree that all other terms of the Contract shall be and remain in full force and effect as therein set forth and shall continue to govern except to the extent that said terms conflict with the terms of this Second Amendment. In the event this Second Amendment and the terms of the Contract [as amended by the Second Amendment] are in conflict, this Second Amendment shall govern, unless it would make the Contract void by law.

SECTION 5.

Each capitalized term not expressly defined herein shall have the meaning given to such term in the Contract.

SECTION 6.

This Second Amendment may be executed in several counterparts, each of which shall be deemed to be an original copy, and all of which together shall constitute one agreement binding on Parties, notwithstanding that all the Parties shall not have signed the same counterpart.

SECTION 7.

If any of the Parties returns this copy by facsimile machine or electronic transmission, the signing party intends the copy of its authorized signature printed by the receiving machine or the electronic transmission to be its original signature.

SECTION 8.

By signing this Second Amendment, the Parties expressly understand and agree that its terms shall become a part of the Contract as if it were set forth word for word therein.

SECTION 9.

This Second Amendment shall be binding upon the Parties hereto and their respective successors and assigns.

SECTION 10.

This Second Amendment is executed to be effective on the date of execution by the authorized representative for the Department.

AGREED TO AND EXECUTED BY:

Travis County
a political subdivision of the State of Texas

BY: Samuel T. Biscoe, Travis County Judge on
Date

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

a public and official agency of the State of Texas

By:

Title: Its duly authorized officer or representative

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
CONTRACT NO. 58120001374 FOR THE FY 2012
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)
EXHIBIT A BUDGET
Travis County, a political subdivision of the State of Texas

DEPARTMENT FINANCIAL OBLIGATIONS

 \$ 4,546,172.00 CEAP FUNDS CURRENTLY AVAILABLE
 \$ 1,200.00 TRAINING TRAVEL ALLOWANCE FUNDS CURRENTLY AVAILABLE

BUDGET FOR AVAILABLE ALLOCATIONS

| BUDGET CATEGORY | FUNDS | % |
|--------------------------|------------------------|----------|
| Administration | \$ 284,061.00 | - |
| Assurance 16 | \$ 0.00 | - |
| Direct Services | \$ 4,260,911.00 | - |
| TOTAL CEAP BUDGET | \$ 4,544,972.00 | - |

| BUDGET CATEGORY | FUNDS | % |
|------------------------------|------------------------|---------------|
| Household Crisis | \$ 1,823,270.00 | 42.79 |
| Co-payment | \$ 89,000.00 | 2.09 |
| Elderly and Disabled | \$ 2,323,641.00 | 54.53 |
| Direct Service Support | \$ 25,000.00 | 0.59 |
| TOTAL DIRECT SERVICES | \$ 4,260,911.00 | 100.00 |

Subrecipient's service area consists of the following Texas counties:

TRAVIS

Administrative costs, salaries, fringe benefits, non-training travel, equipment, supplies, audit and office space are limited to 6.00% of the contract expenditures, excluding Training/Travel costs.

Assurance 16 Activities costs are limited to 5.00% of the contract expenditures excluding Training and Travel costs. Direct Services Support costs are limited to 5.00% of total Direct Services expenditures.

Expenditures for Elderly/Disabled must be at least 10% of Direct Service Dollars expended. Household Crisis and Co-Payment Percentage will be established by Subrecipient. Direct Services Support (may not exceed 5% of Direct Services dollars expended).

Department's prior written approval for purchase or lease of equipment with an acquisition cost of \$5,000 and over is required. Approval of this budget does not constitute prior approval for such purchases..

Funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility.

Subrecipient is limited to only one budget revision request during the first 6 months of the Contract Period. A second and final budget revision must be received by the Department on or before November 16, 2012.

Subrecipient shall provide outreach services under all components in this category. Failure to do so may result in contract termination. Subrecipient must document outreach, whether the outreach is conducted with "Direct Service Support" funds or other funds.



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

| | | |
|------------------------------|--|---|
| Check One: | Application Approval: <input type="checkbox"/> | Permission to Continue: <input type="checkbox"/> |
| | Contract Approval: <input type="checkbox"/> | Status Report: <input checked="" 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: | Juvenile Probation/Food Services | |
| Contact Person/Title: | Maya Duff | |
| Phone Number: | 512-854-7046 | |

| | | | |
|---|---|---|---------------------------------|
| Grant Title: | The National School Lunch/Breakfast Program and USDA School Commodities Program | | |
| Grant Period: | From: <input type="text" value="Jul 1, 2012"/> | To: <input type="text" value="Jun 30, 2013"/> | |
| Fund Source: | Federal: <input checked="" type="checkbox"/> | State: <input type="checkbox"/> | Local: <input type="checkbox"/> |
| Grantor: | Texas Department of Agriculture | | |
| Will County provide grant funds to a sub-recipient? | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> | |
| Are the grant funds pass-through from another agency? If yes, list originating agency below. | Yes: <input checked="" type="checkbox"/> | No: <input type="checkbox"/> | |
| Originating Grantor: | United States Department of Agriculture | | |

