

## ITEM 4



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 01/08/2013, 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. Grant application to the National Prison Rape Elimination Act (PREA) Resource Center for A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards grant program in Juvenile Probation;
- B. Grant application to the Substance Abuse and Mental Health Services Administration (SAMHSA) to continue the Juvenile Treatment Drug Court in Juvenile Probation;
- C. Permission to continue the Comprehensive Energy Assistance Program (CEAP) in Health and Human Services until a fully executed contract is obtained from the Texas Department of Housing and Community Affairs.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Item A is an application for a new grant that will allow the Juvenile Probation department to enhance training and other organizational changes to be in compliance with the Prison Rape Elimination Act (PREA). Item B is an application for the fourth year of the Juvenile Treatment Drug Court program in Juvenile Probation. Item C is a permission to continue the Comprehensive Energy Assistance program in HHS through the end of March. Funding is expected in early 2013.

### **STAFF RECOMMENDATIONS:**

PBO recommends approval.

### **ISSUES AND OPPORTUNITIES:**

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

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

None of the grants this week require a funding match. Item C needs up to \$229,196 of General Fund funding until a contract can be fully executed. At that time those expenditures will be reclassified against grant funding.

**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 #
<b>A</b>		A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards	4/1/2013-3/31/2014	\$100,000	\$0	\$0	\$0	\$100,000	-	R	MC	6
<b>B</b>	145	Juvenile Treatment Drug Court	9/30/2013-9/29/2014	\$199,970	\$0	\$0	\$0	\$199,970	-	R	MC	43
Dept.	Grant Title	Grant Term on Application	Personnel Cost	Operating Transfer	Total Request	Filled FTE	PTC Expiration Date	Notes	Auditor's Assessment	Page #		

**Permission to Continue**

<b>C</b>	158	Comprehensive Energy Assistance Program	1/1/2013-12/31/2013	\$29,196	\$200,000	\$229,196	4	3/31/2013	R	EC	78
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\*\* This request will temporarily use General Fund resources for grant program related operating expenses. Expenses will be made in the General Fund and reclassified against the grant once funds are available.

**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
145	Juvenile probation Pre-Doctoral Psychology Internship Program	7/1/13- 6/30/14	\$34,306	\$0	\$0	\$0	\$34,306	-	12/4/2012
			\$645,008	\$0	\$41,951	\$56,500	\$743,459	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
158	Comprehensive Energy Assistance Program (CEAP)*	1/1/12- 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	4.00	12/4/2012
145	National School Lunch/Breakfast Program*	7/1/12- 6/30/13	\$217,219	\$0	\$0	\$0	\$217,219	-	12/4/2012
158	Title IV-E Child Welfare Services	10/01/12 - 09/30/13	\$36,488	\$81,190	\$0	\$0	\$117,678	-	12/11/2012
137	2012 Byrne Justice Assistance Grant	10/01/12 - 09/30/15	\$86,000	\$0	\$0	\$0	\$86,000	-	12/18/2012
158	2012 Phase 30 Emergency Food and Shelter Program	04/01/12 - 03/31/13	\$25,000	\$0	\$0	\$0	\$25,000	-	12/18/2012
140	Safe Havens: Supervised Visitation and Safe Exchange program*	10/1/10- 9/30/13	\$400,000	\$0	\$0	\$0	\$400,000	-	12/28/2012
			\$14,021,785	\$352,515	\$214,286	\$0	\$14,588,586	22.08	

\*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	Yes
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	Yes
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	Yes
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	Yes
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	Yes
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	Yes
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**

<b>Check One:</b>	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
<b>Check One:</b>	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
<b>Department/Division:</b>	Juvenile Probation	
<b>Contact Person/Title:</b>	Maya Duff/Grant Coordinator	
<b>Phone Number:</b>	512-854-7046	

<b>Grant Title:</b>	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards		
<b>Grant Period:</b>	From: <input type="text" value="Apr 1, 2013"/>	To: <input type="text" value="Mar 31, 2014"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	National PREA Resource Center		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Originating Grantor:</b>	United States Department of Justice, Bureau of Justice Assistance		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 100,000
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 100,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 100,000</b>
<b>FTEs:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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	Reviewed by Janice Cohoon.
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
<b>Applicable Departmental Measures</b>					
1.	Number of staff members receiving comprehensive training on PREA standards	n/a	n/a	220	220
2.	Number of residents receiving orientation training.	n/a	n/a	1903	1960
3.	Number of residents from ISC and Halfway House participating in interactive workshops	n/a	n/a	268	276
4.	Percentage of new hired screened using screening tool purchased through grant	n/a	n/a	100	100
<b>Measures for the Grant</b>					
1.	Number of staff members receiving comprehensive training on PREA standards	n/a	n/a	220	220
Outcome Impact Description		To strengthen staff's ability to identify signs of potential sexual misconduct, prevent sexual abuse, and offer support to residents to ensure compliance with PREA standards.			
2.	Number of residents receiving orientation training.	n/a	n/a	268	276
Outcome Impact Description		Every juvenile starting detention and the Intermediate Sanction Center will be informed on ways to identify and prevent sexual abuse.			
3.	Number of residents from ISC and Halfway House participating in interactive workshops	n/a	n/a	268	276
Outcome Impact Description		Continued education will help the Intermediate Sanctions Center resident identify, prevent and address sexual abuse.			
4.	Percentage of new hired screened using screening tool purchased through grant	n/a	n/a	100	100
Outcome Impact Description		All newly hired staff will be screened on potential boundary issues or sexual misconduct that would indicate that they are not appropriate to work in direct care of incarcerated juveniles.			

**PBO Recommendation:**

The Juvenile Probation Department seeks Commissioners Court approval to apply for a grant from the National PREA Resource Center to receive funds to provide training and implement tools to promote compliance with the Prison Rape Elimination Act (PREA). The PREA standards became mandatory in 2012, and the department will be audited on these standards beginning in 2013.

The \$100,000 grant award would pay for training, including conferences, webinars, and a sustained online learning system within the Juvenile Probation Department. The department also plans to purchase a screening tool to use in the hiring process to identify candidates for employment with potential boundary issues or sexual misconduct. The department will also work to create informational media with youth currently involved with the Juvenile Probation Department.

The grant program does not have an indirect cost allocation, and no county match is required. PBO recommends approval of this grant application.

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

The goal of this program is to create a sustainable system of training for staff members and education for residents in order to comply with Prison Rape Elimination Act (PREA) standards. This grant fits into the current activities of the department since PREA compliance is mandatory for the department. This will be a new program.

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

There are no long term County funding requirements of the grant. However, after grant funds are exhausted TCJPD will still need to meet PREA compliance. If necessary, internal and external funds will be sought in order to meet compliance.

**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 indirect costs are requested.

**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.**

This program will not end upon termination of grant funding. The training and education proposed will be sustainable without additional funding from the County. Departmental resources, such as staff time, will be used to continue the activities of the grant. TCJPD will seek internal and external funds as necessary to continue to meet PREA standards.

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

PREA standards became mandatory in 2012 and will begin to be audited in 2013.

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 program will ensure that staff members are well trained and can address the standards of PREA. It will ensure residents are educated about sexual misconduct and are able to identify and respond to it. It will enable TCJPD to screen out candidates with potential boundary issues or sexual misconduct. It will enable TCJPD to fully comply with PREA standards.



# 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  
Estela P. Medina  
Chief Juvenile Probation Officer

THROUGH: Maya Duff  
Maya Duff  
Grant Coordinator

SUBJECT: A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards  
Grant Application to the National PREA Resource Center

DATE: December 18, 2012

The Travis County Juvenile Probation Department is submitting an application for funding from the National PREA Resource Center for the A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards program. \$100,000 is requested to support this project from 4/1/2013-3/31/2014.

The goal of A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards is to build upon current organizational strengths to establish an organizational climate that understands and promotes compliance with the Prison Rape Elimination Act (PREA). Funding will be used for staff training, resident education, program monitoring, and an employee screening tool.

Please review this item and place it on the **January 8th** 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  
Sylvia Mendoza  
Lisa Eichelberger  
Grant File

**Travis County Juvenile Probation Department**  
**A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards**  
**Program Narrative**

**Executive Summary**

Travis County Juvenile Probation Department (TCJPD) will use grant funds to build upon its current practices and establish an organizational climate that understands and promotes compliance with the Prison Rape Elimination Act (PREA) to reinforce zero tolerance of sexual abuse and ensure victims of sexual abuse are supported and treated. In order to instill the values of complying with PREA into its organizational culture, TCJPD will implement a sustainable system of training for staff and education for residents with a focus on protecting and educating its population. TCJPD will regularly monitor its progress to ensure that its policies, procedures, and activities are all on track to meet and exceed full PREA compliance.

Training staff members will strengthen their ability to identify signs of potential sexual misconduct, prevent sexual abuse, and offer support to residents. **This training will include participation in conferences and webinars and the creation of an online learning system within TCJPD.** In addition to participating in training led by external experts, TCJPD will employ the train the trainer model so that staff members can educate one another on information they receive from various PREA trainings.

To ensure that all staff members' core values are in line with TCJPD's desire to protect its youth, **TCJPD will use a screening tool on potential new hires to identify individuals with potential boundary issues or sexual misconduct. As a safeguard, TCJPD will also plan for mental health services for any youth identified as a victim.**

TCJPD's resident education program will inform residents about sexual abuse and provide a support system for them through hands on workshops utilizing a variety of educational materials. **TCJPD youth will also work with a local agency to create an informational video on identifying, preventing, and addressing sexual abuse.** This video will be available as an educational resource for youth involved with TCJPD. Finally, **TCJPD will make an informational brochure on the identification and prevention of sexual abuse available to residents and their families who are involved with TCJPD.** All aspects of the resident education program will be modified to meet the special needs of the TCJPD population including adaptations for Spanish speakers and those with hearing/vision impairments or learning disabilities.

TCJPD will continuously monitor progress in complying with PREA standards. This will be done through the PREA audit tool for measuring compliance that is slated to be released in 2013 as well as **through technical assistance near the end of the grant cycle.** The proposed project will result in a comprehensive systematic approach to meeting full PREA compliance. By enhancing the ability of TCJPD and its staff to identify and prevent incidents of sexual abuse, TCJPD will develop a strong foundation of knowledge and skills upon which it can continue to build after grant funds have been exhausted. Involving residents in an education program will help them identify the potential risk of victimization

while offering them the skills and support necessary to prevent and address sexual abuse. Regular monitoring through the PREA audit tool, as well as meetings within TCJPD, will ensure that TCJPD is aware of the effectiveness with which it implements the standards of PREA.

### **Agency Profile**

TCJPD operates three facilities that house residents: Detention Services, the Intermediate Sanctions Center (ISC), and the Boys' Halfway House. All three of these facilities are part of the proposed project. Detention Services is a 14 unit pre-adjudication facility that has 120 beds. Two units are solely designated for housing females, four units are solely designated for males, and the remaining eight units may hold either gender depending on housing needs. This facility provides short-term housing and care for children ages 10-17 that are not receiving adequate adult supervision, are likely to abscond, are a danger to the community, or are detained pending court action or other administrative procedures. Detention Services provides a safe, secure environment including health care, meals, and structured programs. Juveniles are expected to participate in scholastic and recreational activities. In Fiscal Year 2012 (FY12), the average daily population (ADP) in Detention Services was 54 (42 males, 12 females).

The ISC, a post-adjudication secure correctional facility, has 118 beds. This facility provides residential care and treatment for juveniles who are court ordered into the facility. It has three distinct tracts: the substance abuse treatment program (licensed by the Department of State Health Service), the behavioral program, and the sex offender program. Throughout the ISC, cognitive behavioral interventions are implemented to address the individualized needs of juveniles and their families. Youth are taught to implement cognitive self-change skills in which they practice identifying and changing thoughts and attitudes that may lead to problematic behaviors and/or difficult emotions. The curricula used in the ISC facilitate change through social learning, cognitive education, and active problem solving. Additionally, the ISC provides a supportive environment that fosters behavioral change, academic success, vocational training, job readiness skills, life skills, and family support. Youth are encouraged to assess the impact of their decisions and behaviors on themselves, their families, and the community. Parental involvement and responsibility are key components of the overall program. All ISC programs are for males and females. In FY 12, the ADP of the ISC was 73 (59 males, 14 females).

A third facility, the Boys' Halfway House, is a post-adjudication non-secure facility that has 10 beds. This facility focuses on preparing residents for reentry into the community. It offers skills and vocational training, including several certification programs, to enable its residents to obtain employment upon release. In FY12, the ADP of the Boys' Halfway House was 7.

### **Agency Readiness**

Travis County Juvenile Probation Department (TCJPD) has been fully committed to the implementation of PREA standards since before their release. TCJPD's Compliance Unit has been responsible for coordinating the PREA process; they have been regularly reviewing available PREA information in order to stay up to date on the requirements. Staff members department-wide have participated in numerous PREA trainings and information sessions since May 2010, including webinars, regional trainings, and national trainings. These trainings include, but are not limited to: Addressing Sexual Abuse of Youth in

Custody: Training for Trainers (conference in Austin, Texas), PREA Standards and Policy Development Guidelines for Lesbian, Gay, Bisexual and Transgender Youth in Custody (webinar), and Human Resources and Administrative Investigations Training (conference in Washington, D.C). In early 2013, TCJPD will host an intensive training for staff members to educate them on what PREA is and how it will impact them directly. TCJPD also has plans to attend trainings in 2013; a statewide intensive training in January is of interest. TCJPD's Compliance Unit has been communicating regularly with the Director and Assistant Director of the Project on Addressing Prison Rape, as well as individuals from the National PREA Resource Center, to gain feedback on TCJPD's readiness and plans to implement PREA standards.

