



## **Travis County Commissioners Court Agenda Request**

**Meeting Date:** 01/22/2013, 9:00 AM, Voting Session

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

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

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

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

- A. Annual application to the Office of the Governor, Criminal Justice Division, to continue the Juvenile Accountably Block Grant Local Assessment Center Program within Juvenile Probation;
- B. Annual application to the Corporation for National and Community Service to continue the Coming of Age Program in the Health and Human Services & Veterans Service Department;
- C. Ratify contract amendment with Office of the Governor, Criminal Justice Division for the Juvenile Services Front End Therapeutic Services Program in the Juvenile Probation Department to deobligate unspent grant funds;
- D. Ratify contract amendment with Office of the Governor, Criminal Justice Division for the Residential Substance Abuse Treatment Program in the Juvenile Probation Department to deobligate unspent grant funds; and
- E. Ratify contract amendment with Office of the Governor, Criminal Justice Division for the Eagle Resource Project in the Juvenile Probation Department to deobligate unspent grant funds.

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

Items A & B are routine requests to continue existing grant programs.

Items C, D, & E are the result of a change in the online Office of the Governor grant management system. When the Auditor's Office submitted the final request for payment for these three FY 2012 grants, it deobligated the remaining grant funds. Budget rules require that changes to a grant budget that exceeds 5% be approved by Commissioners Court. As the change has already occurred, we are requesting ratification of the reduced grant award.

### **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:**

There is no additional fiscal impact resulting from these grant items.

**REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Leslie Browder  
Melissa Velasquez

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE  
FY 2013

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

Application	Dept. Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
<b>A</b>											
	Juvenile Accountability Block Grant	09/01/13 - 08/31/14	\$61,334	\$6,814	\$0	\$0	\$68,148	-	R	MC	6
	(JABG) Local Assessment Center	04/01/13 - 03/31/14	\$50,495	\$324,753	\$0	\$0	\$375,248	6.80	R	MC	28
	Coming of Age (CNCs)										
<b>Contracts</b>											
<b>C</b>	Juvenile Front End Therapeutic Services Program*	09/01/11-08/31/12	\$17,617	\$0	\$0	\$0	\$17,617	-		MC	97
<b>D</b>	Residential Substance Abuse Treatment Program*	10/01/11 - 09/30/12	\$132,063	\$47,512	\$0	\$0	\$179,575	1.00	R	C	104
<b>E</b>	Eagle Resource Project*	09/01/11-08/31/12	\$34,628	\$0	\$0	\$0	\$34,628	-	R	MC	111

\* Amended from original.

**PBO Notes:**

R - PBO recommends approval.

NR - PBO does not recommend approval

D - PBO recommends item be discussed.

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

S - Simple

MC - Moderately Complex

C - Complex

EC - Extremely Complex

**FY 2013 Grant Summary Report**  
**Grant Applications approved by Commissioners Court**

*The following is a list of grants for which application has been submitted since October 1, 2012, and the notification of award has not yet been received.*

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
117	Southeast Travis County Historical Survey	10/01/12 - 09/30/14	\$7,500	\$0	\$6,000	\$1,500	\$15,000	-	10/30/2012
119	Underage Drinking Prevention Program	10/01/13 - 09/30/14	\$161,204	\$0	\$35,951	\$55,000	\$252,155	3.00	11/6/2012
124	Formula Grant- Indigent Defense Grants Program	10/01/12 - 09/30/13	\$441,998	\$0	\$0	\$0	\$441,998	-	11/27/2012
145	Juvenile probation Pre-Doctoral Psychology Internship Program	7/1/13- 6/30/14	\$34,306	\$0	\$0	\$0	\$34,306	-	12/4/2012
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards	4/1/2013- 3/31/2014	\$100,000	\$0	\$0	\$0	\$100,000	-	1/8/2013
145	Juvenile Treatment Drug Court	9/30/2013- 9/29/2014	\$199,970	\$0	\$0	\$0	\$199,970	-	1/8/2013
			\$944,978	\$0	\$41,951	\$56,500	\$1,043,429	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			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
158	Comprehensive Energy Assistance Program	1/1/2013-12/31/2013	\$29,196	\$200,000	\$229,196	4.00	3/31/2013	1/8/2013	N/A	No
Totals			\$305,611	\$200,000	\$505,611	12.00				



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

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

Grant Title:	Juvenile Accountability Block Grant (JABG) Local Assessment Center		
Grant Period:	From: <input type="text" value="Sep 1, 2013"/>	To: <input type="text" value="Aug 31, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor, Criminal Justice Division		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	United States Department of Justice		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 58,804	\$ 6,814	\$ 0	\$ 0	\$ 65,618
Operating:	\$ 1,327	\$ 0	\$ 0	\$ 0	\$ 1,327
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 1,203	\$ 0	\$ 0	\$ 0	\$ 1,203
Totals:	\$ 61,334	\$ 6,814	\$ 0	\$ 0	\$ 68,148
FTEs:	1.00	0.00	0.00	0.00	1.00

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

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



Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+   -	Applicable Departmental Measures				
1.	Total number of youth receiving mental health and/or substance abuse screening	1683	2117	2223	2290
2.	Number (percentage) of youth identified as requiring more extensive assessment	900 (53%)	782 (37%)	812 (37%)	836 (37%)
3.	Number (percentage) of youth who receive more extensive assessment based on need	749 (83%)	662 (85%)	674 (83%)	694 (83%)
+   -	Measures for the Grant				
1.	Graduated Sanctions	1683	2117	2223	2290
Outcome Impact Description		Number of eligible youth served using Graduated Sanctions approaches			
2.	Successful Completion	1675	2117	2223	2290
Outcome Impact Description		Number of program youth completing program requirements			
3.	Full Assessments Given	1675	2117	2223	2290
Outcome Impact Description		Number of program youth fully assessed using risk and needs assessments			
4.	Recidivism	222	419	400	412
Outcome Impact Description		Number of youth who reoffend			
5.	Services Received	749	662	674	694
Outcome Impact Description		Number of times services identified through youth assessment that are actually received by the assessed youth			
6.	Detentions Alternatives	951	1627	1711	1762
Outcome Impact Description		Number of cases that result in alternatives to detention			

**PBO Recommendation:**

The Juvenile Probation Department is requesting Commissioners Court approval of the annual application to the Office of the Governor, Criminal Justice Division for the existing Juvenile Assessment Center Grant Program. The program provides juveniles with a comprehensive Adolescent Severity Inventory (substance abuse examination), a mental status examination, and screening for developmental disabilities at the front end of the referral process to the department so they can be directed to the appropriate services at Travis County Juvenile Probation Department in a timely manner.

This is the continuation of an existing grant that was first approved in FY 99. The required grant match is met through the department's existing budget –and pays for a Chemical Dependency Counselor. No additional resources are needed. In addition, the grant does not require the service level be continued after termination of the grant cycle.

PBO recommends approval of this application request.