| Budget Categories | Grant Funds | County Cost Share | Budgeted County Contribution #595010 (Cash Match) | In-Kind | TOTAL |
|--------------------|-------------------|-------------------|---|-------------|-------------------|
| Personnel: | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Operating: | \$ 217,219 | \$ 0 | \$ 0 | \$ 0 | \$ 217,219 |
| Capital Equipment: | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Indirect Costs: | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Totals: | \$ 217,219 | \$ 0 | \$ 0 | \$ 0 | \$ 217,219 |
| FTEs: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Permission to Continue Information | | | | | |
|------------------------------------|----------------|----------------|-----------------|------------|---------------------|
| Funding Source (Cost Center) | Personnel Cost | Operating Cost | 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 | | | | | |
|--|--|--|-------------------------|-------------------------|-------------------------|
| # | Measure | Actual FY 11 Measure | Projected FY 12 Measure | Projected FY 13 Measure | Projected FY 14 Measure |
| + - Applicable Departmental Measures | | | | | |
| 1. | Average daily population for program | 121 | 129 | 132 | n/a |
| 2. | | | | | |
| 3. | | | | | |
| + - Measures for the Grant | | | | | |
| 1. | Number of children enrolled in program | 1,156 | 1,050 | 1,154 | n/a |
| Outcome Impact Description | | The number of youth determines lunch and breakfast meals to be reimbursed by the Texas Department of Agriculture. This figure has not yet been projected for FY14. | | | |
| 2. | Number of Operating Days this Year | 365 | 366 | 365 | 365 |
| Outcome Impact Description | | Meals are served every day of the calendar year; the additional day in 2012 accounts for Leap Year. | | | |
| 3. | | | | | |
| Outcome Impact Description | | | | | |

PBO Recommendation:

The Juvenile Probation Department is requesting Commissioners Court ratification of a change to the annual contract with the Texas Department of Agriculture for the USDA Commodity Program and the National School Lunch Program/School Breakfast Program. The grant was originally approved by Commissioners Court on September 4, 2012. The Department is adding a new authorized representative to the grant's Certificate of Authority form so that this individual can request school meal reimbursements. This action will allow the new food service manager to effectively carry out job duties.

PBO recommends approval of the request to update the form.

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 one?

This is an ongoing grant to provide financial assistance to Travis County in providing school age children with nutritious meals. The County is reimbursed based on the number of meals served to qualified juveniles. The USDA commodities portion of the program (\$10,744) provides donated food items to the Juvenile Probation Department. The Breakfast Lunch program, which is a reimbursement program, is \$206,475.

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

The county is required to provide meals to juveniles held in detention and residential. This grant offsets food costs that would otherwise need to be funded by the County.

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

No county match is required.

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

The grant does not allow for indirect costs. The contract is strictly based on reimbursement for qualified meals served.

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

Providing meals to juveniles held in detention and residential will not stop if this contract ends. If the contract ended, the County would incur the full cost for each meal served.

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

N/A. This is not a new program.

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

This grant reduces the overall cost to the County to provide required meals to juveniles held in detention and residential.



TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA
Chief Juvenile Probation Officer

ADMINISTRATIVE SERVICES
COURT SERVICES
DETENTION SERVICES
PROBATION SERVICES
RESIDENTIAL SERVICES
SUBSTANCE ABUSE SERVICES
DOMESTIC RELATIONS OFFICE
JUVENILE JUSTICE
ALTERNATIVE EDUCATION
PROGRAM

TO: Aerin Toussaint, PBO
Budget Analyst

FROM: Estela P. Medina
Estela P. Medina
Chief Juvenile Probation Officer

THROUGH: Maya Duff
Maya Duff
Program Coordinator

SUBJECT: Certificate of Authority Signature Form for the National School Lunch/Breakfast Program

DATE: November 13, 2012

The Commissioner's Court approved the FY13 funding for the National School Lunch/Breakfast Program on September 4, 2012. At the time of the award, the food service manager position was vacant. This position has typically been the representative to request reimbursement meals under the program. Deputy Chief Britt Canary has been the only representative listed on the Certificate of Authority form since the position has been vacant. The food service manager position has been filled by Declan O'Reilly and the department is requesting to add her as an authorized representative. The Texas Department of Agriculture requires the County Judge (as the contractual authority) to sign the updated Certificate of Authority authorizing Declan O'Reilly to request school meal reimbursements.

The purpose of this program is to offset the cost to the County for meals provided to juveniles held in detention or the Leadership Academy, a program of the Juvenile Probation Department. There is no County match associated with this program.

Please review the Certification of Authority and place it on the **December 4th** Commissioner's Court agenda for their consideration.