TCJPD has a culture that promotes dignity, respect, safety, and security. As a result, it already meets many criteria of PREA and is committed to exceeding the standards. As a response to the PREA initiative in 2010, TCJPD adapted its policy to mandate zero tolerance towards all forms of sexual abuse (PREA Standard 115.311). TCJPD also requires background checks for employees and assurances from new staff members that they have not been involved in any misconduct regarding sexual abuse (PREA Standard 115.317). Contracts with outside entities for the confinement of residents are in the process of being updated to obligate entities to comply with PREA standards; to date five out of sixteen residential contracts have been fully executed (PREA Standard 115.312). Travis County has a large Spanish speaking population and Spanish translation is currently available for residents and their families (PREA Standard 115.316). Prior to the release of PREA standards, TCJPD had already met many of the components of standards related to medical and mental health services (PREA Standards 115.381-383).

TCJPD established a PREA Compliance Team to identify the most pressing needs of the department and to prioritize the activities that will be part of PREA implementation. Together, the PREA Compliance Team determined that training for staff, education for residents, and policy revisions were the most important steps in furthering the culture of TCJPD to empower residents and staff and to promote compliance with PREA. The PREA self-assessment has been completed, giving TCJPD an idea of where gaps in compliance exist and where priorities need to be placed. TCJPD also has a multidisciplinary workgroup that determined which areas grant funds would be most beneficial.

TCJPD did not submit information to the Bureau of Justice Statistics for the latest report on Sexual Violence Reported by Correctional Authorities. In the last four years, there have been no founded cases of sexual abuse or sexual harassment in the department. TCJPD is committed to preventing sexual assault and harassment and is ready to mandate full PREA compliance. A video monitoring system has been budgeted and will be installed in the summer of 2013. This will also assist TCJPD in meeting PREA Standard 115.313.

TCJPD has been collaborating with other locally operated juvenile facilities in Texas to review the best practices of other departments around the state. TCJPD has been actively researching available PREA information, is very involved in maintaining communication with advisors, and is committed to meeting and exceeding PREA standards through interdepartmental collaboration. TCJPD has an expectation of excellence and continuous improvement for all staff; this expectation has allowed the department to comply with standards promulgated by the Texas Juvenile Justice Department (TJJD) as well as receive

accreditation by the American Correctional Association (ACA). TCJPD practices constant vigilance to ensure that it continues to meet all of these standards.

The National PREA Resource Center identifies three key steps that are generally followed by agencies desiring to fully comply with PREA standards: assess, plan, and implement. TCJPD has completed the “assess” phase by conducting the self-assessment and meeting with key staff members to identify the department’s needs and discuss gaps in policies and practices. Throughout the course of this grant, TCJPD will continue to assess its progress by using the anticipated PREA monitoring tool and hiring outside technical assistance to provide feedback on the department’s policies and practices. Regarding the planning phase, TCJPD has held multiple meetings with key staff members to prioritize the needs of divisions within the department in implementing PREA standards. TCJPD has also been using *Implementing the Prison Rape Elimination Act: A Toolkit for Juvenile Agencies and Facilities* to determine how to address gaps in compliance. TCJPD has begun to set long and short-term goals, detailed in the following section, and will continue to do so as the process of PREA compliance evolves. The first three months of this grant will be devoted to planning. Finally, TCJPD has already implemented many practices in the process of selection, hiring, promotion, and evaluation of all staff to ensure that its culture of excellence is maintained. TCJPD will continue to implement the plan to have full PREA compliance as trainings and resources become available.

### **Agency Self-Assessment**

Travis County Juvenile Probation Department’s (TCJPD’s) self-assessment is the result of months of collaborative meetings by staff department-wide as well as the recent completion of the self-assessment toolkit *Implementing the Prison Rape Elimination Act: A Toolkit for Juvenile Agencies and Facilities*.

Upon release of the PREA standards, the Compliance Unit at TCJPD met with the Chief Juvenile Probation Officer, Deputy Chief Juvenile Probation Officers, and General Counsel to present a white paper describing PREA standards. As a result of this meeting, Deputy Chiefs followed up with their respective teams to select staff to comprise the PREA Compliance Team.

During PREA Compliance Team meetings, which have taken place regularly since July 2012, key staff members used the PREA standards as a guideline to determine where improvements are needed and which staff members will be responsible for addressing each need. Gaps in compliance, as well as TCJPD’s plans to address the gaps, were found in the following areas:

#### *Prevention Planning*

- Contracting with other agencies for confinement: Contracts are in the process of being updated to require other agencies to comply with PREA.
- Supervision: The current staffing plan is under review. TCJPD must annually review this plan to ensure that it includes components mentioned in the PREA standards. A video monitoring system has also been budgeted for.

- **Limits to cross-gender viewing and searches:** Policies are currently being set to require staff of the opposite gender to announce their presence when entering a resident housing unit. TCJPD has also begun to discuss policies regarding searches of transgender and intersex residents.
- **Residents with disabilities and language barriers:** TCJPD currently has materials that are modified to address special needs of TCJPD's population; measures will be taken to supplement these materials.
- **Hiring and promotion:** Extensive background checks and employee affirmations are required by TCJPD. TCJPD is working on creating a process to provide this information to other agencies.

#### *Responsive Planning*

- **Evidence protocol and forensic evaluations:** TCJPD will create uniform evidence protocol, enter into a Memorandum of Understanding (MOU) with an agency that conducts forensic medical examinations, and enter into a MOU to offer victims advocates from a rape crisis center
- **Investigation policies and referrals to law enforcement:** TCJPD will update its policies for investigation and referral to meet PREA standards.

#### *Training and Education*

- **Employee Training:** There is a need for staff members to be trained on resident rights, gender differences in responding to sexual abuse, common reactions of victims, detection and response, inappropriate relationships, and communicating professionally with gender nonconforming residents and Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI) residents
- **Volunteer and contractor training:** Training must continually be updated so that volunteers receive current PREA information when staff members do.
- **Resident Education:** TCJPD needs comprehensive, age-appropriate education of rights and agency policies, continuously available information, and materials that are modified to meet residents' needs.
- **Specialized training for investigators:** Investigators need to be trained on *Miranda and Garrity* rights, conducting training in confinement settings, and other related specialized training.
- **Specialized training for medical and mental health personnel:** Staff members in medical and mental health professions must be trained in detection, response, reporting, preservation of physical evidence, and forensic examinations.

#### *Screening for Risk of Victimization and Abuse*

- **Obtaining information from residents:** Staff members obtaining information from residents must collect information on prior victimization/abuse, demographic information including perception of vulnerability and LGBTI status. An objective screening instrument has been developed and is under review.

- Assignments for housing and programs: TCJPD will continue to use sensitivity for residents with LGBTI status and not assign housing/programs based solely on that information. Transgender and intersex residents must be reassessed twice each year to review threats to their safety.

### *Reporting*

- Resident Reporting: Residents must be able to report privately, both verbally and in writing.
- Exhaustion of administrative remedies: Timelines must be created for filing grievances and notifications.
- Resident access to support and legal representation: TCJPD must establish MOU for emotional support services and confidential access to attorneys.
- TCJPD currently has baseline third party reporting; a higher level must be available.

### *Response following a resident report*

- Staff and agency reporting duties: TCJPD must ensure that there is no retaliation against staff.
- Staff first responder duties: In TCJPD's practice, the victim must be separated from the alleged perpetrator and evidence must be preserved and protected. This practice must be reflected in TCJPD's policy as well.
- Coordinated response: TCJPD needs to update its institutional plan to reflect language used in the PREA standards.
- Agency protection against retaliation: Resident victims and abusers must be monitored, emotional support services must be available for those fearing retaliation, TCJPD must offer protection against individual retaliation.

### *Investigations*

- Criminal and administrative investigations: Establish protocol for evidence. **Offer special training for those conducting investigations.**
- Reporting to Residents: Keep residents informed of the status of the investigation and the status of the accused abuser.

### *Discipline*

- TCJPD must strengthen its corrective action policies for contractors and volunteers who have access to youth.
- Assessments must be done to determine whether mental disabilities or illness contributed to the behavior.

### *Medical and Mental Health Care*

- Screenings and History: Currently, if initial assessments indicate prior victimization or perpetration, TCJPD residents have a follow-up meeting with medical or mental health practitioner within 14 days of intake. However, the documentation process for this must be improved. For those over 18, informed consent will be practiced.

- Ongoing medical and mental health care: Mental health evaluations of resident-on-resident abusers will take place within 60 days of learning of incident and treatment will be offered as appropriate.

#### *Data Collection and Review*

- Sexual abuse incident reviews will be conducted.
- TCJPD must improve documentation to capture all information that the PREA standards mandate.

These results from TCJPD's self-analysis were consistent with results found through using the self-assessment toolkit *Implementing the Prison Rape Elimination Act: A Toolkit for Juvenile Agencies and Facilities*. To address the gaps identified through both of these self-assessments, establishing policies and procedures within TCJPD that will address all of the standards of PREA is necessary; divisions within TCJPD have begun to work on adapting policies and procedures to meet these needs.

When the National PREA Resource Center announced that grants funds were available, TCJPD established a multidisciplinary workgroup to determine the best allocation of grant funds. The workgroup determined that the grant funds would be most beneficial to the TCJPD if they were used to enhance the abilities of current staff and to educate residents; comprehensive training and education will target the prevention of sexual misconduct. A process of training staff members in a variety of ways (internally, locally, regionally, and nationally) is therefore proposed. Training staff members will be an effective way to sustain growth in their abilities to address PREA standards. A resident education program is also proposed to ensure that TCJPD residents are able to identify potential risks of residing in a facility and to help them learn to address any potential sexual misconduct they may encounter. By using grant funds to enhance the skill set of staff members and invest in the education of resident youth, TCJPD hopes to build the foundation for a sustainable system of training and education that will continue long after grant funds are exhausted.

#### **Goals and Objectives**

Travis County Juvenile Probation Department (TCJPD) strives to create an atmosphere of ongoing training, education, and monitoring to ensure that staff members are equipped with the most up to date knowledge, residents are protected from sexual abuse, and TCJPD can address allegations of sexual abuse.

Goal: TCJPD will create a system of internal and external PREA training for staff.

Objective: Select staff members will participate in external PREA trainings.

The project management team, detailed in the following section, will select conferences and workshops that are relevant for TCJPD to educate staff members on preventing, identifying, and addressing sexual misconduct. Working with related divisions, TCJPD's Executive Team will select the staff members for whom each training topic would be the most beneficial based on their position and the relevance of the

training. Selected trainings will be a combination of regional, national, and online workshops to ensure that staff are receiving a diverse base of information.

The Compliance Unit and Training Unit will research available training through nationally recognized institutions such as: The National PREA Resource Center, the National Institute of Corrections, the Juvenile Detention Alternatives Initiative, and other local and national subject experts. TCJPD will also collaborate with local resources, community programs, and free online resources. Once specific topic expected be covered is LGBTI training, since this population disproportionately experiences sexual abuse. Selection of training topics will be contingent on the availability of trainings during the grant year.

Objective: TCJPD will host internal trainings.

TCJPD direct care staff members are required to complete a minimum of forty training hours each year; they also have mandatory monthly trainings. To ensure that employees are receiving the PREA training they need, the Training Unit will incorporate sections related to PREA standards into monthly trainings. Trainers will be staff members as well as experts from the community.

In January 2013, TCJPD will provide a PREA training to staff. This training will introduce them to PREA and discuss how it will impact them directly. TCJPD will also pursue technical assistance through the National PREA Resource Center to provide onsite training. While attendance will be reserved for TCJPD staff, this seminar will also be open to TCJPD's contracted entities.

TCJPD will host an onsite training for it staff as well as staff from contracted entities. This training will ensure that all entities with which TCJPD works and refers youth are up to date on PREA standards and expectations.

Objective: TCJPD will create an online learning system to train and evaluate staff.

Through this grant, TCJPD will purchase software that will allow the department to create an internal system of training. The proposed online learning system will allow staff to participate in web-based training session. Select topics will include periodic pre- and post-testing to evaluate staff members. The proposed catalog of trainings will continuously evolve to ensure that staff members are receiving up to date trainings as the PREA process progresses.

Goal: TCJPD will screen employment candidates.

TCJPD will purchase a screening tool, such as the Diana Screen, assess candidates for employment. This tool will enable TCJPD to identify any potential boundary issues or sexual misconduct to ensure the safety and protection of residents. TCJPD will evaluate the use of this tool to ensure that it is being used in the most effective way.

Goal: TCJPD will create a resident education program.

Objective: Youth receiving services through TCJPD will create an informational video on preventing, identifying, and addressing sexual abuse.

TCJPD's primary purpose in addressing PREA standards is to protect and educate the resident population. In the past, TCJPD youth have successfully created films through a Mobile Film School project. In the proposed project, youth will work with a local agency to create an informational video on sexual abuse. This video will be used for orientation to TCJPD as well as for education throughout involvement with TCJPD. During the planning process of this grant, youth will be selected for participation in making this film. Hired actors will portray youth in this film. Not only will youth involved learn from this experience, but the video will be used as an educational resource for other youth in TCJPD.