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

The JABG program's purpose is to develop programs that promote greater accountability in the Juvenile Justice System. Screening and assessing youth at the front end of the referral process to Travis County Juvenile Probation (TCJPD) ensures proper service delivery and case management for youth with substance abuse issues, mental health disorders, and/or developmental delays. Proper screening and further assessments when indicated affords juveniles a greater opportunity to change their life-course when given proper support at onset of the activity in the juvenile justice system. The goal of the program is to screen and assess all youth who are referred to TCJPD in a timely fashion and direct them to appropriate services that may be needed to reduce substance abuse, address mental health issues, and /or address developmental delays in order to divert them from a path of serious, violent and chronic delinquency. Based on an annual calculation of juvenile crime data in Travis County, the Juvenile Probation Department is eligible to apply for \$61,334 in this grant.

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

N/A; there are no long term County funding requirements.

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.

The Juvenile Accountability Block Grant program requires a grantee match of at least 10%, which is calculated on the total project costs, not on the amount requested from CJD.

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 rate has been calculated at \$1,203.

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

The Department intends to request subsequent year continuation funding for the Juvenile Assessment Center 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 assessment center as well as other areas of Substance Abuse Services only after all other sources of funding have been exhausted.

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 Juvenile Assessment Center will continue to improve systems of screenings and assessments which result in more appropriate treatment placement.



# TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

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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: Grant Application to the Office of the Governor for Juvenile Accountability Block Grant (JABG)  
Local Assessment Center

DATE: January 3, 2013

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Attached is Travis County Juvenile Probation Department's continuation grant application to the Office of the Governor, Criminal Justice Division for funding to supplement the Department's Juvenile Assessment Center. The match of \$6,814 is required and represents 10% of the total project cost. It will cover the personnel/fringe benefits for a licensed counselor/therapist. Based on an annual calculation of juvenile crime data in Travis County, the Juvenile Probation Department is eligible to apply for \$61,334 from the Office of the Governor.

The goal of the Juvenile Assessment Center is to provide juveniles with an initial screening with the Massachusetts Youth Screening Instrument – Second Version (MAYSI-2) and Substance Use Survey (SUS) Screening Inventory. This secured funding will support the cost of mental health assessment services and a licensed counselor/therapist.

Please review this item and place it on the **January 22nd** Commissioner's Court agenda for their consideration and action. Please contact Maya Duff at 4-7046 for further information.

Thank you in advance for your attention to this request.

CC: Jim Connolly  
Rhett Perry  
Britt Canary  
Dr. Daniel Hoard  
Sylvia Mendoza  
Lisa Eichelberger  
Grant File

[ Print This Page ]

**Agency Name:** Travis County  
**Grant/App:** 1339115 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

**Project Title:** JABG Local Juvenile Assessment Center  
**Status:** Application Pending Submission

#### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460001922000

#### Application Eligibility Certify:

Created on:12/19/2012 9:33:03 AM By:Estela Medina

#### Profile Information

**Applicant Agency Name:** Travis County  
**Project Title:** JABG Local Juvenile Assessment Center  
**Division or Unit to Administer the Project:** Juvenile Probation Department  
**Address Line 1:** 2515 South Congress Avenue  
**Address Line 2:**  
**City/State/Zip:** Austin Texas 78704-5513  
**Start Date:** 9/1/2013  
**End Date:** 8/31/2014

**Regional Council of Governments(COG) within the Project's Impact Area:** Capital Area Council of Governments  
**Headquarter County:** Travis  
**Counties within Project's Impact Area:** Travis

#### Grant Officials:

##### Authorized Official

**User Name:** Samuel Biscoe  
**Email:** sam.biscoe@co.travis.tx.us  
**Address 1:** Post Office Box 1748  
**Address 1:**  
**City:** Austin, Texas 78767  
**Phone:** 512-854-9555 Other Phone:  
**Fax:** 512-854-9535  
**Title:** The Honorable  
**Salutation:** Judge

##### Project Director

**User Name:** Estela Medina  
**Email:** estela.medina@co.travis.tx.us  
**Address 1:** 2515 South Congress Avenue  
**Address 1:**  
**City:** Austin, Texas 78704  
**Phone:** 512-854-7069 Other Phone:  
**Fax:** 512-854-7097  
**Title:** Ms.  
**Salutation:** Chief

##### Financial Official

**User Name:** Nickl Riley  
**Email:** nickl.riley@co.travis.tx.us  
**Address 1:** 700 Lavaca Street Suite 1200  
**Address 1:**  
**City:** Austin, Texas 78701  
**Phone:** 512-854-9125 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.

##### Grant Writer

**User Name:** Maya Duff  
**Email:** maya.duff@co.travis.tx.us  
**Address 1:** 2515 South Congress Ave.  
**Address 1:**  
**City:** Austin, Texas 78704  
**Phone:** 512-854-7046 Other Phone:

**Fax:** 512-854-7093

**Title:** Ms.

**Salutation:** Ms.

## Grant Vendor Information

**Organization Type:** County

**Organization Option:** applying to provide juvenile prevention and / or intervention services

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**  
17460001922000

**Data Universal Numbering System (DUNS):** 030908842

## Narrative Information

### Primary Mission and Purpose

The Juvenile Accountability Block Grant (JABG) Program's purpose is to develop programs that promote greater accountability in the juvenile justice system.

### Funding Levels

The anticipated funding levels for the Juvenile Accountability Block Grant (JABG) program are as follows:

- Minimum Award - \$5,000
- Maximum Award - None
- The Juvenile Accountability Block Grant program requires a grantee match of at least 10%, which is calculated on the total project costs, not on the amount requested from CJD. The match requirement may be met through cash contributions only.

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

**Note:** If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.

### Local Advisory Board

Each unit of local government is required to establish an advisory board consisting of individuals representing police departments, sheriffs' offices, prosecutors, probation officers, juvenile courts, schools, businesses, and faith-based, fraternal, nonprofit, or social service organizations involved in juvenile crime and delinquency. The local advisory board is responsible for the development of a coordinated enforcement plan for the use of grant funds based on an analysis of the local juvenile justice system. The analysis determines the most effective use of grant funds within the sixteen program purpose areas that apply to those grant funds. The plan serves as the project narrative and summary and should follow the general format of a project narrative and summary as outlined in this solicitation. In the space provided, enter the number of individuals representing each of the groups listed below.

**Note:** Although the **Local Advisory Board** section is not applicable to discretionary applicants, you must enter a numeric value in each box. Discretionary applicants should enter a zero ('0') in the boxes below.

Enter the number of advisory group members representing **Police Departments:**

1

Enter the number of advisory group members representing **Sheriff Offices:**

1

Enter the number of advisory group members representing **Prosecutors:**

1

Enter the number of advisory group members representing **Juvenile Courts:**

0

Enter the number of advisory group members representing **Schools:**

1

Enter the number of advisory group members representing **Businesses:**

0

Enter the number of advisory group members representing **Social Service Agencies** (e.g., faith-based, fraternal, non-profit, etc.):

1

**Local Advisory Board Resolution**

A Local Advisory Board Resolution form has been signed by members of the local juvenile justice advisory board and is on file with the application agency.