CC: Jim Connolly
Britt Canary
Rhett Perry
Lisa Eichelberger
Declan O'Reilly
Grant File

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Texas Department of Agriculture
Certificate of Authority for External Users

FND-101

TODD STAPLES, COMMISSIONER

| | | | |
|-------------|--|---|--|
| SECA | ¹ CONTRACTING ENTITY (CE) NAME | | |
| | Legal Name | DBA Name | |
| | Travis County Juvenile Probation Department | Travis County Juvenile - Gardner House | |
| | ² CONTRACTING ENTITY (CE) IDENTIFIER | | |
| CE ID | Check here if new applicant to programs | ESC Region | |
| 01282 | <input type="checkbox"/> | 13 | |

| | | | | | |
|---|---|-------------------------------------|--------------------------|-------------------|---------------|
| TO ADD A NEW USER OR MODIFY AN EXISTING USER, COMPLETE THE FOLLOWING: | | | | | |
| ¹ USER INFORMATION | | | | | |
| First Name | Middle Initial | Last Name | | | |
| Declan | C | O'Reilly | | | |
| Title | TX-UNPS User ID (if modifying an existing user) | | | | |
| Food Services Manager | doreilly10 | | | | |
| Business E-mail (For new users, logon information will be emailed to this address.) | | Business Phone | Extension | | |
| declan.oreilly@co.travis.tx.us | | (512) 854 - 5669 | | | |
| Signature of User | | | | Date (mm/dd/yy) | |
| | | | | 11-01-2012 | |
| ² REPRESENTATIVE TYPE (Must be participating in Program.) | | | | | |
| SECTION B | School Nutrition Programs (SNP) Groups | | | Add | Remove |
| | SNP CE Admin | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| | SNP CE Support | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| | Food Service Management Company (FSMC) Representative | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | Education Service Center (ESC) Representative | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| | Food Distribution Program (FDP) Groups | | | Add | Remove |
| | FDP CE Admin | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | FDP CE Direct Ship | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | FDP Coop | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | FDP Processor/Broker | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | FDP Contracted Warehouse | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| | FDP Food Bank | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| | Child and Adult Care Food Program (CACFP) Groups | | | Add | Remove |
| | CACFP <u>Center</u> CE Admin | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | CACFP <u>Center</u> CE Support | <input type="checkbox"/> | <input type="checkbox"/> | | |
| CACFP <u>Day Care Home</u> (DCH) CE Admin | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| CACFP <u>Day Care Home</u> (DCH) CE Support | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| CACFP Read Only | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Summer Food Service (SFSP) Groups | | | Add | Remove | |
| SFSP CE Admin | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| SFSP CE Support | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| SFSP CE Read Only | <input type="checkbox"/> | <input type="checkbox"/> | | | |

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| | | | |
|----------------------------|--|----------------|---------------------------|
| SEC C | TO REMOVE AN EXISTING USER, COMPLETE THE FOLLOWING: | | |
| | ¹ USER INFORMATION | | |
| | First Name Rhoda | Middle Initial | Last Name Sween |
| TX-UNPS User ID (if known) | | | |

This document becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023, and 559.004.)

| | | |
|---|---|-----------------|
| SECTION D | ¹ APPROVAL SIGNATURE (Only required if adding or removing a user, or if changing security groups.) | |
| | The representative designated above, and myself, acknowledge that each is individually authorized on behalf of the contracting organization to make written agreements with the Texas Department of Agriculture (TDA) to operate a food program, to sign documents or reports about the agreement and to present claims for reimbursement, when appropriate, to the agency. | |
| | By signing this document, we certify individually and collectively that to the best of our knowledge and belief, all documents submitted physically or electronically on behalf of the above named contracting organization pursuant to our participation in any and all programs administered by Food and Nutrition Division, TDA, are/will be true and correct in all respects, that they are/will be available to support any and all claims and that we will not submit claims (excluding amended/adjusted claims) for goods or services for which we have already received payment. We recognize that we are fully responsible for any excess amounts which may result from errors made in relation to the completion and submission of claims. We are also aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes. | |
| | We further understand that user IDs and passwords are specific to the individual and will not be shared. | |
| Name of Highest Contracting Entity Official (example: Superintendent, President of Board, etc.) (Print) Samuel T. Biscoe | | |
| Signature of Highest Contracting Entity Official | | Date (mm/dd/yy) |

| | | | |
|------------------|---|------------------------------------|-----------------|
| SECTION F | ¹ TDA INTERNAL USE ONLY | | |
| | <input type="checkbox"/> Approved | Signature – TDA F&N Representative | Date (mm/dd/yy) |
| | <input type="checkbox"/> Disapproved | | |
| | User ID Created | | Date (mm/dd/yy) |
| | User ID Deleted | | Date (mm/dd/yy) |
| User ID Updated | | Date (mm/dd/yy) | |

Please mail or fax this form to:
 Texas Department of Agriculture, Food and Nutrition Division,
 P.O. Box 12847
 Austin, TX 78711
 Fax No.: 888-203-6593

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