Objective: Residents will participate in workshops to receive information related to the prevention of sexual abuse and to create a support system and process for addressing sexual abuse.

In order to engage and educate residents, staff members will conduct workshops so that youth can learn addressing and preventing sexual abuse. Workshops will be interactive to encourage fruitful discussions between residents and staff. The American University Washington College of Law's "End Silence: Youth Speaking Up about Sexual Abuse in Custody" will be used as part of this workshop series. The End Silence series of educational graphic novels offers a variety of options based on age, gender, and sexual orientation. The resident education team identified within TCJPD will host these workshops. External candidates that are experts in subject areas such as victim services and LGBTI concerns will be considered for presentations as well.

The online learning system used for staff will also include modules for youth. The courses will be adapted to be accessible for youth of multiple education levels, Spanish speakers, and those who may have learning disabilities. Select topics will include pre- and post-testing to evaluate youths' progress.

Objective: Residents and their families will receive an informational brochure when they first become involved with TCJPD.

When youth and their families become involved with TCJPD, they will receive a brochure discussing sexual abuse and its identification and prevention. This will provide youth and their families with important information on how to recognize signs of sexual abuse, how to report allegations of sexual abuse, and what to do in the event of sexual misconduct.

Goal: TCJPD will provide mental health services for victimized youth.

While TCJPD does not anticipate the occurrence of sexual misconduct within its facilities, funds are reserved to provide mental health services for any youth that identifies himself/herself as a victim. These services will be provided by a contracted professional that specializes in sexual abuse/trauma.

Goal: Achieve compliance with PREA standards.

Objective: Use the PREA audit tool to measure compliance.

TCJPD anticipates the release of the PREA audit tool that the Department of Justice and National PREA Resource Center are currently developing to monitor progress and expects to use it throughout grant

period. Collaboration with multiple agencies and the self-assessment toolkit have been valuable thus far in identifying gaps in compliance; the audit tool will allow the department to keep track of the successes made in addressing these gaps and the changes that need to be made in order to ensure further progress.

**Objective:** Hire outside entity for technical assistance and support.

TCJPD will hire technical assistance in the final months of the grant cycle to offer feedback on its policies, procedures, and activities. This will give the department an indication of whether it is successfully making progress toward full PREA compliance. It will allow TCJPD to continue to participate in activities that are working well and make adjustments to activities that have not been as successful. It will also provide TCJPD with an outside perspective regarding the effectiveness of its policies and processes. Technical assistance will also be used to aid TCJPD in its strategic planning.

### **Project Management**

This project will be managed by the Compliance Unit at Travis County Juvenile Probation Department (TCJPD). The Compliance Unit has been instrumental in maintaining up to date knowledge on PREA, organizing interdepartmental meetings to make plans for implementing PREA standards, completing the agency self-assessment, and participating in conferences, webinars, and other trainings (locally, regionally, and nationally). This unit has a clear view of the gaps that TCJPD currently faces in PREA compliance and a plan for addressing the identified gaps.

The multidisciplinary workgroup, identified in the Agency Readiness section, will meet regularly to discuss TCJPD's progress. Workgroup members will review available trainings, the progress of the online learning system, and the progress of the resident education program. They will also discuss the most up to date results from using the PREA Monitoring Tool. By meeting regularly, the workgroup will set internal deadlines to ensure that deliverables are being met according to the proposed timeline (attached).

### **System of Internal and External Training for Staff**

Using the self-assessment results as a guide, the Compliance Unit will work with TCJPD's Executive Team to determine which trainings meet staff needs within each division, which staff members are best qualified to become trainers and facilitators, and which internal trainings need to be hosted to meet the needs of TCJPD. A large part of managing the project timeline will depend on when external trainings are scheduled.

The Compliance Unit will work with the Training Unit to develop the online learning system for staff. The system will be updated as needed to provide new information to staff. Meetings with the multidisciplinary workgroup will allow the project management team to gauge how effective online trainings are for the various divisions of TCJPD and whether modifications need to be made.

### **Resident Education Program**

The Project Management team will work with TCJPD's Executive team and division directors to select a resident education team that will coordinate the resident education program. This team will lead resident workshops and engage outside entities (such as advocates from a rape crisis center) as needed to conduct presentations for residents. They will also determine which youth will participate in creating the informational video with the Media Awareness Project. Employing staff members from multiple divisions of the department in this task will create a comprehensive system of education that will be effective in addressing the needs of all residents.

### Screening Tool

The Project Management team will work with Human Resources and the Executive team to implement a screening tool into TCJPD's hiring process. These groups will work together to ensure that the tool is being used effectively.

### Mental Health Services for Youth

The Project Management team will work with the Treatment and Counseling unit to ensure that mental health services are available for any youth that identifies himself/herself as a victim. While TCJPD does not anticipate that sexual misconduct will occur on the premises, these services are included as a safeguard.

### Monitoring

TCJPD's Compliance Unit will use the PREA audit tool to regularly measure compliance and monitor progress towards full compliance. This progress will be reported during workgroup meetings. The Executive Team will determine who is selected to provide technical assistance to TCJPD. The Compliance Unit will work with the technical assistance provider to ensure that a thorough review of TCJPD's policies and procedures is conducted.

### **Project Outcomes**

#### System of Internal and External Training for Staff

Staff members who complete trainings through TCJPD's proposed online learning system will be evaluated on select topics through an online assessment on the related material. This will allow TCJPD to gauge the effectiveness of its online learning system. Staff will be expected to receive a minimum of 80% in their assessment. This will not only give TCJPD a measure of each employee's success, but it will provide an idea of how effective the training is.

Part of TCJPD's success in training will be determined by the percentage of staff trained; TCJPD anticipates that 100% of direct care staff members within its three facilities will receive comprehensive training during the 12 months of this project.

TCJPD will send up to ten staff members to a variety of trainings during the course of this grant. Trainings will be selected during the planning phase of this grant based on relevancy and availability.

TCJPD expects that representatives from multiple divisions impacted by PREA standards will participate in external trainings. Success will be determined by whether staff from all TCJPD facilities benefit from external trainings, either through participation in an external training or via an internal training led by a trainer who attended external trainings.

#### Resident Education Program

TCJPD anticipates that 100% of residents in facilities will receive educational materials on PREA related matters through this project. Educational brochures about identifying, preventing, and addressing sexual abuse will be available for residents and their families.

100% of TCJPD residents will receive orientation training. Due to short lengths of stay, residents of Detention Services may not be with TCJPD long enough to attend a workshop. 100% of residents in the Intermediate Sanctions Center (ISC) and the Boys' Halfway House will participate in the resident education program.

#### Screening Tool

TCJPD anticipates that 100% of new hires will be screened using the screening tool purchased through this grant.

#### Monitoring

The PREA audit tool will help TCJPD in measuring success of the program. This tool will be used throughout the course of PREA implementation to gauge the success of the department in training staff, implementing PREA compliant policies, and educating residents. This tool will allow TCJPD to consistently monitor progress and serve as a benchmark from a PREA perspective. The technical assistance hired towards the end of the 12 month program will allow TCJPD reviews of their policies and strategic planning. TCJPD expects to identify the appropriate entity to provide technical assistance by the sixth month of the grant year.

#### Knowledge Sharing

Since PREA is new and constantly evolving, knowledge sharing is critical to ensure that all appropriate institutions are progressing toward meeting full PREA compliance. TCJPD's plan includes knowledge sharing with its contracted entities to ensure that everyone that works with TCJPD residents is well trained.

TCJPD will host an onsite training for employees and contracted entities. Several TCJPD employees will attend this training, but it will be open to staff from contracted entities as well. TCJPD expects this to be a good opportunity for local organizations to collaboratively learn about PREA related matters to protect youth. Including TCJPD's contracted entities will ensure that all organizations with whom TCJPD youth are affiliated will have the knowledge needed to promote the youths' safety.

TCJPD employees may also present at statewide professional trainings about the progress that the department is making toward full PREA compliance. Since TCJPD is accredited by the American Correctional Association (ACA), it has been compliant with PREA related standards since 2004. TCJPD is beyond the initial stage of achieving PREA compliance, which could be helpful to other organizations as they begin this process.

Additionally, TCJPD will serve as a resource for external organizations that are navigating the path toward PREA compliance. External organizations will be encouraged to contact TCJPD staff to learn what the department has done towards obtaining full PREA compliance, their successes, and the challenges associated with the process. Thanks to the network that TCJPD has already built with other local juvenile facilities, much knowledge sharing between agencies currently occurs. While TCJPD cannot advise other organizations on what specific steps are best taken, sharing the process the department has experienced will be helpful to agencies working toward full compliance with PREA. Successes that TCJPD has had may be replicated, or modified, to meet another organization's needs and challenges can be approached in a manner appropriate to the organization's abilities.

### **Program Sustainability**

Through the proposed project, TCJPD staff members will participate in a wide variety of PREA-related trainings. In the process, the skill set of employees in divisions impacted by PREA standards will be enhanced. Enhancing the abilities of employees within the department to address issues pertaining to PREA is a sustainable way to ensure that progress made through this grant funding will continue beyond the project period of the grant. Rather than having only one PREA expert, or one department serve as PREA experts, TCJPD's goal is that all staff will be trained extensively to address the safety of TCJPD youth and ensure their emotional, physical, spiritual, and sexual safety.

Challenges to this sustainability are that external trainings may not be as accessible beyond the year of grant funding depending on available funds. While the train-the-trainer approach will enable TCJPD to most efficiently disseminate current PREA knowledge throughout the department, PREA is likely to continue evolving and attendance at out of state trainings in the future is not assured. To address this challenge, TCJPD will seek local, state, and federal funding once grant funds are exhausted to continue these important staff trainings.

This grant funding will put TCJPD on the right track. After it is exhausted, the internal system of training that TCJPD plans to implement will allow it to continue to benefit from online trainings. Online trainings and webinars will continue to be posted to TCJPD's internal online learning system for staff use. In the past six months, many PREA trainings have been available at no cost through online webinars. If this trend continues, TCJPD employees will still be able to receive training on PREA related issues though they may not attend out of state conferences. They will also continue to use archived webinars and other free resources from the National PREA Resource Center. Additionally, TCJPD will benefit from the number of staff trainers that will be trained through grant funding that will serve as internal subject matter experts.

As mentioned in the Agency Readiness section, TCJPD has included a video monitoring system in its Fiscal Year 2013 budget. This system will be implemented in 2013, allowing TCJPD to monitor staff, residents, and service providers. Additionally, TCJPD will seek internal funding to continue the use of a screening tool to assess potential new hires.

While challenges are inevitable following the exhaustion of grant funds, TCJPD is confident that it will be able to continue to comply with PREA standards. Given the strengths of the department and its commitment to excellence, TCJPD is determined to exceed PREA standards. Its proven ability to meet and maintain state standards, as well as the optional yet stringent ACA Accreditation prove that TCJPD will sustain the gains made through this grant after the grant period expires.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Planning: Conduct research and organize resources to prepare for the implementation of activities	x	x	x									
Project management team will identify which trainings will be attended and which staff members will attend them			x									
Train the Trainer: Trainers will attend conferences and workshops				x	x	x	x	x				
Trainers will train staff on information learned from participation in trainings										x		x
Direct care staff will complete trainings through online learning system				x	x	x	x	x	x	x	x	x
Direct care staff will participate in internal trainings				x	x	x	x	x	x	x	x	x
TCJPD will host trainings on site led by external experts.												
Interdisciplinary team to coordinate resident education program will be identified			x									
TCJPD youth will create an informational video on preventing, identifying, and addressing sexual abuse			x	x	x	x	x	x	x	x	x	x
Youth video will be complete												x
TCJPD residents will participate in interactive workshops				x	x	x	x	x	x	x	x	x
Residents will receive an informational brochure on sexual abuse			x	x	x	x	x	x	x	x	x	x
PREA Monitoring Tool will be used to measure progress	x	x	x	x	x	x	x	x	x	x	x	x
Technical assistance will be hired to provide feedback on policies and procedures									x	x	x	x
Screening tool will be used to assess employment candidates			x	x	x	x	x	x	x	x	x	x



# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Position 1, No personnel requested		
Position 2		
Position 3		
Position 4		
Position 5		
Position 6		
<b>SUB-TOTAL</b>		<b>\$0.00</b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
Fringe benefit 1, each benefit entry is limited to one line		
Fringe benefit 2		
Fringe benefit 3		
Fringe benefit 4		
Fringe benefit 5		
<b>SUB-TOTAL</b>		<b>\$0.00</b>
<b>Total Personnel &amp; Fringe Benefits</b>		<b>\$0.00</b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
PREA training	To be determined	Meals	\$71/day @ 3 days/10 staff	\$2,130.00
PREA training	To be determined	Lodging	\$200/day @3 days/10 staff	\$6,000.00
PREA training	To be determined	Airfare	\$500 a ticket for 10 staff	\$5,000.00
PREA training	To be determined	Ground Transportation	4 cars@ \$300 3 days/4 trips	\$1,200.00
PREA training	To be determined	Seminar Costs	10 staff @ \$650	\$6,500.00
Travel entry 6				
Travel entry 7				
<b>TOTAL</b>				<u>\$20,830.00</u>

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
No equipment requested		
equipment entry 2		
equipment entry 3		
equipment entry 4		
equipment entry 5		
<b>TOTAL</b>		<u>\$0.00</u>