**Note:** The **Local Advisory Board Resolution** section is not applicable to discretionary applicants.

**Waiver of Funds**

Any entity receiving a local allocation may waive the ability to apply for funds and choose instead to waive the allocation to a larger or neighboring city, county or Native American tribe that will still benefit the waiving area's jurisdiction. The applicant agency is responsible for obtaining a completed JABG Waiver of Funds Form from each agency that chooses to waive its allocation to the applicant. CJD will not award any additional waived funds to the applicant organization until a completed JABG Waiver of Funds Form is signed and fax to CJD at (512) 475-2440 by the application submission deadline. The JABG Waiver of Funds Form is available [here](#) or can be downloaded from CJD's website at <https://egrants.governor.state.tx.us/updates.aspx>. In the space provided below, enter the name of the agency waiving funds, amount of funds waived, and the name of the waiving agency's authorized official.

**Note:** Although the **Waiver of Funds** section is not applicable to discretionary applicants, you must select a value in the box. Discretionary applicants should select not applicable ('N/A') in the box below.

Does this application include funds waived from another jurisdiction?

Select the appropriate response:

- Yes  
 No  
 N/A

If you selected **Yes** above, enter the name of the waiving agency and amount of waived funds (e.g., Anywhere County - \$25,000). If multiple jurisdictions are waiving funds to your agency, include the names and amounts for each agency.

Enter the name(s) and amount(s) for waived funds:

**Drug Court Program Requirements**

Drug Court programs that provide court-supervised substance abuse treatment as an alternative to traditional criminal sanctions, as defined in Chapter 469 of the Texas Health and Safety Code must incorporate the following ten (10) essential characteristics of drug courts noted below and codified in Texas Health and Safety Code §469.001 to be eligible for funding:

**Ten Essential Characteristics**

Describe in detail how your program meets each of the 10 essential characteristics of a drug court.

**Integration of Services** – The integration between alcohol and other drug treatment services in the processing of cases in the judicial system.

n/a

**Non-Adversarial Approach** – The use of a non-adversarial approach involving prosecutors and defense attorneys to promote public safety and to protect the due process rights of program participants.

n/a

**Prompt Placement** – Early identification and prompt placement of eligible participants in the program.

n/a

**Access** – Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services.

n/a

**Abstinence Monitoring** – Monitoring of abstinence through weekly alcohol and other drug testing.

n/a

**Compliance Strategy** – A coordinated strategy to govern program responses to participants' compliance.

n/a

**Judicial Interaction** – Ongoing judicial interaction with program participants.

n/a

**Evaluation** – Monitoring and evaluation of program goals and effectiveness.

n/a

**Education** – Continuing interdisciplinary education to promote effective program planning, implementation, and operations.

n/a

**Partnerships** – Development of partnerships with public agencies and community organizations.

n/a

**General Approaches**

- **Pre-adjudication** - The defendant is diverted to the treatment program in lieu of prosecution before charges are filed or before final case.
- **Post-adjudication** - The drug offender begins the drug court program after entering a plea of guilty or nolo contendere or having been found guilty, often as a condition of probation.
- **Reentry** - Offenders completing sentences of incarceration or lengthy terms of residential treatment are ordered into the treatment program to facilitate their transition and reintegration into society.
- **Civil** - Participants enter the drug court program in relation to suits affecting the parent-child relationship, child welfare / CPS cases, child support cases, or other civil matters.

Select the **general approach(es)** this drug court will follow below.

Select all that apply:

- Pre-adjudication
- Post-adjudication
- Reentry
- Civil
- N/A

**Observation**

The drug court team (judge, prosecutor, defense counsel, treatment provider, supervision officer, court coordinator, etc.) of a new program must observe at least one drug court staffing session and hearing, in Texas, prior to program implementation.

**Policies and Procedures**

The drug court will develop and maintain written policies and procedures for the operation of the program.

**Information Sharing**

The applicant will submit a copy of any project evaluations, evaluation plans, recidivism studies, or related reports that are completed during the grant period to CJD.

**Jurisdiction**

Provide the name of the court administering the Drug Court program (e.g., *999th Judicial District Court, Somewhere County Criminal Court, or City of Somewhere Municipal Court*). If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

**Drug Court Date**

If the Drug Court has commenced operations, provide the date that this Drug Court was established.

**Drug Court Type**

- **Adult** - Programs serving adults (either pre-adjudication, post-adjudication, or reentry).
- **Family** - Programs serving parents who enter the drug court in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.
- **Juvenile** - Programs serving juveniles (either pre-adjudication, post-adjudication, or reentry).

Select the type of drug court that will be operated:

- Adult
- Family
- Juvenile
- N/A

Will the drug court accept **DWI offenders**?

Select the appropriate response:

- Yes
- No
- N/A

**Presiding Judge**

The presiding judge of a drug court funded with Drug Court funds must be an active judge holding elective office or a master. Persons eligible for appointment may not be a former or retired judicial officer. Is the presiding judge of the drug court an active judge holding elective office or a master?

Select the appropriate response:

- Yes
- No
- N/A

Enter the name of the **Presiding Judge** for the Drug Court. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

**Drug Court Coordinator**

Enter the name of the Drug Court Coordinator. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

**Note:** The Drug Court Coordinator usually monitors the operation of the Drug Court, supervises Drug Court staff, participates in Drug Court judicial staff meetings, prepares and oversees Drug Court contracts with service providers, maintains data on Drug Court operations, and communicates with legal staff, government officials, social service agencies, and the public regarding matters of the Drug Court.

Has the drug court ever applied for **federal funding**?

Select the appropriate response:

- Yes  
 No  
 N/A

Has the drug court ever received **federal funding**?

Select the appropriate response:

- Yes  
 No  
 N/A

If you selected **Yes** above, provide the federal award amount, grant period [mm/dd/yyyy to m m/dd/yyyy], and explain how CJD funds will be used to support or expand the project and not replace existing funds.

Enter the federal funding description:

### Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Dana Hess

Enter the Address for the Civil Rights Liaison:

Travis County Human Resources Management Department 700 Lavaca St., Suite 420; Austin, TX 78701

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

512-854-2743

### Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under either the Juvenile Accountability Block Grant (JABG) Local or Discretionary Solicitations.

I certify to all of the above eligibility requirements.

### Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

In Travis County, juvenile offenders with unidentified challenges such as mental health issues, substance abuse, and developmental delays have lower success rates of compliance with societal rules in general and more stringent rules of probation in particular. If these challenges remain unidentified, these same youth return to Court as a result of non-compliance or subsequent offenses.

### Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

Juveniles referred to TCJPD receive assessments through the Juvenile Assessment Center (JAC) to screen for mental health and substance abuse issues prior to adjudication. By accurately assessing youth early in the process, juvenile offenders are directed to the most appropriate treatment services to receive the proper support needed in order to reduce the likelihood of re-offending. The JAC rapidly screens and assesses referred youth; increases efficiency, and reduces the number of supervision violations by identifying challenges at the front-end of the juvenile-justice process; and challenges underlying substance abuse, mental health, educational, and developmental obstacles. In FY 12, 19% (670/3477) of assessments conducted using the Massachusetts Youth Screening Instrument - Second Version (MAYSI-2) indicated a need for further mental health assessments. Furthermore, 35% (688/1993) who were assessed with the Substance Use Survey (SUS) indicated a need for further substance abuse screening. Additionally, those identified as needing substance abuse treatment had a higher recidivism rate (31%) than those in the general population who did not (21%).

### Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

The Travis County FY 2012-FY2015 Community Plan for the Coordination of Criminal Justice and Related Activities, section on Juvenile Justice, Priority C states that Travis County is in need of services and programming for youth with mental health/co-occurring disorders and substance abuse problems.



**Goal Statement:**

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

To identify challenges pertaining to substance abuse, mental health, and educational needs of youth referred to Travis County Juvenile Probation Department at the front-end of the juvenile-justice system, expedite linkage to identified services, and provide recommendations to the Court.

**Cooperative Working Agreement (CWA):**

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each **CWA**. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the **CWA(s)**. You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

N/A

**Continuation Projects:**

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

n/a

**Project Summary:**

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

Youth with unidentified special needs have a low success rate of compliance with their rules of probation. Often problems are identified after adjudication or disposition, many times resulting as an issue of non-compliance or even subsequent offenses. In State FY12 there were 3,947 referrals (representing 2,265 juveniles) to the Travis County Juvenile Probation Department for a criminal offense/violation of probation. Approximately 93 percent of juveniles referred to Travis County Juvenile Probation Department (TCJPD) receive an initial screening with the Massachusetts Youth Screening Instrument - Second Version (MAYSI-2) or Substance Use Survey (SUS) Screening Inventory. When indicated by either the MAYSI-2 or SUS, additional assessments such as a secondary screening by a qualified mental health professional, a Mental Health Assessment (MHA), the Comprehensive Assessment Severity Inventory (CASI), or a psychological evaluation is completed by a qualified credentialed mental health professional. Resulting assessments will then undergo a multi-disciplinary staffing that will identify the needed services and the need for any additional assessment. The recommendations include service type, service level, provider, and the initial appointment time. The goal of this project is to rapidly identify substance abuse, mental health, and educational needs of youth between the ages of 10 through 17 who are referred to the Travis County Juvenile Probation Department in order to expedite linkage to identified services and provide assessment identified recommendations to the Court. In meeting its objectives through this program in FY12, it was determined that 782 (37%) youth from the 2117 screenings completed had either mental health or substance use identified. A comprehensive assessment was administered to 662 youth (85%).

**Project Activities Information****Juvenile Justice Board Priorities**

Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed by the Governor's Juvenile Justice Advisory Board to be eligible for funding.

Diversion - Programs to divert juveniles from entering the juvenile justice system.

Job Training - Projects to enhance the employability of juveniles or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.

Professional Therapy and Counseling/Mental Health - Services include, but are not limited to, the development and/or enhancement of diagnostic, treatment, and prevention instruments; psychological and psychiatric evaluations; counseling services; and/or family support services.

School Based Delinquency Prevention - Education programs and/or related services to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.

Substance Abuse - Programs, research, or other initiatives to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.

Training and Technology/Juvenile Justice System Improvement (for Statewide Projects Only) - Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).

Select the Juvenile Justice Priority that best fits your project:

- Diversion
- Job Training
- Professional Therapy and Counseling/Mental Health
- School Based Delinquency Prevention
- Substance Abuse
- Training and Technology/Juvenile Justice System Improvement (for Statewide Projects Only)

**Drug Courts**

Does your project have a Steering Committee that helps direct and enhance your court's operations?

- Yes
- No
- N/A

List the members of your drug court team and describe their role in supporting the participants.

Provide the average caseload size for a full-time case manager/probation officer assigned to this project.

Provide your project's policy on drug testing participants.

Describe the process you will use to determine your project's effectiveness.

Provide the total cost for operating your project during the previous fiscal year. (This should include all salaries, travel, counseling, treatment services, office supplies, etc.)

0

List the sources and amounts of non-CJD funding used to support this project during the previous fiscal year. (This may include local or state funds and any other charges to participants.)

List the treatment resources used for this project (e.g., ATR, TAIP, in-house, etc.).

Fees collected by your County in accordance with Chapter 102.0178, Code of Criminal Procedure, for offenses found in Chapter 49, Penal Code (DWI) and Chapter 481, Health and Safety Code (controlled substances):

Provide the total collected in the previous fiscal year by your county. (The party responsible for collecting court assessed fees in your county may be the treasurer, county clerk, or district clerk.)

0

Of the fees collected in your county, provide the amount that was directed to your project?

0

Describe how your project used those fees?

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Risk and Needs Assessment	100.00	Youth physically referred to the Travis County Juvenile Probation Department will be screened with the Massachusetts Youth Screening Instrument - Second Version (MAYSI-2) and the Substance Use Survey (SUS). When indicated by either the MAYSI-2 or SUS, additional assessments, including a secondary screening interview, a Mental Health Assessment (MHA), the Comprehensive Assessment Severity Inventory (CASI), or a psychological evaluation will be completed by a qualified credentialed mental health professional. The recommendations made by the assessment(s) will then undergo a multi-disciplinary staffing that will identify the needed services

**Geographic Area:**

The geographic area is Travis County, Texas

**Target Audience:**

All youth presented to the Travis County Juvenile Probation Department Intake Unit.

**Gender:**

Male and Female

**Ages:**

Youth between the ages of 10 through 17.

**Special Characteristics:**

Youth are screened and if indicated, the target group will receive a comprehensive assessment related to substance abuse or mental health problems.

**Measures Information**

**Progress Reporting Requirements**

All programs will be required to report the output and outcome measures for this program to Texas A&M University, Public Policy Research Institute (PPRI).

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of eligible program youth served using Graduated Sanctions approaches.	2117	2223

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
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Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of program youth completing program requirements.	2117	2223
Number of program youth fully assessed using risk and needs assessments.	2117	2223
Number of program youth who reoffend.	419	400
Number of times services identified through youth assessment are actually received by the assessed youth.	662	674
Number of cases that result in alternatives to detention.	1627	1711
Number of youth who cannot receive identified services (e.g., slots full, service not provided locally).	120	138

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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**Certification and Assurances**

Each applicant must click on this link to review the standard [Certification and Assurances](#).

**Resolution from Governing Body**

Applications from local units of governments and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

**Contract Compliance**

Will CJD grant funds be used to support any contracts for professional services?