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Communication supplies	Printing informational brochures	\$1,500.00
Training Materials	Trainer materials for staff	\$1,588.00
supply item 5		
supply item 6		
supply item 7		
supply item 8		
supply item 9		
<b>TOTAL</b>		<b>\$3,088.00</b>

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
four lines per entry, use boxes below or an additional page for more space if required		
<b>TOTAL</b>		<b>\$0.00</b>

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
To be determined	Funding is requested for TCJPD to hire technical assistance to provide an evaluation of TC JPD's policies and	\$150/hour for 230 hours	\$34,500.00
Supply item 1, one line per entry			
Supply item 1, one line per entry			
<i>Subtotal</i>			\$34,500.00

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Consultant expense entry 1, one line per	maximum of three lines		
	maximum of three lines		
Consultant expense entry 1, one line per	maximum of three lines		
<i>Subtotal</i>			\$0.00

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost	
Mental Health Services for TCJPD youth in the event that they experience sexual abuse while in the facility.	\$4,500.00	
Funding for a local agency to work with TCJPD youth to create an informational video on preventing, identifying, and addressing sexual abuse. Funds are budgeted for two months of planning and ten months of programming.	\$13,500.00	
<i>Subtotal</i>		\$18,000.00
<b>TOTAL</b>		\$52,500.00

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
To be determine: TCJPD to host PREA on-site training(s) for staff members and community members. The trainer for this training will be selected during the planning phase of this grant. +	Trainer travel, lodging, and meals, Participant registrations	\$10,000.00
Interpreter services: PREA education for Spanish Speaking youth, families, and community members involved in the program.	\$120 hour for 12 sessions.	\$1,440.00
Software to create an online learning system for staff members and residents, including education and evaluation. This software will allow for program sustainability after grant funding has been exhausted. +	4 licenses @ \$1,398	\$5,592.00
Staff screening services	unlimited screening services for one year	\$6,000.00
Services for PREA educational materials to be interpreted for youth with hearing impairments.		\$550.00
<b>TOTAL</b>		\$23,582.00

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
No indirect cost requested		
<b>TOTAL</b>		\$0.00

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	\$0.00
<b>B. Fringe Benefits</b>	\$0.00
<b>C. Travel</b>	\$20,830.00
<b>D. Equipment</b>	\$0.00
<b>E. Supplies</b>	\$3,088.00
<b>F. Construction</b>	\$0.00
<b>G. Consultants/Contracts</b>	\$52,500.00
<b>H. Other</b>	\$23,582.00
<b>Total Direct Costs</b>	\$100,000.00
<b>I. Indirect Costs</b>	\$0.00
<b>TOTAL PROJECT COSTS</b>	\$100,000.00

**Federal Request** \_\_\_\_\_

**Non-Federal Amount** \_\_\_\_\_

**Travis County Juvenile Probation Department**  
**A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards**  
**Budget Narrative**

**A. Personnel**

No personnel costs are requested.

**B. Fringe Benefits**

No fringe benefits are associated with this grant proposal.

**C. Travel**

\$20,830 is requested to send TCJPD staff members to regional and national conferences. Up to ten staff members will attend conferences; the selection of staff members and trainings is contingent upon the availability of conferences concerning topics that are relevant to TCJPD's needs. Funds are budgeted for conference costs, airfare, ground transportation, lodging, and meals.

**D. Equipment**

No equipment is requested.

**E. Supplies**

\$3,088 is budgeted for supplies related to this program. Communication supplies are requested to print an informational brochure for residents and their families to make them aware of the potential risks associated with residing in a juvenile facility. Funding for training materials, such as videos and printed materials, is requested for staff members to deliver internal training via the train-the-trainer method.

**F. Construction**

No construction funding is requested.

**G. Consultants/Contracts**

\$34,500 is requested for TCJPD to hire technical assistance to provide an evaluation of TCJPD's policies and procedures and to assist TCJPD with strategic planning. This technical assistance will be hired towards the end of the grant cycle to provide an outside perspective on the effectiveness of TCJPD's policies and procedures.

While TCJPD does not anticipate sexual misconduct to occur within the facility, \$4,500 is requested to make mental health services available for youth for any individual that identifies himself/herself as a victim. These services will be conducted by a contracted provider that specializes in the area of sexual abuse/trauma.

\$13,500 is budgeted for TCJPD youth to work with a local agency, such as the Media Awareness Project, to create an informational video on preventing, identifying, and addressing sexual abuse. Funds are budgeted for two months of planning and ten months of programming.

#### **H. Other Costs**

\$10,000 is budgeted for TCJPD to host PREA onsite training(s) for staff members and contracted entities. The trainer for this training will be selected during the planning phase of this grant. \$1,440 is budgeted for interpretive services for Spanish speaking youth, families, and community members involved with TCJPD's training program.

\$5,592 is budgeted for four licenses for software, such as Articulate Studio software, to create an online learning system for staff members and residents, including education and evaluation. This software will allow for program sustainability after grant funding has been exhausted.

\$6,000 is budgeted for a staff screening tool. A screening tool, such as the Diana Screen, will make TCJPD aware of any potential boundary issues or sexual misconduct among employment candidates.

\$550 is budgeted for interpretation of PREA educational materials for youth with hearing impairments by an organization such as Communication at Hand.

#### **I. Indirect Costs**

No indirect costs are requested through this grant.

NATIONAL  
PREA  
RESOURCE  
CENTER

**Competitive Grant Announcement to Establish "Zero Tolerance" Cultures for Sexual Abuse in Local Adult and Juvenile Detention Facilities**

**Eligibility and Requirements**

Eligibility for these awards is limited to city, county, or tribal agencies that operate jails, lockups, and/or juvenile detention facilities. The intent of this solicitation is to provide resources to these agencies to meet the requirements of the Prison Rape Elimination Act (PREA) standards. These awards will be distributed among agencies of all sizes. Agencies that operate small (less than 100 beds) or medium (less than 500 beds) facilities are strongly encouraged to apply.

Those city, county, or tribal agencies that successfully partnered with their state agency and were awarded funds from the Bureau of Justice Assistance (BJA) under the PREA *Demonstration Projects to Establish "Zero Tolerance" Cultures for Sexual Assault in Local Adult and Juvenile Correctional Facilities* under BJA solicitation BJA-2012-3161 are ineligible to receive additional funding from this solicitation.

Locally and tribally operated adult jails and juvenile detention facilities are encouraged to complete and submit the agency self-assessment included in the facility-appropriate toolkit, which can be found online at the [PREA Resource Center](#), or to provide documentation from a similar assessment analysis. Locally and tribally operated lockups are not required to complete a formal self-assessment, but are encouraged to undertake analysis of status toward PREA standards implementation as part of the application process.

*Note: For purposes of this solicitation, the term "inmate" represents any facility-specific parallel term, such as detainee, resident, or arrestee. In addition, a "juvenile detention facility" is defined as a facility primarily used for the confinement of juveniles pursuant to the juvenile justice system or criminal justice system.*

**Pre-Application Web Conference**

The National PREA Resource Center will host a web conference on Tuesday, December 4, 2012 (1:00 – 2:30 pm EST), to review this solicitation and the requirements for applications. Interested agencies may sign up for the web

conference [here](#). The web conference will be recorded and archived on the Resource Center's grant application web page within 5 business days.

### **Allowable Uses of Funds**

Proposed uses of funds from this solicitation are limited to activities and staff that support the implementation and sustainability of the PREA standards. Cameras and other electronic monitoring systems are not allowable uses of these funds. Examples of allowable uses of funds include the following:

#### Leadership, Organizational Culture, and Performance

- Examine extent to which the organizational culture, including leadership and staff/inmate communications, contributes to incidence of sexual abuse. Plan and implement strategies to improve leadership, organizational culture, and performance through policy development, accreditation enhancement activities, training, and other strategies (applicants are strongly encouraged to examine the extensive and cutting-edge resources of the National Institute of Corrections [NIC]).
- Review current staffing levels and patterns with regard to the make-up of the inmate population and the physical layout of the facility to ensure PREA compliance, creating an implementation or corrective action plan as necessary.
- Support staff positions and develop a sustainability plan to maintain staff after federal funding expires. Staffing support examples could include hiring these types of individuals: PREA Coordinator, additional officers (supervision staff), investigators, and medical and mental health practitioners.

#### Policy and Practice Review, Revision, and Implementation

- Develop and implement or review and revise current policies, procedures, protocols, contracts, training materials, and written materials that are provided to staff to ensure compliance with PREA standards and best practices. These may include the following:
  - » Cross-gender viewing and searches;
  - » Accommodations for inmates with disabilities and inmates who are limited English proficient;
  - » Hiring, termination, and promotion decisions;
  - » Protocols addressing inmate education and reporting;
  - » Sexual assault investigation protocols;

- » Evidence and forensic medical examination protocols;
  - » Medical and mental health screenings and treatment;
  - » Protective custody placement;
  - » Employee/volunteer/contractor training; and
  - » Staff and inmate disciplinary sanctions.
- Develop or review and revise policies/protocols on the use of assessments or classification instruments to screen for risk of sexual victimization and abusiveness, including protocols for reassessing inmate risk level, and use of these assessments to inform housing assignments and supervision.
  - Develop or review and revise partnerships between local juvenile and adult facilities to implement PREA standards and support the safety of youthful inmates or detainees.

#### Inmate Education

- Develop or review and revise and institute offender education programming to promote sexual abuse awareness, sexual abuse reporting mechanisms, victim services, and relevant facility policies and procedures (inmate education programming should be responsive to gender/sexual orientation differences).
- Develop or review and revise written educational materials that are provided to inmates on reporting protocols, investigation protocols, evidence and forensic medical examination protocols, medical and mental health screenings and treatment availability, and victim support services.

#### Victim Support Services

Under the PREA standards, agencies are expected to prevent and address incidents of sexual assault, including the provision of comprehensive treatment and support for inmates who are sexually assaulted while in custody. Agencies are encouraged to use funds available under this solicitation to develop or enhance comprehensive policies, protocols, and practices for victim support services, which may include one or more of the following:

- Develop first-response protocols that detail how to provide victims with a coordinated, victim-centered response while simultaneously managing the investigation.

- Develop and implement or review and revise sustainable provision of medical treatment to ensure victim access to comprehensive and supportive sexual assault forensic medical exams and follow-up medical care.
- Leverage community-based resources and develop relationships with rape crisis centers, and for juvenile facilities, child advocacy centers.
- Establish or develop a formal relationship with the local community's Sexual Assault Response Team (SART).
- Contract with outside community-based organizations or service providers for counseling activities and assistance to facilities to address sexual victimization that occurs in confinement.
- Provide support services to protect vulnerable populations and victims, limiting the use of protective custody. Funding could be used to replicate or test policies or alternative programs that aim to protect this population without relying on long-term segregation.
- Provide support to victims through community-based sexual assault advocates or specially trained staff.
- Initiate partnerships with prosecutors and other involved agencies to more effectively bring cases forward for successful prosecution of abusers.
- Establish a hotline to an external agency for inmates to report incidents of sexual abuse.

#### Data Collection and Performance Measurement

PREA activities and standards implementation will require the continued accumulation and reporting of data reflecting levels of sexual abuse in various settings. As a result, funds can be used for the following data collection activities:

- Develop and implement data collection, analysis, and reporting strategies.
- Build, integrate, and/or enhance data systems, and publish data to further promote best practices.
- Participate in systemwide data-collection efforts such as the Council of Juvenile Correctional Administration's Performance-Based Measures System.

## **Priority Considerations**

Proposed projects must focus on furthering the intent of PREA in local adult and juvenile correction and detention facilities. Awards will intentionally distribute the funds among a broad array of agency types, sizes, and geographic locations. Priority consideration will be given to the following:

- Applications that are accompanied by a completed PREA Implementation Self-Assessment as found in the PREA Implementation Toolkit (jails or juvenile detention) or similar self-assessment analysis and that link the requested funding to activities that address the gaps identified through the self-assessment.
- Applications that include collaboration between multiple eligible agencies, or between an eligible agency(s) and a community partner(s) (rape crisis center, prosecutors, medical and mental health care providers) needed to support PREA implementation.
- Applications that include clear sustainability of staffing and activities after the award expires.

## **Awards**

Awards under this program may be made for up to \$100,000 for a 12-month period. Awards are limited to \$100,000 for each eligible entity. Collaborative or consortium applications are encouraged. These applications must have one lead agency that will receive the funding. A collaborative or consortium application may be awarded the total cumulative dollar amount of the award limit for each eligible entity, up to a maximum of \$300,000 (example: a collaborative application from a juvenile detention facility, a police agency that runs an adult lockup, and a rape crisis center includes two eligible entities, and may be awarded up to \$200,000).

Agencies that receive funding under this award will be required to submit quarterly reports describing progress made on project activities, as well as fiscal documentation supporting grant expenditures for reimbursement.

## **Application Process and Deadline**

Applications must be completed and submitted online by midnight Pacific Time on January 15, 2013.

It is the applicant's responsibility to ensure that its application is complete and submitted by the deadline. Once the submission deadline has passed, all submissions will be considered final. In order to be considered for funding, applications must be submitted by the deadline, meet the eligibility criteria, and respond to all the questions in the online application.

*Note: All length guidance below represents maximums. Submissions shorter than the cited length are appropriate.*

The online application includes the following:

**Project narrative.** Applicants must provide a response to the following questions in the space allotted in the online application. Collaborative or consortium applications must include requested information from each of the participating agencies.