Select the Appropriate Response:

Yes  
 No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

The Program Coordinator monitors contract compliance with the vendors used for professional services. This includes: conducting site visits; making weekly contacts with the vendors to monitor client services and progress; authorizing payments consistent with the contract documents; exercising remedies, as appropriate, where a contractor's performance is deficient; resolving disputes in a timely manner; and maintaining appropriate records.

### Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

Yes  
 No  
 N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the Appropriate Response:

Yes  
 No  
 N/A

### Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2012

Enter the End Date [mm/dd/yyyy]:

9/30/2013

### Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

26615667

Enter the amount (\$) of State Grant Funds:

4816158

### Single Audit

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

Select the Appropriate Response:

Yes  
 No

**Note:** Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor (in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the date of your last annual single audit:

9/30/2011

### Equal Employment Opportunity Plan (EEOP)

**Type I Entity:** Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

**Requirements for a Type I Entity:**

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302 ; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

**Type II Entity:** Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

**Requirements for a Type II Entity:** Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

**Type III Entity:** Defined as an applicant that is NOT a Type I or Type II Entity. **Requirements for a Type III Entity:** Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

Select the appropriate response:

- Type I Entity  
 Type II Entity  
 Type III Entity

## Debarment

Each applicant agency will certify that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify  
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.  
 Enter the debarment justification:

## FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

Yes  
 No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

Yes  
 No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered **NO** to the first statement you are **NOT** required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

## Fiscal Capability Information

### Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

### Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

Yes  
 No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- Yes  
 No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- Yes  
 No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes  
 No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes  
 No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes  
 No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes  
 No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes  
 No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes  
 No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes  
 No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

**Budget Details Information**

**Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Indirect Costs	Approved Rate - 2% or Less	Indirect Costs	\$1,203.00	\$0.00	\$0.00	\$0.00	\$1,203.00	0
Personnel	Counselor and/or Therapist (licensed)	Personnel: Chemical Dependency Counselor- Administers comprehensive assessments and provides related group or individual substance abuse services including crisis intervention. The personnel line item includes salary and fringe benefits.	\$58,804.00	\$6,814.00	\$0.00	\$0.00	\$65,618.00	100
Contractual and Professional Services	Mental Health Assessment Services	Psychological services, assessments, counseling, and contractual services	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Supplies will be used for program operations by grant personnel. This may include office supplies and materials for the purpose of performing day-to-day activities.	\$277.00	\$0.00	\$0.00	\$0.00	\$277.00	0

**Source of Match Information**

**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
Chemical Dependency Counselor - Travis County General Fund	Cash Match	\$6,814.00

**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$6,814.00	\$6,814.00	\$0.00	\$0.00	\$0.00

**Budget Summary Information**

**Budget Summary Information by Budget Category:**

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00
Indirect Costs	\$1,203.00	\$0.00	\$0.00	\$0.00	\$1,203.00
Personnel	\$58,804.00	\$6,814.00	\$0.00	\$0.00	\$65,618.00
Supplies and Direct Operating Expenses	\$277.00	\$0.00	\$0.00	\$0.00	\$277.00



**Budget Grand Total Information:**

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$61,334.00	\$6,814.00	\$0.00	\$0.00	\$68,148.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** ProjectDirector

## COMPREHENSIVE CERTIFICATION AND ASSURANCES

### ASSURANCES

*The applicant must assure and certify compliance with any and all applicable federal and state statutes, regulations, policies, guidelines and requirements, including, but not limited to, OMB Circulars No. A-21, A-110, A-122, A-87, A-133; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule; the Uniform Grant Management Standards (UGMS); and Title 1, Part 1, Chapter 3 of the Texas Administrative Code, that govern the application, acceptance and use of Federal and State funds for this project. In instances where multiple requirements apply to a grantee, the more restrictive requirement applies. Specifically, the following applicable requirements must be certified:*

1. **LEGAL AUTHORITY** - It possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required. State agencies are not required to adopt a resolution.
2. **DISPLACED PERSONS** - It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provide for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
3. **POLITICAL ACTIVITY** - It will comply with provisions of Federal law which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **LABOR FAIR STANDARDS ACT** - It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** - It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. **EXAMINATION OF RECORDS** - It will give the sponsoring agency, the Office of the Governor, or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** - It will comply with all requirements imposed by the Federal sponsoring agency, the Office of the Governor, or the Comptroller General, concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** - It will insure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of the project, are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** - It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (50 USC § 4001), which states that, on or after March 2, 1975, communities must purchase flood insurance, where such insurance is available in those communities. This requirement is a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. **HISTORIC PRESERVATION** - It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 (16 USC § 470), Executive Order 11593 (identification and protection of historic properties), Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1, et seq.), by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **NATIONAL ENVIRONMENTAL POLICY ACT** - It will assist the federal grantor agency in its compliance with the National Environmental Policy Act of 1969 (P.L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, 83 Stat. 852) as amended by P.L. 94-52, July 3, 1975, 89 Stat. 258, and P.L. 94-83, August 9, 1975, 89 Stat. 424), by (a) identifying if any of the following activities will be related to the use of grant funds: (1) new construction; (2) minor renovation or remodeling of a property either listed on or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain; (3) a renovation, lease or any proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size; and (4) implementation of a new program involving the use of chemicals other than chemicals that are purchased as an incidental component of a funded activity and traditionally used, for example, in office, household, recreational, or education environments; and (b) by complying with the following conditions relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories: (1) provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories; (2) provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned

- to either the seizure or closure of clandestine methamphetamine laboratories; (3) as determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment; (4) assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory; (5) utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory; (6) dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; (7) monitor the transport, disposal, and recycling components of subsections numbered (5) and (6), immediately above, in order to ensure proper compliance; (8) have in place and/or implement any required written agreements with the Texas Department of Protective and Regulatory Services regarding the safety of any minors located at the clandestine laboratory site, the Texas Commission for Environmental Quality, and other entities deemed necessary by the State Administrative Agency.
12. **COMPLIANCE WITH LAWS AND GUIDES** - It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
  13. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** - It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
  14. **NONDISCRIMINATION** -
    - A. It will comply with all State and Federal statutes relating to nondiscrimination and ensure, in accordance with federal civil rights laws, that the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
    - B. It will comply, and all its contractors will comply, with the nondiscrimination requirements which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and 28 CFR 38 (Equal Treatment for Faith-Based Organizations); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations) and Ex. Order 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations).
    - C. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Justice Programs, Office for Civil Rights (OCR).
    - D. It will provide an Equal Employment Opportunity Plan (EEO) to OCR and to the Office of the Governor (OOG), if required to submit one; otherwise, it will provide a certification to the OCR and the OOG that it has a current EEO on file, if required to maintain one. For public grantee agencies receiving less than \$25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, no EEO is required. Information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr>.
  15. **LIMITED ENGLISH PROFICIENCY**-It will comply with Ex. Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) and resulting agency guidance which states that national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, a recipient must take reasonable steps to ensure the LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral interpretation and written translation, where necessary. In conducting its programs and activities, the recipient is encouraged to consider the language service needs of LEP persons whom it serves or encounters. Additional assistance and information regarding LEP obligations can be found at <http://www.lep.gov>.
  16. **COASTAL BARRIERS** - It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
  17. **SUPPLANTING PROHIBITION** - It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.
  18. **TAXES** - It will comply with all State and Federal laws and are solely responsible for filing all required State and Federal tax forms.
  19. **GRANT ADMINISTRATION** - It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
  20. **PUBLIC INFORMATION** - It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
  21. **CHILD SUPPORT PAYMENTS** - It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
  22. **SUSPECTED CHILD ABUSE** - It will comply with Section 261.101 of the Texas Family Code, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective

and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.