1. *Executive summary (1 page/3,000 characters).* A short narrative description of the overall project for which funding is requested, including how various discrete activities fit together to build and strengthen PREA standards implementation, and how the activities and knowledge gained will be sustained.
2. *Agency profile (1 page/3,000 characters).* List all facilities operated by the agency including size, type, and average daily population of each facility, and whether each facility is included in the proposed activities. For collaborative applications, include profile information for all eligible agencies involved in the application.
3. *Agency readiness (2 pages/6,000 characters).* Describe the agency's commitment and readiness to implement the PREA standards; and any available sexual abuse data based on Bureau of Justice Statistics surveys or other available data that suggest past incidents of sexual abuse within the relevant agency, facility, or facilities. For collaborative applications, describe readiness and available data for all eligible agencies involved in the application.
4. *Agency self-assessment (3 pages/9,000 characters).* Describe the current gaps in compliance with PREA standards as identified by the agency or consortium agencies. Include a description of the self-analysis process that was used to identify these gaps. Attach a copy of the completed self-assessment tool for each eligible agency, if one was used (attachments are not considered part of the page limit).
5. *Goals and objectives (3 pages/9,000 characters).* Identify the goals and objectives of the proposed project; provide details about the specific tasks and activities that would be necessary to accomplish each goal and objective. Include the name of each agency, organization, or independent consultant that will provide specific services or work products to achieve these goals and objectives. Include the title of any new position(s) that will be created to staff the project and identify the agency where the new staff person will work, describing the position duties and responsibilities. *Please note that project funding is limited to a 12-month period.*

6. *Project management (2 pages/6,000 characters)*. Describe how the project will be managed, and how timelines and deliverables will be met. Include a description of the person or team responsible for project management.
7. *Project outcomes (1 page/3,000 characters)*. Describe how success will be determined and measured.
8. *Knowledge sharing (1 page/3,000 characters)*. Describe how the success of your project can be shared with other locally and tribally run adult and juvenile detention facilities to establish a culture of "zero tolerance" and support implementation of the PREA standards.
9. *Program sustainability (1 page/3,000 characters)*. Describe any challenges you anticipate in sustaining the program beyond the grant funding.

**Document attachments.** Complete application will include two or more document attachments. Required document attachments are noted below and in the online application.

1. *Project timeline (required)*. Applicants should submit a timeline or milestone chart encompassing the entire project period that indicates objectives and major tasks, assigns responsibility for each, and includes completion dates of each task for the duration of the award, using "Month 1, Month 2," etc., not calendar dates. The project timeline submission will be rated on the following criteria:
  - The extent to which the timeline is complete and reasonable given the activities described.
  - The extent to which all activities can be reasonably completed within the grant period and with the resources allocated.
2. *Budget Detail Worksheet and Budget Narrative (required)*. Applicants are expected to use a format consistent with the Department of Justice's Budget Detail Worksheet. A sample can be viewed [here](#).
  - a. The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how the applicant calculated it. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs. There should be a clear link between the activities proposed and the items included in the budget.
  - b. The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should correspond with the information and figures provided

in the Budget Detail Worksheet. The narrative should also explain how all costs were estimated and how they are relevant to the completion of the proposed project. The budget narrative can be incorporated into the budget detail document, or be a separate document.

3. *Indirect Cost Rate Agreement (if applicable)*. If the agency is requesting indirect costs for this project, a copy of the **current**, signed, federally approved Indirect Cost Rate Negotiated Agreement must be included. Indirect costs will not be allowed absent a **current**, signed, federally approved Indirect Cost Rate Negotiated Agreement.
4. *Completed agency self-assessment tool (if applicable)*. Applicants are encouraged to complete and attach the applicable PREA Implementation Self-Assessment as found in the PREA Implementation Toolkit (jails or juvenile detention) or similar self-assessment analysis.
5. *Letters of commitment (required for collaborative/consortium applications; optional for individual agency applications)*. Collaborative/consortium applications must include letters of commitment from all eligible agencies involved in the project.
6. *Other documents (optional)*. Uploaded files must be clearly named so as to indicate the applicant and the file contents. These documents may include letters of support, resumes, and job descriptions for unfilled positions, etc.

## **Questions**

Questions about any aspect of the solicitation must be submitted via email to Deirdre O'Connor.

All questions regarding the solicitation must be submitted by 5:00 p.m. EST on December 17, 2012. All questions that have been submitted in writing prior to the deadline will be answered in writing and posted to the PREA Resource Center webpage no later than January 4, 2013.



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

<b>Check One:</b>	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
<b>Check One:</b>	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
<b>Department/Division:</b>	Juvenile Probation	
<b>Contact Person/Title:</b>	Maya Duff/Grant Coordinator	
<b>Phone Number:</b>	512-854-7046	

<b>Grant Title:</b>	Travis County Juvenile Treatment Drug Court- SAMHSA/CSAT		
<b>Grant Period:</b>	From: <input type="text" value="Sep 30, 2013"/>	To: <input type="text" value="Sep 29, 2014"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	Substance Abuse and Mental Health Services Administration (SAMHSA)/ Center for Substance Abuse Treatment (CSAT)		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Originating Grantor:</b>			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 196,049	\$ 0	\$ 0	\$ 0	\$ 196,049
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 3,921	\$ 0	\$ 0	\$ 0	\$ 3,921
<b>Totals:</b>	<b>\$ 199,970</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 199,970</b>
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"/>	PL	
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 juveniles in substance abuse treatment	329	479	493	508
2.	Number of SUS administered that indicated need for CASI	572	716	737	760
3.	Number of CASI's administered	796	720	745	775
4.	Number of Drug Court Screenings	91	89	92	94
5.	Number of participants in Drug Court	74	82	88	90
6.	Percentage of Drug Court participants mandated to TJJD	0	0	0	0
7.	Percentage of SUS administered that indicated a need for a CASI	55%	55%	55%	55%
+ -		Measures for the Grant			
1.	Number of juveniles in substance abuse treatment	329	479	493	508
	Outcome Impact Description	Increase the number of youth that have access to substance abuse treatment. Actual numbers are provided for FY11 and FY12. *Numbers for juveniles in drug treatment in FY 11 are substantially lower than FY 12 numbers for several reasons. In FY11, Day Enrichment Program did not operate as a treatment facility and therefore is not included in the FY11 Actual Total. In FY 11, due to the way data was stored, we were unable to capture juveniles in Substance Abuse ISC if they had a subsequent, continuous stay in the Behavioral component of ISC.			
2.	Number of SUS administered that indicated need for CASI	572	716	737	760
	Outcome Impact Description	Identify youth that are referred to the department that are in need of further assessments for treatment. Actual numbers are provided for FY11 and FY12.			
3.	Number of participants in Drug Court	74	82	88	90
	Outcome Impact Description	Increase the number of drug court participants receiving substance abuse services in order to reduce recidivism, provide community protection, and improve juvenile accountability. Actual numbers are provided for FY11 and FY12.			

**PBO Recommendation:**

The Juvenile Probation Department is requesting Commissioners Court approval of the year four contract of a four year grant with the Substance Abuse and Mental Health Services Administration (SAMSHA), Center for Substance Abuse Treatment (CSAT). Funding will allow the department to continue to enhance the capacity of the department's existing drug court to serve substance-abusing juvenile offenders through the integration and implementation of the Juvenile Drug Court: Strategies in Practice, and the Reclaiming Futures program model. The Strategies in Practice Model has been used to implement and operate juvenile drug courts and the Reclaiming Futures Model has been effective in combining community system reforms, substance abuse treatment improvement, and community engagement to help youth break the cycle of drugs and crime.

Funds for this grant total \$199,970, and will provide resources for additional substance abuse treatment resources for youth served by the program and related training for program staff. The department has also received a related grant for a four year period from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) for two FTE to support the program.

There is no cash match required for this grant. This is the final year of the grant program, and the department has indicated that Travis County funding may be needed in future to maintain investment in the Juvenile Treatment Drug Court.

PBO recommends approval of the 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?**

The purpose of this program is to enhance the capacity of existing drug courts to serve substance abusing juvenile offenders through the integration and implantation of the Juvenile Drug Court: Strategies in Practice, and the Reclaiming Futures program models. This is a four year project and future project dollars will be commensurate with the current amount. TCJPD is applying for continuation funding for the 4th year of this grant which will begin on 9/30/13.

There are two funding streams under one umbrella of the Substance Abuse and Mental Health Services Administration (SAMHSA). In 2007, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) entered into a partnership with SAMHSA, Center for Substance Abuse Treatment (CSAT) to implement the Juvenile Drug Court/Reclaiming Futures Program.

With the combined funds of CSAT and OJJDP, services to Juvenile Treatment Drug Court (JTDC) participants are increased in the Department's Day Enrichment Program and enhance it to effectively serve youth with co-occurring disorders while increasing capacity in community based programs.

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

This is the final year of a 4-year project; at the end of this grant Travis County will have the opportunity to invest in this program.

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

No match required

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

A 2% indirect cost has been charged to this grant.

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.

No. The Department intends to request subsequent year continuation funding for Drug Court through proposals submitted to the Federal and State Government, as well as private foundations. As previously presented to the court, the County will have the opportunity to consider investment in the Juvenile Treatment Drug Court.

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.

The Drug Court Program will be able to increase the number of youth participating. The impact will be recognized in improved compliance to rules of probation, reductions in recidivism, and lower rates of referral to TJJD.



# 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  
Grant Coordinator

SUBJECT: Travis County Juvenile Treatment Drug Court -Substance Abuse and Mental Health Services Administration (SAMSHA) and the Center for Substance Abuse (CSAT)

DATE: December 19, 2012

The Travis County Juvenile Probation Department is submitting a continuation application to SAMHSA for the 4<sup>th</sup> and final year of the Juvenile Treatment Drug Court project. The purpose of this program is to enhance the capacity of the existing drug court to serve substance abusing juvenile offenders through the integration and implementation of the Juvenile Drug Court: Strategies in Practice, and the Reclaiming Futures program models. The grant total for this final year of a four year grant is \$199,970.

We are asking for your review of this packet and permission to place the item on Commissioners' Court agenda for approve on **January 8, 2013**. Please contact Maya Duff at 4-7046 for further information. Thank you in advance for your attention to this request.

CC: Jim Connolly  
Patty Lennon  
Barbara Swift  
Britt Canary  
Gail Penney-Chapmond  
Kathy Smith  
Lisa Eichelberger  
Sylvia Mendoza  
Michael Williams  
Grant File

47

<b>Opportunity Title:</b>	SAMHSA 2013 Continuations
<b>Offering Agency:</b>	Substance Abuse & Mental Health Services Adminis.
<b>CFDA Number:</b>	93.243
<b>CFDA Description:</b>	Substance Abuse and Mental Health Services Projects of
<b>Opportunity Number:</b>	SAMHSACONT13-02
<b>Competition ID:</b>	CFDA93243
<b>Opportunity Open Date:</b>	11/29/2012
<b>Opportunity Close Date:</b>	01/11/2013
<b>Agency Contact:</b>	Kathleen Sample Grants Management Officer E-mail: kathleen.sample@samhsa.hhs.gov Phone: 240-276-1407

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

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

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

\* **Application Filing Name:**

**Mandatory Documents**

Move Form to Complete

Move Form to Delete

**Mandatory Documents for Submission**

Application for Federal Assistance (SF-424)  
 Project/Performance Site Location(s)  
 Project Narrative Attachment Form  
 HHS Checklist (08-2007)  
 Disclosure of Lobbying Activities (SF-LLL)  
 Budget Narrative Attachment Form  
 Budget Information for Non-Construction Program

**Optional Documents**

Move Form to Submission List

Move Form to Delete

**Optional Documents for Submission**

Faith Based EEO Survey  
 Other Attachments Form

**Instructions**

- 1** Enter a name for the application in the Application Filing Name field.
  - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
  
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
  - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
  - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
  
- 3** Click the "Save & Submit" button to submit your application to Grants.gov.
  - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
  - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
  - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
  - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

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Application for Federal Assistance SF-424								
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision			<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____		
<b>* 3. Date Received:</b> Completed by Grants.gov upon submission.		<b>4. Applicant Identifier:</b> _____						
<b>5a. Federal Entity Identifier:</b> _____			<b>5b. Federal Award Identifier:</b> 5H79TI020920-02					
<b>State Use Only:</b>								
<b>6. Date Received by State:</b> _____		<b>7. State Application Identifier:</b> _____						
<b>8. APPLICANT INFORMATION:</b>								
<b>* a. Legal Name:</b> Travis County								
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 74-6000192			<b>* c. Organizational DUNS:</b> 0309088420000					
<b>d. Address:</b>								
<b>* Street1:</b> 2515 South Congress Avenue								
<b>Street2:</b> _____								
<b>* City:</b> Austin								
<b>County/Parish:</b> _____								
<b>* State:</b> TX: Texas								
<b>Province:</b> _____								
<b>* Country:</b> USA: UNITED STATES								
<b>* Zip / Postal Code:</b> 78704-5513								
<b>e. Organizational Unit:</b>								
<b>Department Name:</b> Juvenile Probation			<b>Division Name:</b> Special Services					
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>								
<b>Prefix:</b> Ms.		<b>* First Name:</b> Estela						
<b>Middle Name:</b> P.		_____						
<b>* Last Name:</b> Medina								
<b>Suffix:</b> _____								
<b>Title:</b> Chief Juvenile Probation Officer								
<b>Organizational Affiliation:</b> _____								
<b>* Telephone Number:</b> 512-854-7069			<b>Fax Number:</b> 512-854-7101					
<b>* Email:</b> estela.medina@co.travis.tx.us								

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

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

Substance Abuse & Mental Health Services Adminis.