23. **RELATIVES** - It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body, or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person, who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
24. **OPEN MEETINGS** - If the applicant is a governmental entity, it will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically excluded in the Texas Constitution.
25. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** - If the applicant is a health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
26. **LAW ENFORCEMENT AGENCY** - If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education stating that the agency is in the process of achieving compliance with such rules.

### **CERTIFICATIONS**

1. **DRUG-FREE WORKPLACE** - The applicant certifies that it will provide a drug-free workplace by:
  - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
  - B. Establish a drug-free awareness program to inform employees about:
    - i. the dangers of drug abuse in the workplace;
    - ii. the applicant's policy of maintaining a drug-free workplace;
    - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. the penalties that may be imposed upon employees for drug abuse violations.
  - C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
  - D. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - i. abide by the terms of the statement, and
    - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
  - E. Notifying the agency within ten days after receiving notice under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction.
  - F. Taking one of the following actions with respect to any employee who is so convicted:
    - i. taking appropriate personnel action against such an employee, up to and including termination; or
    - ii. requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
  - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. **LOBBYING** - The applicant certifies that:
  - A. It will not use grant funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of the Criminal Justice Division.
  - B. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it will notify the Criminal Justice Division to obtain the appropriate disclosure form.
  - C. It will include the language of paragraphs A. and B. of this section in the award documents for all sub-awards at all tiers and will require all sub-recipients to certify accordingly.

**RESOLUTION**

**WHEREAS**, the Commissioners of Travis County find it in the best interest of the citizens of Travis County that the Juvenile Assessment Center be operated; and

**WHEREAS**, the Commissioners of Travis County have agreed to provide the minimum matching percentage for said project as required by the Office of the Governor, Criminal Justice Division, grant application; and

**WHEREAS**, the Commissioners of Travis County have agreed that in the event of loss or misuse of the Criminal Justice Division funds, all funds will be returned to the Criminal Justice Division in full.

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

**NOW THEREFORE, BE IT RESOLVED** that the Commissioners of Travis County approve the submission of the grant application for the Juvenile Assessment Center to the Office of the Governor, Criminal Justice Division.

Signed by: \_\_\_\_\_

SAMUEL T. BISCOE, County Judge

Passed and Approved this 22<sup>nd</sup> of January, 2013

Grant Application Number: **1339115**



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Health and Human Services and Veterans Service	
Contact Person/Title:	John C. Bradshaw/ Contract Specialist	
Phone Number:	854-4277	

Grant Title:	Coming of Age (CNCS)		
Grant Period:	From: <input type="text" value="Apr 1, 2013"/>	To: <input type="text" value="Mar 31, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Corporation for National and Community Service (CNCS)		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 38,991	\$ 187,816	\$ 15,149	\$ 0	\$ 241,956
Operating:	\$ 11,504	\$ 121,788	\$ 0	\$ 0	\$ 133,292
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 50,495	\$ 309,604	\$ 15,149	\$ 0	\$ 375,248
FTEs:	0.45	5.38	0.17	0.00	6.00

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"/>	MEG	

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+   -	Applicable Departmental Measures				
1.	Number of volunteers referred to nonprofit organizations	3,732	800	800	800
2.	Number of elderly able to continue living in their own homes because of volunteer help	628	500	500	500
3.	Number of agencies using volunteers as part of the effort to maintain services and programs	40	30	30	30
4.	Number of nonprofit organizations provided with training and technical assistance through the nonprofit support component of the Coming of Age program	32	30	30	30
+   -	Measures for the Grant				
1.	Dept. measures and grant measures are the same	NA			
	Outcome Impact Description	85% of organizations provided with Coming of Age volunteers rep			
2.		100%			
	Outcome Impact Description	85% of clients served will remain in their homes			
3.		100% reported			
	Outcome Impact Description	70% of agencies will report that they maintained services to their c			
4.		100%			
	Outcome Impact Description	80% of participating organizations will report that their adult clien			
5.		100% reported			
	Outcome Impact Description	90% of nonprofits receiving training and technical assistance throu			

**PBO Recommendation:**

This grant application seeks to continue funding from the Corporation for National and Community Service for another year of the Coming of Age Program. This is one of two grants this program receives. This grant requires a 30% match of \$15,149. This grant application does not include indirect costs. While the grant guidelines waive the requirement that indirect costs be included in the grant budget if the budget is less than \$50,000, this particular grant budget is only a little over that threshold. PBO concurs with the department not including indirect costs in this grant application. PBO recommends approval of this 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?

Coming of Age focuses on the skills available in the Baby Boomer population (those born between 1946 and 1964) as well as older retirees to create more value for the community. Coming of Age volunteers focus on the following service areas: education, independent living, health and human services, volunteer mobilization and capacity building. Volunteers will be able to explore their future, become community leaders, pursue lifelong learning, and engage in meaningful service. Activities these volunteers will pursue include tutoring, mentoring, food distribution, caregiver services, health education, recruiting volunteers for nonprofit organizations, and coordinating fund-raising events for nonprofits.

Coming of Age receives two grants from the Corporation for National and Community Service (CNCS). A grant for \$50,495 comes directly from CNCS. Another grant for \$24,484 comes from the Texas Dept. on Aging and Disability Services (DADS) and is passed through CNCS. These grant funds enhance an existing program.

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

This \$50,495 grant pays for personnel and operating expenses. The General Fund would most likely have to cover this if the grant is not renewed.

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.

The grant requires a 30% match of \$15,149. This is covered by the current Coming of Age General Fund budget. No additional funds or staff are required.

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

As mentioned in the answer to question #1, Coming of Age receives two grants from CNCS. One of the grants is for \$50,495 and the other is for \$24,484. The larger grant was reduced from \$63,119 in FY'11 to the current \$50,495. This 20% decrease has put an even greater strain on an already tight budget. Coming of Age is requesting not to include any indirect costs in the grant due to the funding decrease.

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

The Coming of Age program would have to seek funding from other sources, including the General Fund, if the Corporation for National and Community Service reduced or discontinued this grant.

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

NA.

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 CNCS grant provides funding to help Coming of Age achieve the performance measures described on page 1. The grant measures are the same as the department measures.





**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE  
502 E. Highland Mall Blvd.  
P. O. Box 1748  
Austin, Texas 78767**

**Sherri E. Fleming  
County Executive  
for TCHHSVS  
(512) 854-4100  
Fax (512) 279-1608**

**DATE:** January 8, 2013

**TO:** Members of the Commissioners Court

**FROM:**   
Sherri E. Fleming  
County Executive for Travis County Health and Human Services  
and Veterans Service

**SUBJECT:** Coming of Age Grant Application to the Corporation for National  
and Community Service

**Proposed Motion:**

Consider and take appropriate action to approve a \$50,495 grant application to the Corporation for National and Community Service to help fund the Coming of Age program in FY'13.

**Summary and Staff Recommendation:**

Coming of Age Austin Metro (formerly known as Travis County RSVP) broadens the scope of RSVP by focusing on the skills available in the Baby Boomer population (those born between 1946 and 1964) as well as older retirees to create more value for the community. Coming of Age volunteers focus on the following service areas: education, independent living, health and human services, volunteer mobilization and capacity building. Volunteers will be able to explore their future, become community leaders, pursue lifelong learning, and engage in meaningful service. Activities these volunteers will pursue include tutoring, mentoring, food distribution, caregiver services, health education, recruiting volunteers for nonprofit organizations, and coordinating fund-raising events for nonprofits.

TCHHSVS staff recommends approving this application.

**Budgetary and Fiscal Impact:**

The FY'13 application is for \$50,495. Travis County is required to provide a 30% (\$15,149) match. This is covered by the current Coming of Age departmental budget. No additional funds or staff are required.

Coming of Age receives two grants from the Corporation for National and Community Service (CNCS). A grant for \$50,495 comes directly from CNCS. Another grant for \$24,484 comes from the Texas Dept. on Aging and Disability Services (DADS) and is passed through CNCS.

**Issues and Opportunities:**

Coming of Age provides valuable services to the residents of Travis County in such areas as education, health and human services, volunteer mobilization and capacity building to improve the effectiveness of nonprofits.

**Background:**

Coming of Age is committed to bringing together people of diverse backgrounds by maintaining a broad and inclusive set of organizational members and volunteer opportunities. Coming of Age is also committed to providing volunteer opportunities for those who may have physical challenges such as sight or hearing limitations or restricted mobility.

Cc: Deborah Britton, Division Director, Community Services, TCHHSVS  
 Fred Lugo, Manager, Coming of Age  
 Nicki Riley, CPA, CMA, Travis County Auditor  
 Patty Lennon, Financial Analyst, Travis County Auditor's Office  
 Mary Etta Gerhardt, Assistant County Attorney  
 Leslie Browder, Executive Manager, Planning and Budget Office  
 Diana Ramirez, Analyst, Planning and Budget Office  
 Cyd Grimes, C.P.M., Travis County Purchasing Agent  
 Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office

# DRAFT

## PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction														
Modified Standard Form 424 (Rev.02/07 to conform to the Corporation's eGrants System)																
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 13SR146182	4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER: 11SRWTX002														
<b>5. APPLICATION INFORMATION</b> <i>Travis County through the</i>																
LEGAL NAME: Travis County Health and Human Services and Veterans Services DUNS NUMBER: 030908842	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Fred Lugo TELEPHONE NUMBER: (512) 854-4105 FAX NUMBER: (512) 854-4131 INTERNET E-MAIL ADDRESS: fred.lugo@co.travis.tx.us															
ADDRESS (give street address, city, state, zip code and county): PO Box 1748 Austin TX 78767 - 1748 County: <b>Travis</b>	7. TYPE OF APPLICANT: <input checked="" type="checkbox"/> 7a. Local Government - County <input type="checkbox"/> 7b. Local Government, Municipal															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 746000192	9. NAME OF FEDERAL AGENCY: <b>Corporation for National and Community Service</b>															
8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. AUGMENTATION        B. BUDGET REVISION C. NO COST EXTENSION    D. OTHER (specify below):	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Coming of Age Austin Metro 11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program	12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Travis County, Texas															
13. PROPOSED PROJECT: START DATE: 04/01/13    END DATE: 03/31/14	14. CONGRESSIONAL DISTRICT OF:    a.Applicant <input checked="" type="checkbox"/> TX 021    b.Program <input checked="" type="checkbox"/> TX 021															
15. ESTIMATED FUNDING: Year #: <input type="text" value="3"/>	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372															
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">a. FEDERAL</td><td style="text-align: right;">\$ 50,495.00</td></tr> <tr><td>b. APPLICANT</td><td style="text-align: right;">\$ 324,753.00</td></tr> <tr><td>c. STATE</td><td style="text-align: right;">\$ 24,484.00</td></tr> <tr><td>d. LOCAL</td><td style="text-align: right;">\$ 291,424.00</td></tr> <tr><td>e. OTHER</td><td style="text-align: right;">\$ 8,845.00</td></tr> <tr><td>f. PROGRAM INCOME</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>g. TOTAL</td><td style="text-align: right;">\$ 375,248.00</td></tr> </table>	a. FEDERAL	\$ 50,495.00	b. APPLICANT	\$ 324,753.00	c. STATE	\$ 24,484.00	d. LOCAL	\$ 291,424.00	e. OTHER	\$ 8,845.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 375,248.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES If "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
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g. TOTAL	\$ 375,248.00															
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: <b>Samuel T. Biscoe</b>	b. TITLE: <b>Travis County Judge</b>	c. TELEPHONE NUMBER: <b>(512) 854-9555</b>														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE: <b>BT:</b>		e. DATE SIGNED:														

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### Executive Summary

Travis County Health and Human Services & Veterans Services (HHS/VS), the RSVP grantee's local sponsor and local authority in the provision of health and social services for the residents of Travis County, continually examines growth trends to address its mission of working within the community to optimize self-sufficiency for families and individuals and to promote the full development of individuals, families, and neighborhoods. HHS/VS achieves its mission by providing services either directly or through private and not-for-profit agencies.

For year 3, Coming of Age requests \$50,495 for continuation of this Senior Corps grant, and proposes to engage 350 volunteers in areas addressed by the CNCS Strategic Plan and in other community priority areas.

Three components of the Coming of Age program support and enhance the legislated purpose of RSVP: 1) Explore Your Future, 2) Community Connection and Contribution, and 3) Nonprofit Support.

**EXPLORE YOUR FUTURE.** Coming of Age staff and trainers will facilitate "Explore Your Future" workshops for pre-retirees and retirees. Issues covered will include civic engagement and lifelong learning opportunities. Workshops will be offered to government agencies, corporations, universities, associations, nonprofits, and faith-based organizations. With a focus on civic engagement, the program is designed to help participants explore and discover the best path to a fulfilling and engaged future.