**11. Catalog of Federal Domestic Assistance Number:**

93.243

**CFDA Title:**

Substance Abuse and Mental Health Services\_Projects of Regional and National Significance

**\* 12. Funding Opportunity Number:**

SAMHSACONT13-02

**\* Title:**

SAMHSA 2013 Continuations

**13. Competition Identification Number:**

CFDA93243

**Title:**

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

Areas Affected by Project.pdf

Add Attachment

Delete Attachment

View Attachment

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

Travis County Juvenile Treatment Drug Court

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="199,970.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="199,970.00"/>

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

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

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

- Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

### Project/Performance Site Location(s)

**Project/Performance Site Primary Location**  I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

\* Street1:

Street2:

\* City:  County:

\* State:

Province:

\* Country:

\* ZIP / Postal Code:  \* Project/ Performance Site Congressional District:

**Project/Performance Site Location 1**  I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

\* Street1:

Street2:

\* City:  County:

\* State:

Province:

\* Country:

\* ZIP / Postal Code:  \* Project/ Performance Site Congressional District:

**Additional Location(s)**

## Project Narrative File(s)

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\* Mandatory Project Narrative File Filename:

---

To add more Project Narrative File attachments, please use the attachment buttons below.

## Project Progress Report

**I. Description and explanation of changes, if any, made during this budget period affecting the following:** This site is currently meeting the proposed goals and objectives that were proposed with changes that were authorized in personnel by the grantor.

### **B. Projected time line for project implementation**

<b>Anticipated Timeframe</b>	<b>Activity</b>	<b>Completion Date</b>	<b>Person Responsible</b>
<b>2013</b>	4th year of project begins	September	N/A
	Services and interventions	Ongoing	Project Director & Juvenile Drug Court Team
<b>September</b>	Staff training	Ongoing	Project Director & Clinical Supervisor
<b>October</b>	Weekly Drug Court Staffings & Court Hearings	Wednesdays	Juvenile Drug Court Team
<b>November</b>	Administration of the GAIN assessment tool	Ongoing	Specialized Services Division Clinical Staff
<b>December</b>	Administration of the GPRA tool	Ongoing	Project Director & Juvenile Probation Officers and Assistants
<b>2014</b>	Data collection and management	Ongoing	Project Director, Clinical Supervisor & Research Unit
<b>January</b>	Webinars, Conference Calls, Meetings, Modules, Rapid Cycle Testing, Training	Ongoing	Fellows: Judicial, Project Director, Treatment, Juvenile Justice, & Community Engagement, Drug Court Team
<b>February</b>	Juvenile Drug Court Graduation	TBA	Project Director & Juvenile Drug Court Participants
<b>March</b>	Submit Quarterly & Annual Performance Reports	Ongoing	Juvenile Drug Court Project Director
<b>April</b>	Administration of the GAIN and GPRA follow-up tool	90 days after previous assessment	Specialized Services Division Clinical Staff, Project Director & Juvenile Probation Officers and Assistants
<b>May</b>	Evaluation of the Juvenile Drug Court	Ongoing	Research Unit
<b>June</b>			
<b>July</b>			
<b>August</b>			

**C. Approach and strategies proposed in the initially approved and funded application.** This site has stayed consistent with the approach and strategies that we proposed in our initially funded application.

**II. Report on progress relative to approved objectives, including progress on evaluation activities.**

This site has attended training in order to implement the objectives and received approval to hire staff to assist in order to meet grant expectations. The Travis County Juvenile

Probation Department's Research Unit and the Project Director and Clinical Supervisor oversees the plan for the collection, management, analysis, interpretation and reporting of data as required. The Research Unit analyzes and tracks all data and information on each juvenile that is referred to the Department. Data obtained from administering the GAIN assessment and GPRA tool will be interpreted by the research unit to assist our department in identifying the needs of the population that we serve once the data is analyzed.

### **III. Summary of key program accomplishments to date and list progress**

#### **CSAT/SAMHSA**

The following is a list of activities that this site has completed during this reporting period to implement the GAIN:

- This site conducts GAIN I interviews on drug court participants at entry level of the program and conducts GAIN M-90 follow up interviews at 3 months, 6 months, 9 months and 12 months. This site also conducts the TXSI interviews.
- This site submitted GAIN monthly progress reports and GAIN edits in the following months by the 5<sup>th</sup> of each month as required: July, August, September, October, November and December.
- On 5/7/2012, Mark Peterson received his GAIN- I Administrator certification.
- On 5/30/2012, Tim Winters received his GAIN- I Administrator certification.

#### **Government Performance and Results Act (GPRA) tool implementation**

Travis County Juvenile Treatment Drug Court (JTDC) has taken steps in order to meet grant requirements to administer the Government Performance and Results Act (GPRA) tool to JTDC participants. This site is administering this tool to JTDC participants at intake, 3 months, 6months, 9 months and 12 months intervals.

#### **ACRA/ACC Training and Implementation**

Travis County Juvenile Treatment Drug Court (JTDC) has taken steps in order to meet grant requirements to initiate and implement the A-CRA/ACC to drug court participants. Eve Williams, Clinical Supervisor and Stacey Metoyer, clinician participate on coaching calls two times a month with Courtney Hupp with Chestnut. The following are activities that this site has completed during this reporting period:

- Jody Snee with Case Management is working diligently to receive her A-CRA Clinical Certification.
- On 3/9/2012, Eve Williams, Casework Manager/Treatment Fellow, who has received her A-CRA clinical Supervisor certification, started training Tim Winters, Chemical Dependency Counselor, in order to assist him with receiving an A-CRA/ACC certification.

Travis County Day Enrichment Program implements the A-CRA and Assertive Continuing Care (ACC) after an adolescent enters the Day Enrichment program. The adolescent receives 12 weeks of A-CRA. After the adolescent discharges from the Day Enrichment program, then the ACC is opened up on each client with Case Management Services for 12 weeks. The ACC is implemented after the client has completed Day Enrichment or an Intensive Outpatient Treatment Program.

## **REPORTS FOR OJJDP AND CSAT/ SAMHSA**

This site has submitted the required reports during this reporting period.

- On 1/30/2012 and 7/30/2012 this site submitted the Semi- Annual Progress Reports to OJJDP for the following reporting period: July 2011 to December 2011 and January 2012 to June 2012.
- On 4/27/2012 and 10/31/2012, this site submitted the CSAT Bi- Annual Report for the reporting period of October 2011 to March 2012 and April 2012 to September 2012.
- On 2/15/2012, this site submitted a Correction Plan.

## **Reclaiming the Futures Site Benchmark Expectations**

This site has taken steps the following steps by participating in conference calls, webinars, and attending training as instructed to meet Reclaiming Futures expectations.

### **Conference Calls**

#### **Project Director**

This site participated on the Project Director's and Cohort's conference calls on the following dates: 1/23/2012, 2/13/2012, 3/12/2012, 4/16/2012, 6/11/2012, 7/16/2012, 8/20/2012, 9/17/2012, and 10/15/2012.

#### **Federal Site Calls**

This site participated on the Federal Site Calls on the following dates: 9/17/2012 and 10/15/2012.

#### **Site Coach Conference Calls**

This site participated on the conference calls with Site Coach Kari Collins on the following dates: 2/6/2012, 3/22/2012, 4/2/2012, 8/3/2012 and 10/1/2012.

#### **Juvenile Justice Monthly Conference Calls**

This site participated on the Juvenile Justice Monthly Conference calls on the following dates: 1/18/2012, 2/15/2012, 3/21/2012, and 4/18/2012.

#### **Treatment Fellowship Calls**

This site participated on the Treatment Fellowship calls on the following dates: 1/26/2012, 4/19/2012, 7/19/2012 and 10/17/2012.

**Judicial Fellowship Calls**

This site participated on the Judicial Fellowship calls on the following dates:  
1/27/2012, 4/20/2012, 7/20/2012 and 10/17/2012.

**Community Conference Calls**

This site participated on the Community Conference calls on the following dates:  
1/24/2012, 4/17/2012, 7/17/2012 and 10/16/2012.

**Juvenile Justice Conference Calls**

This site participated on the Juvenile Justice Conference calls on the following dates:  
1/25/2012, 4/18/2012, 7/18/2012 and 10/17/2012.

**Gain Coaching Calls**

This site participated on the GAIN coaching calls on the following dates:  
1/19/2012 and 4/19/2012.

**Cross-site Evaluation Conference Calls**

This site participated on Cross-site Evaluation Conference calls on the following dates:  
8/3/2012 and 10/15/2012.

**Webinars**

This site participated on the following webinars on the following dates: 2/3/2012, Office Hours: Community Directed Engagement, 3/13/2012, Strategies for Successful Client Tracking and Follow up, 4/20/2012, Chestnut Program Management & Evaluator Training, 6/7/2012 Office Hours: Making Office Hours More Useful to You and 10/4/2012 Office Hours: Involving Youth, Family and Community Voice.

**Training**

This site attended training on the following dates: 1/24/2012 to 1/27/2012, Mark Peterson and Tim Winters attended the National Gain Training in Normal IL, 2/14/2012, Project Director trained the Community Fellow on the Travis County Juvenile Drug Court, Reclaiming Futures concepts and model, and the implementation index, 4/10/2012 to 4/12/2012, 2012 JMATE Conference in Washington D.C., 5/8/2012 to 5/11/2012 Leadership Institute in San Antonio, 6/19/2012 OJJDP Juvenile Drug Court Performance Measures Training, 6/26/2012 OJJDP Juvenile Drug Court System Training, 8/23/2012 Trained entire JDC Team on RF Model, 9/5/2012 to 9/6/2012 Cross-site visit training, and 11/14/2012 Delivering Culturally Relevant Services for Minority Populations hosted by SAMSHA.

**Fellow Meetings**

This site held fellow meetings on the following dates:  
1/25/2012, 2/22/2012, 3/21/2012, 5/2/2012, 7/18/2012, 8/22/2012, and 11/14/2012.

This site has completed the implementation index form and will be implementing a plan to enhance the Reclaiming Futures model in our community. During this reported period we have added in a new Judicial Official/Judicial Fellow and Community Fellow in January 2012.

**VI. Description of difficulties/problems encountered in achieving planned goals and objectives including barriers to accomplishments and actions to overcome difficulties.**

This site may encounter difficulty at times in completing the 6 month and 12 month follow-ups for the GAIN or GPRA based on the uniqueness of the population that this site currently serves. It is important to note that the Travis County Juvenile Drug Court is unique as it serves post adjudicated substance using youth between the ages of 13.6 to 17 years. The population consists of youth with an average of 8 referrals to the Department for their delinquent activity. The population is described as a "Deep-End" population and is high risk offenders as it relates to their repetitive pattern of drug use and criminal behavior and they are often eligible for long term institutional placement at the Texas Youth Commission.

This site has encountered the following challenges with this population when it is time to conduct the 6 month and 12 month interviews: the clients are absconding from probation and the staff are not able to locate the client; it has been difficult to locate clients that have been terminated from probation or graduated from the drug court program; some of the clients that are 17 years old have been arrested in the Adult Criminal Justice System and been sentenced to the Texas Department of Corrections (TDC).

This site has a corrective plan in place to address these challenges. At the first court appearance to Drug Court the Project Director and Juvenile Probation Officer's assigned to the court will explain the GPRA and GAIN assessments, follow-up process and the importance of completing the interviews to the participants. The participants will also be informed about the incentives they will receive for completing the 6 to 12 month interviews. At the earliest date for eligibility for the 6 or 12 month follow-up, letters will be mailed out to participants that our staff is not able to reach by phone, telephone calls will be made to schedule interviews; staff will conduct home, field, school or placement visits in order to locate clients; staff will communicate with school registers to see where a participant is currently enrolled in school and offer incentives to ensure that the follow-up interview is completed.

In those instances where a juvenile has absconded from probation and is unavailable for the 6 or 12 month interviews, the Drug Court Unit has an officer assigned to review the Department's active Directive to Apprehend Report weekly. This officer makes phone calls weekly to the parents in the home in order to locate the client. Each month our unit conducts warrant round ups in order to locate any absconders.

In instances where a juvenile has been arrested in the Adult Criminal Justice System, the staff will make arrangements with the local facility to interview the client in custody if they have not been sent to the Texas Department of Corrections. This site has also utilized the recommendations from the CSAT online tool kit to enhance our skills in planning, tracking and locating high risk offenders in the Travis County Juvenile Drug Court to improve recruitment and tactics to improve follow ups.

This site does not anticipate any new key staff changes. Kathy Smith will remain the Project Director at 100% effort.

**CHECKLIST**

**NOTE TO APPLICANT:** This form must be completed and submitted with the original of your application. Be sure to complete each page of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last pages of the signed original of the application.

Type of Application:  New  Noncompeting Continuation  Competing Continuation  Supplemental

**PART A: The following checklist is provided to assure that proper signatures, assurances, and certifications have been submitted.**

- |  | Included                            | NOT Applicable                      |
|--|-------------------------------------|-------------------------------------|
| 1. Proper Signature and Date on the SF 424 (FACE PAGE) .....   | <input checked="" type="checkbox"/> |                                     |
| 2. If your organization currently has on file with HHS the following assurances, please identify which have been filed by indicating the date of such filing on the line provided. (All four have been consolidated into a single form, HHS 690) |                                     |                                     |
| <input type="checkbox"/> Civil Rights Assurance (45 CFR 80) .....  |                                     |                                     |
| <input type="checkbox"/> Assurance Concerning the Handicapped (45 CFR 84) .....  |                                     |                                     |
| <input type="checkbox"/> Assurance Concerning Sex Discrimination (45 CFR 86) .....   |                                     |                                     |
| <input type="checkbox"/> Assurance Concerning Age Discrimination (45 CFR 90 & 45 CFR 91) .....   |                                     |                                     |
| 3. Human Subjects Certification, when applicable (45 CFR 46) .....   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**PART B: This part is provided to assure that pertinent information has been addressed and included in the application.**

- |  | YES                                 | NOT Applicable                      |
|--|-------------------------------------|-------------------------------------|
| 1. Has a Public Health System Impact Statement for the proposed program/project been completed and distributed as required? .....                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Has the appropriate box been checked on the SF-424 (FACE PAGE) regarding intergovernmental review under E.O. 12372 ? (45 CFR Part 100) .....  | <input checked="" type="checkbox"/> |                                     |
| 3. Has the entire proposed project period been identified on the SF-424 (FACE PAGE)?.....  | <input checked="" type="checkbox"/> |                                     |
| 4. Have biographical sketch(es) with job description(s) been provided, when required?.....   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5. Has the "Budget Information" page, SF-424A (Non-Construction Programs) or SF-424C (Construction Programs), been completed and included? ..... | <input checked="" type="checkbox"/> |                                     |
| 6. Has the 12 month narrative budget justification been provided? .....  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7. Has the budget for the entire proposed project period with sufficient detail been provided? .....   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. For a Supplemental application, does the narrative budget justification address only the additional funds requested? .....                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. For Competing Continuation and Supplemental applications, has a progress report been included? .....  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**PART C: In the spaces provided below, please provide the requested information.**

Business Official to be notified if an award is to be made

Prefix:  First Name:  Middle Name:   
 Last Name:  Suffix:   
 Title:   
 Organization:   
 Street1:   
 Street2:   
 City:   
 State:  ZIP / Postal Code:  ZIP / Postal Code4:   
 E-mail Address:   
 Telephone Number:  Fax Number:

Program Director/Project Director/Principal Investigator designated to direct the proposed project or program.

Prefix:  First Name:  Middle Name:   
 Last Name:  Suffix:   
 Title:   
 Organization:   
 Street1:   
 Street2:   
 City:   
 State:  ZIP / Postal Code:  ZIP / Postal Code4:   
 E-mail Address:   
 Telephone Number:  Fax Number:

**PART D: A private, nonprofit organization must include evidence of its nonprofit status with the application. Any of the following is acceptable evidence. Check the appropriate box or complete the "Previously Filed" section, whichever is applicable.**

- (a) A reference to the organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- (b) A copy of a currently valid Internal Revenue Service Tax exemption certificate.
- (c) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- (d) A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization.
- (e) Any of the above proof for a State or national parent organization, and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

If an applicant has evidence of current nonprofit status on file with an agency of HHS, it will not be necessary to file similar papers again, but the place and date of filing must be indicated.

Previously Filed with: (Agency)

on (Date)

**INVENTIONS**

If this is an application for continued support, include: (1) the report of inventions conceived or reduced to practice required by the terms and conditions of the grant; or (2) a list of inventions already reported, or (3) a negative certification.

**EXECUTIVE ORDER 12372**

Effective September 30, 1983, Executive Order 12372 (Intergovernmental Review of Federal Programs) directed OMB to abolish OMB Circular A-95 and establish a new process for consulting with State and local elected officials on proposed Federal financial assistance. The Department of Health and Human Services implemented the Executive Order through regulations at 45 CFR Part 100 (Inter-governmental Review of Department of Health and Human Services Programs and Activities). The objectives of the Executive Order are to (1) increase State flexibility to design a consultation process and select the programs it wishes to review, (2) increase the ability of State and local elected officials to influence Federal decisions and (3) compel Federal officials to be responsive to State concerns, or explain the reasons.

Department's programs that are subject to the provisions of Executive Order 12372. Information regarding HHS programs subject to Executive Order 12372 is also available from the appropriate awarding office.

States participating in this program establish State Single Points of Contact (SPOCs) to coordinate and manage the review and comment on proposed Federal financial assistance. Applicants should contact the Governor's office for information regarding the SPOC, programs selected for review, and the consultation (review) process designed by their State.

Applicants are to certify on the face page of the SF-424 (attached) whether the request is for a program covered under Executive Order 12372 and, where appropriate, whether the State has been given an opportunity to comment.

The regulations at 45 CFR Part 100 were published in the Federal Register on June 24, 1983, along with a notice identifying the

**BY SIGNING THE FACE PAGE OF THIS APPLICATION, THE APPLICANT ORGANIZATION CERTIFIES THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE, COMPLETE, AND ACCURATE TO THE BEST OF THE SIGNER'S KNOWLEDGE, AND THE ORGANIZATION ACCEPTS THE OBLIGATION TO COMPLY WITH U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES' TERMS AND CONDITIONS IF AN AWARD IS MADE AS A RESULT OF THE APPLICATION. THE SIGNER IS ALSO AWARE THAT ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENTS OR CLAIMS MAY SUBJECT THE SIGNER TO CRIMINAL, CIVIL, OR ADMINISTRATIVE PENALTIES.**

**THE FOLLOWING ASSURANCES/CERTIFICATIONS ARE MADE AND VERIFIED BY THE SIGNATURE OF THE OFFICIAL SIGNING FOR THE APPLICANT ORGANIZATION ON THE FACE PAGE OF THE APPLICATION:**

**Civil Rights – Title VI of the Civil Rights Act of 1964 (P.L. 88-352)**, as amended, and all the requirements imposed by or pursuant to the HHS regulation (45 CFR part 80).

**Handicapped individuals – Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112)**, as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 84).

**Sex Discrimination – Title IX of the Educational Amendments of 1972 (P.L. 92-318)**, as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 86).

**Age Discrimination – The Age Discrimination Act of 1975 (P.L. 94-135)**, as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 91).

**Debarment and Suspension – Title 2 CFR part 376.**

**Certification Regarding Drug-Free Workplace Requirements – Title 45 CFR part 82.**

**Certification Regarding Lobbying – Title 32, United States Code, Section 1352 and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 93).**

**Environmental Tobacco Smoke – Public Law 103-227.**

**Program Fraud Civil Remedies Act (PFCRA)**

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# DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB  
0348-0046

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

**4. Name and Address of Reporting Entity:**

Prime     SubAwardee

\* Name:

\* Street 1:     Street 2:

\* City:     State:     Zip:

Congressional District, if known:

**5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:**

<b>6. * Federal Department/Agency:</b> <input type="text" value="Center for Substance Abuse Treatment"/>	<b>7. * Federal Program Name/Description:</b> <input type="text" value="Substance Abuse and Mental Health Services Projects of Regional and National Significance"/> CFDA Number, if applicable: <input type="text" value="93.243"/>
---	--

<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> \$ <input type="text"/>
--	--

**10. a. Name and Address of Lobbying Registrant:**

Prefix  \* First Name  Middle Name

\* Last Name  Suffix

\* Street 1:     Street 2:

\* City:     State:     Zip:

**b. Individual Performing Services** (including address if different from No. 10a)

Prefix  \* First Name  Middle Name

\* Last Name  Suffix

\* Street 1:     Street 2:

\* City:     State:     Zip:

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\* Signature:

\* Name: Prefix  \* First Name  Middle Name

\* Last Name  Suffix

Title:     Telephone No.:     Date:

cel

## Budget Narrative File(s)

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\* Mandatory Budget Narrative Filename:

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To add more Budget Narrative attachments, please use the attachment buttons below.

**Budget and Budget Narrative/Justification for the  
Travis County Juvenile Probation  
Drug Court Expansion**

**BUDGET DETAIL WORKSHEET  
Travis County Drug Treatment program  
(year 4)**

**C. Travel Costs**

Travel Purpose	Travel Location	Travel Item	Travel Item Rate	Travel Item Cost
Mandatory Training	TBD	Meals	\$34 a day @ 4 days for 5 staff	\$ 680.00
Mandatory Training		Lodging	\$200 a day @ 4 days for 5 staff	\$ 4,000.00
Mandatory Training		Airfare	\$400 a ticket for 5 staff	\$ 2,000.00
Mandatory Training		Ground Transportation	2 cars @ \$35.25 each for 4 days	\$ 282.00
<i>Mandatory Training as requested by SAMHSA/CSAT.</i>				
			<b>Total</b>	<b>\$ 6,962</b>

**E. Supplies**

Other Costs	Item costs	number of units	Total other Costs
Office Supplies	\$ 500	day to day operations	\$ 500
Incentives	\$ 1,000	20 units @ \$50	\$ 1,000
Urinalysis Kits/Patches	\$ 500.00	200 units @ \$2.5	\$ 500
Bus Passes	\$ 500.00	400 units @ \$1.25	\$ 500
<i>Office supplies for day to day operations of the Drug Court. UA kits and patches to ensure youth are following their treatment plans. Bus passes for youth to attend Drug Court and treatment. Incentives to increase clinical assessment mandatory by SAMSHA to include GAIN 1 (and followups) and GPRA.</i>			
			\$ 2,500

**F. Contractual Costs**

Contract Agency/Organization	Contract Service	Contract Amount
Urinalysis Testing	10 units @ \$50	\$ 500
Substance Abuse Treatment	Provide at least 60 youth in the program with substance abuse treatment. Rates to be determined	\$ 182,087
<i>Contractual Agreement with various substance abuse treatment providers (community partners within the Juvenile Justice Integrated Network (JJIN) will include drug testing, residential treatment, intensive outpatient treatment, individual treatment and case management services. The JJIN will be involved in the treatment initiation; treatment engagement and completion phase of the Reclaiming Future Model. The potential contractual partners are Changing How I Live Life, Providence, Clean Investments, Nexus, Workers Assistance Program, Association for the Advancement of Mexican Americans, Phoenix House, Victims Safety First (tracking youth to ensure treatment) etc.</i>		
<b>Total</b>		<b>\$ 182,587</b>

**Budget and Budget Narrative/Justification for the  
Travis County Juvenile Probation  
Drug Court Expansion**

**H. Other Costs**

Other Costs	Item costs	number of units	Total other Costs
CRA/ACC -Education costs, Certification and Technical assistance	\$ 1,500	1	\$ 1,500
MET/CBT -Education costs, Certification and Technical assistance	\$ 2,500	1	\$ 2,500
<i>CRA/ACC training costs which include the actual for education, certification, and technical assistance. MET/CBT education costs include the actual for education, certification, and technical assistance.</i>			
<i>Total</i>			\$ 4,000

**I. Indirect Costs**

Direct Costs	Total Federal Budget	Indirect Cost Rate	Total indirect costs
\$ 196,049	\$ 196,049	2%	3,921
<i>The indirect costs covers administrative expensive related to the program management which includes grant reporting requirements, financial reconciliation, etc. Travis County Juvenile Probation's actual indirect costs are 27.6921 percent for grants.</i>			
<i>Total</i>			\$3,921

**Budget Summary**

Budget Category	Amount
A. Personnel	\$ -
B. Fringe Benefits	\$ -
C. Travel	\$ 6,962
D. Equipment	\$ -
E. Supplies	\$ 2,500
F. Construction	\$ -
G. Consultants/Contracts	\$ 182,587
H. Other	\$ 4,000
<b>Total Direct Costs</b>	\$ 196,049
I. Indirect Costs	\$ 3,921
<b>TOTAL FEDERAL PROJECT COSTS</b>	\$ 199,970
Federal Request	\$ 199,970
Non Federal request	\$ -
<b>TOTAL PROJECT COSTS</b>	\$ 199,970

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**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Travis County Juvenile Probation Treatment Drug Court	93.243	\$	\$	\$ 199,970.00	\$	\$ 199,970.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 199,970.00	\$	\$ 199,970.00

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**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Travis County Juvenile Probation Treatment Drug Court				
<b>a. Personnel</b>	\$	\$	\$	\$	\$
<b>b. Fringe Benefits</b>					
<b>c. Travel</b>	6,962.00				6,962.00
<b>d. Equipment</b>					
<b>e. Supplies</b>	2,500.00				2,500.00
<b>f. Contractual</b>	182,587.00				182,587.00
<b>g. Construction</b>					
<b>h. Other</b>	4,000.00				4,000.00
<b>i. Total Direct Charges (sum of 6a-6h)</b>	196,049.00				196,049.00
<b>j. Indirect Charges</b>	3,921.00				3,921.00
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 199,970.00	\$	\$	\$	\$ 199,970.00
<b>7. Program Income</b>	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS				
	Total for 1st Year			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 199,970.00	\$ 45,000.00	\$ 54,970.00	\$ 75,000.00
14. Non-Federal	\$			
15. TOTAL (sum of lines 13 and 14)	\$ 199,970.00	\$ 45,000.00	\$ 54,970.00	\$ 75,000.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	
23. Remarks:	

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# Survey on Ensuring Equal Opportunity For Applicants

**Purpose:**

The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey**

If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

<b>Applicant's (Organization) Name:</b>	Travis County
<b>Applicant's DUNS Name:</b>	0309088420000
<b>Federal Program:</b>	SAMHSA 2013 Continuations
<b>CFDA Number:</b>	93.243

1. Has the applicant ever received a grant or contract from the Federal government?

Yes       No

2. Is the applicant a faith-based organization?

Yes       No

3. Is the applicant a secular organization?

Yes       No

4. Does the applicant have 501(c)(3) status?

Yes       No

5. Is the applicant a local affiliate of a national organization?

Yes       No

6. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or fewer       15-50  
 4-5       51-100  
 6-14       over 100

7. What is the size of the applicant's annual budget? (Check only one box.)

Less Than \$150,000  
 \$150,000 - \$299,999  
 \$300,000 - \$499,999  
 \$500,000 - \$999,999  
 \$1,000,000 - \$4,999,999  
 \$5,000,000 or more

W

## **Survey Instructions on Ensuring Equal Opportunity for Applicants**

**Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.**

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary (EO 13198 and 13199).

If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving the form, please write to: The Agency Contact listed in this grant application package.

## Other Attachment File(s)

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\* Mandatory Other Attachment Filename:

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To add more "Other Attachment" attachments, please use the attachment buttons below.



**SAMUEL T. BISCOE**  
COUNTY JUDGE

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TRAVIS COUNTY ADMINISTRATION BUILDING  
P.O. BOX 1748      ROOM 520  
AUSTIN, TEXAS 78767  
(512) 854-9555  
(512) 854-9535 FAX

January , 2013

Ms. Eileen Bermudez  
Grants Management Specialist  
SAMHSA-Grants Management, OFR  
1 Choke Cherry Road, Room 7-1089  
Rockville, MD. 20857  
(240)-276-1412

**SUBJECT: Juvenile Treatment Drug Court -Substance Abuse and Mental Health Services Administration (SAMSHA) and the Center for Substance Abuse (CSAT) continuation grant Reference 5 TI020920-04-Budget Revisions under 25% of the total project.**

Dear Ms. Bermudez,

Per the request of the continuation application process, Travis County affirms that the detailed budget and narrative justification (year 3) has not changed above 25% of the total budget from the current budget period. After the Final FSR submission for year two, we anticipate a rollover from year two to year three and will submit a budget adjustment to move dollars to the appropriate categories.

Please contact Maya Duff (512) 854-7046 for additional information.

Sincerely,

Samuel T. Biscoe  
County Judge  
Travis County

## ASSURANCE OF COMPLIANCE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975

The Applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the U.S. Department of Health and Human Services.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Title IX of the Education Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

The person whose signature appears below is authorized to sign this assurance and commit the Applicant to the above provisions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Official

Judge Samuel T. Biscoe

\_\_\_\_\_  
Name and Title of Authorized Official (please print or type)

Travis County Juvenile Probation Department

\_\_\_\_\_  
Name of Healthcare Facility Receiving/Requesting Funding

2515 South Congress Ave.

\_\_\_\_\_  
Street Address

Austin, TX 78704

\_\_\_\_\_  
City, State, Zip Code

Please mail form to:

U.S. Department of Health & Human Services  
Office for Civil Rights  
200 Independence Ave., S.W.  
Washington, DC 20201

**ASSURANCE  
of Compliance with SAMHSA Charitable Choice  
Statutes and Regulations  
SMA 170**

**REQUIRED ONLY FOR APPLICANTS APPLYING FOR GRANTS THAT FUND  
SUBSTANCE ABUSE TREATMENT OR PREVENTION SERVICES**

SAMHSA's two Charitable Choice provisions [Sections 581-584 and Section 1955 of the Public Health Service (PHS) Act, 42 USC 290k, et seq., and 42 USC 300x-65 et seq., respectively] allow religious organizations to provide SAMHSA-funded substance abuse services without impairing their religious character and without diminishing the religious freedom of those who receive their services. These provisions contain important protections both for religious organizations that receive SAMHSA funding and for the individuals who receive their services, and apply to religious organizations and to State and local governments that provide substance abuse prevention and treatment services under SAMHSA grants.

As the duly authorized representative of the applicant, I certify that the applicant:

Will comply, as applicable, with the Substance Abuse and Mental Health Services Administration (SAMHSA) Charitable Choice statutes codified at sections 581-584 and 1955 of the Public Health Service Act (42 U.S.C. §§290kk, et seq., and 300x-65) and their governing regulations at 42 C.F.R. part 54 and 54a respectively.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

## **LIST of CERTIFICATIONS**

### **1. CERTIFICATION REGARDING LOBBYING**

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93). By signing and submitting this application, the applicant is providing certification set out in Appendix A to 45 CFR Part 93.

### **2. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)**

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Department of Health and Human Services terms and conditions of award if a grant is awarded as a result of this application.

### **3. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

The authorized official signing for the applicant organization certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The applicant organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

The Department of Health and Human Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the DHHS mission to protect and advance the physical and mental health of the American people.

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standard or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standard for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685- 1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non- discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to

all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetland pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance. 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

<b>Check One:</b>	Application Approval: <input type="checkbox"/>	Permission to Continue: <input checked="" type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
<b>Check One:</b>	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
<b>Department/Division:</b>	HHSVS / FSS	
<b>Contact Person/Title:</b>	Lisa Sindermann / Financial Analyst Lead	
<b>Phone Number:</b>	854-4594	

<b>Grant Title:</b>	Comprehensive Energy Assistance Program (CEAP)		
<b>Grant Period:</b>	From: <input type="text" value="Jan 1, 2013"/>	To: <input type="text" value="Dec 31, 2013"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	Texas Department of Housing & Community Affairs		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Originating Grantor:</b>	U. S. Department of Human Services		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 286,000	\$ 0	\$ 0	\$ 0	\$ 286,000
Operating:	\$ 2,314,000	\$ 0	\$ 0	\$ 0	\$ 2,314,000
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 2,600,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,600,000</b>
<b>FTEs:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Permission to Continue Information					
Funding Source (Cost Center)	Personnel Cost	Operating Cost	Estimated Total	Filled FTE	PTC Expiration Date
1580100001	\$ 29,196	\$ 200,000	\$ 229,196	4.00	03/31/2013

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	MG	
County Attorney	<input type="checkbox"/>	N/A	

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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 Individuals receiving utility assistance	28,358	15,000	15,000	
2.					
3.					
+ - Measures for the Grant					
1.	Number of Households receiving utility assistance through the three grant components, Energy Crisis, Co-Pay and Elderly Disabled	16,009	5,315	6,608	
	Outcome Impact Description	Utility assistance provided by this program is to address a household energy crisis situation or 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:**

HHS is requesting a Permission to Continue funding 4 temporary employees as well as funding operating costs associated with the Comprehensive Energy Assistance Program (CEAP) from January-March 2013. The funding is expected to become available some time in the first half of 2013. This program has been grant funded for the past ten years and the Texas Department of Housing and Community Affairs (TDHCA) has indicated that the grant will be funded again for 2013, with an original funding amount of \$2.6 million.

HHS indicates that if this Permission to Continue is approved, it will continue the CEAP services to eligible county households using county General Fund budget until the new grant contract is executed. Upon execution of the new grant contract, HHS will reclassify all grant expenditures to the grant budget.

Please note that HHS has requested that the PTC for the operating expenses be approved through April 2013. However, PBO is recommending that the approval be allowed only through March 31, 2013 as stipulated in the budget rules. If the grant contract is not ready by early March, HHS expects to request an additional PTC through June 30, 2013. PBO recommends approval of these PTCs.

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 Texas Department of Housing and Community Affairs has informed the department the planning figure for the 2013 CEAP grant contract is \$2,600,000. This funding provides approximately \$286,000 for salary expenses related to the allowable tasks for the temporary workers, and staff who provides outreach and case management activities. This grant funding also provides for approximately \$2,312,800 of utility assistance relating to the three utility component budgets and \$1,200 for training and travel expenses.

The department will use the \$200,000 from the General Fund to continue direct service assistance using the CEAP guidelines for 2013 until the fully executed contract can be obtained. The \$29,196 will continue funding four temporary positions during the first quarter of 2013.

The program goal is to assist households in need to achieve energy self-sufficiency by providing household heating and cooling energy utility assistance for low-income families or individuals. The households may seek utility assistance to address an energy crisis situation or the situation may need a multiple payment term which is provided by the program guidelines. The department also utilizes the 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 and household appliance issues 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:** December 18, 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:** Permission to Continue salary expenses of temporary workers for the 2013 Comprehensive Energy Assistance Program (CEAP) from the Texas Department of Housing and Community Affairs (TDHCA).

**Proposed Motion:** Consider and take appropriate action on the request from Travis County Health and Human Services & Veterans Service for permission to continue funding temporary employees funded by the Comprehensive Energy Assistance Program (CEAP) in the 2013 program year until a fully executed contract is obtained from the Texas Department of Housing and Community Affairs.

**Program Summary:** The department has requested permission to continue these salaries in the amount of \$29,196. for the four temporary employees in the CEAP grant for the 2013 grant period which will begin January 1, 2013. These office specialists are needed to continue the services provided by this grant program pending the approval of the grant contract. TDHCA has informed the department the first estimated allocation for this program will be \$2,600,000. The department deems it necessary to retain this staff for maintaining a level of continuity for serving the residents of Travis County with this program assistance. The department is also requesting a permission to use general funds to administer the assistance payments. It is estimated the grant contract for the 2012 grant period may be available for execution during the first or second quarters of the program period.

TCHHSVS is requesting approval to use \$29,196 from the General Fund to continue funding these four temporary employees until there is a fully executed grant contract. This funding will be used to fund the expenditure budgets of salary and benefits for these employees for approximately three months. The grant will reimburse the General Fund upon execution of the grant contract.

TCHHSVS staff recommends approving the permission to continue.

**Budgetary and Fiscal Impact:**

The \$29,196 will come from salary savings of vacant slots 297 and 94. No matching funds are required. The current contract period is from 01-01-12 and ends 12-31-12.

**Issues and Opportunities:** The department uses CEAP funds for direct assistance for qualified clients in Travis County, allowable administrative and case management costs, and allowable direct services support costs for outreach. The grant allows the department to provide assistance to clients who are experiencing an energy-related hardship. This program is designed to assist clients in obtaining energy self-sufficiency and is consistent with the goal of the Travis County Health and Human Services and Veterans Service Department. In the current program year, funds from the CEAP grant were used to assist more than 4,429 households within Travis County.

cc: Leslie Browder, County Executive, Planning and Budget Office  
Diana Ramirez, Budget Analyst Sr., Planning and Budget Office  
Nicki Riley, CPA, Travis County Auditor  
Patti Smith, Chief Assistant County Auditor  
Michelle Gable, Auditor Analyst II, County Auditors Office  
Cyd Grimes, CPM, Travis County Purchasing Agent  
Mary Etta Gerhardt, Assistant County Attorney  
Jim Lehrman, Division Director, Family Support Services



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**Date:** December 18, 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:** Permission to use general fund operating allocations temporarily to continue services for the 2013 Comprehensive Energy Assistance Program (CEAP) from the Texas Department of Housing and Community Affairs (TDHCA)

**Proposed Motion:** Consider and take appropriate action on the request from Travis County Health and Human Services & Veterans Services for permission to continue services of the Comprehensive Energy Assistance Program (CEAP) in the 2013 program year with internal HHSVS resources until a fully executed contract is obtained from the Texas Department of Housing and Community Affairs.

**Program Summary:** The department has requested permission to continue these services and use general fund operating resources for the past ten years regarding this grant program received from the Texas Department of Housing and Community Affairs. It has become necessary to implement this practice as historically the grant contract from TDHCA is not ready for execution until sometime in the first or second quarters of the new program period.

For the CEAP program, the delay in approving the contract would adversely impact residents seeking utility assistance in the winter months when they are experiencing an energy-related need and/or repair or replacement of the household heating and cooling appliances. The CEAP grant is one of the largest funding sources used for qualified residents of Travis County experiencing hardships due to rising energy costs and need. With the use of the departmental general fund operating resources over the past ten

years, the department has had the opportunity to assist clients following the guidelines of the CEAP program beginning in January of each year. In the current program year, funds from the CEAP grant were used to assist more than 4,429 households within Travis County to date.

**Budgetary and Fiscal Impact:** The department will allocate a total of \$200,000 for this permission to use general fund which is estimated to continue services through April, 2013 based on the expenditure trend from the 2012 grant period. There will be \$200,000 transferred from the Indigent Rent line item (CC 1580100001, GL account 511390) into the general fund utility assistance line item (CC 1580100001 GL account 511410) to maintain utility assistance for qualified clients per the 2013 CEAP guidelines.

TDHCA has informed the department that the first allocation for this program is \$2,600,000. The department does project another release of funding for this program possibly from available State funds; however the projected release date will not be until the summer months.

All of the appropriate general fund expenditures will be reclassified as CEAP grant expenditures when the grant budget is established by the County Auditors office, resulting in a zero impact on the general fund resources. No matching funds are required. The current contract period is from 01-01-12 and ends 12-31-12.

**Issues and Opportunities:** The department uses CEAP funds for direct assistance for qualified clients in Travis County, along with obtaining allowable administrative and case management costs. The grant allows the department to provide assistance to clients who are experiencing an energy-related hardship. This program is designed to assist clients in obtaining energy self-sufficiency and is consistent with the goal of the Travis County Health and Human Services and Veterans Service Department.

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