**COMMUNITY CONNECTION AND CONTRIBUTION.** This component connects older adults to

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the many organizations that can benefit from their skills, passions, and experience. This will be accomplished through a variety of channels that will help and lead talented Senior Corps volunteers to address community needs. The programs within this component are:

a) Leadership Academy. In year three, Coming of Age will conduct a workshop series, the Leadership Academy, to build leadership among older adults and develop and support teams to address specific critical community needs in nonprofit organizations. Nonprofit organizations interested in utilizing these teams will submit proposals to Coming of Age. Proposals will be evaluated based on the project's potential to help the organization meet its mission and the degree to which the proposed opportunities allow older volunteers to have an impact on the community, contribute in a meaningful way, provide input into the roles they play, connect and form new and purposeful relationships, and build skills.

b) 50 Forward. In year three, Coming of Age and Travis County Television (TCTV Channel 17) will air a televised series on civic engagement, community resources, and topics of interest to older adults. Episodes will run 4.5 minutes, will be released approximately once per quarter, and archived on the Coming of Age website, TCTV website, Coming of Age Facebook page, Coming of Age YouTube page, & TCTV's YouTube page for greater accessibility and dissemination of content.

c) JOIN HANDS National Days of Service. These intergenerational days of service on 9/11 and MLK Day are part of a larger strategic community volunteer plan to stimulate and inspire volunteers to go one step further in helping others and solving community problems.

d) Online Access. This component provides a web-based, one-stop, comprehensive information and referral platform; a dynamic, searchable volunteer opportunities portal; regularly updated resources and community events; opportunities for organizations to post and update volunteer positions; and

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demographically-relevant articles. The website is designed to provide older adults with timely resources, help them connect to existing volunteer opportunities, as well as engage in a variety of programs, services, and workshops to live a rewarding, fulfilling life beyond full-time employment. Furthermore, the website is designed to help partnering nonprofit organizations market volunteer opportunities, recruit talented volunteers, and post community-wide events. As capabilities expand, social media outlets (specifically, Facebook and Twitter) will be utilized as a second medium for disseminating timely and relevant information.

e) Get Involved. This community engagement program recruits volunteers ages 55 and older, specifically for high impact opportunities, including independent living, adult education and literacy, capacity building/fundraising, capacity building/management, health education/immunizations, housing and homelessness, hunger/food security, veterans assistance, economic opportunity/tax preparation, and disaster services/response.

Each of these service areas address specific community needs and desired outcomes that have been identified either through local planning groups and agencies or through forums conducted nationally by CNCS as part of its strategic planning process and incorporated into its 2013 RSVP National Performance Measures. In Travis County, critical community needs have been identified through a partnership of community service providers, funders, government agencies, business leaders, and community representatives known as the Community Action Network. Additionally, HHS/VS's Research & Planning Division solicits community input for its 3-5 year plan that describes community needs, resources, priorities, and strategies to address those needs. Coming of Age relies on these sources to determine which community need areas to address and the methods to address those needs.

Get Involved also serves as a volunteer information and referral resource for partnering nonprofits

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interested in promoting their volunteer opportunities through Coming of Age and to older adults interested in volunteering.

In the third year of this RSVP grant, continued areas of service, methods to address the needs within those areas, and their outcomes are:

### i) Independent Living

**Community Need:** 17,000 Travis County residents have disabilities that interfere with daily living. The Texas Health and Human Services Commission states that these disabilities threaten the ability of individuals to maintain their independence. Independent living services for these individuals are needed to help them remain in their homes.

**Method to Address Need:** Volunteers will provide home meal delivery, minor home repairs, guardianship assistance, friendly calls/visits, and transportation for shopping or medical appointment. Program assessment will be conducted via volunteer reporting forms and surveys.

**Outcome Indicator:** Percent of clients who are able to remain in their homes.

### ii) Health Education/Immunizations

**Community Need:** In Travis County, 10,800 of the children under two have been adequately immunized. The remaining 4,800 are at risk for serious diseases. Parental education on early childhood protection and immunization is needed to improve immunization rates.

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**Method to Address Need:** Following the immunizations model funded by the Center for Disease Control and piloted by the University of the North Texas and Denton County RSVP, volunteers will provide mothers of newborns in partnering hospitals with information on immunizations, discuss the importance of following an immunizations schedule, will maintain contact with the parent by phone, will send shot-reminder cards during the child's first two years, and will verify the infant's immunizations. Program assessment will include hospital bed roster and database information analysis, and email and telephone surveys.

**Outcome Indicator:** Percent of newborns enrolled and maintained in the immunizations program who complete all required immunizations within 2 years.

### iii) Adult Education and Literacy

**Community Need:** The National Assessment of Adult Literacy indicates that 83,234 adults age 16+ in Travis County struggle with reading or cannot read. Only 1 in 20 people seeking literacy services have access to them. Adult education and literacy services are needed to improve low literacy among adults and limited access to educational materials.

**Method to Address Need:** Using service models developed by the Literacy Coalition and Learning Ally, volunteers will assist nonprofit organizations in providing support to clients and staff with adult basic education classes, ESL classes, tutoring, and assisting adults with reading and print disabilities.

Program assessment will be completed via volunteer reporting forms and surveys.

**Outcome Indicator:** Percent of students assisted who have improved academic performance in literacy.



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### iv) Capacity Building/Fundraising

**Community Need:** The Greenlights Non-Profit Pulse Survey reported that local nonprofits have experienced an increase in demand for services while seeing a 54% drop in contributions. Competition for funds is increasing among the 6,000+ nonprofits in Austin. More than 40% of those surveyed reported that they intend to dedicate more staff to fundraising. Volunteers who assist with fundraising are needed to help local nonprofits maintain or expand existing programs and services.

**Method to Address Need:** Local nonprofits who have experienced a decline in contributions are relying on their own successful models to raise funds. Those models include using volunteers to run proven annual fundraisers, soliciting sponsorships for clients served through human needs organizations, and ongoing fundraising activities. Program assessment will be conducted via volunteer reporting forms and surveys.

**Outcome Indicator:** Percent of agencies reporting that they maintained or expanded their services and programs.

### v) Capacity Building/Management

**Community Need:** The Greenlights Non-Profit Pulse Survey reported that in 2009, 1,200 of local nonprofits laid off staff due to a 54% drop in contributions. Another 600 intended to do so in subsequent years. 720 planned to reduce or eliminate programs and services. 660 had already done so. Local nonprofits need and are becoming more reliant on volunteers to manage various aspects of

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organizational operations to maintain their services/programs.

**Method to Address Need:** Local nonprofits that experienced a decline in contributions rely on proven capacity building volunteer service models, like that developed by Temple University's

Intergenerational Center on Learning, to sustain or expand services. Volunteers supervise others, manage programs, recruit volunteers, and provide technical assistance or professional services.

Program assessment will be conducted via volunteer reporting forms and surveys.

**Outcome Indicator:** Percent of agencies reporting that they maintained or expanded their services/programs.

Additionally, other areas of service that will be addressed and have outputs or outcomes listed in the 2013 RSVP National Performance Measures (though not following the prescribed approach to collect and measure data) include the six areas below. Note: the areas of service do not follow the prescribed approach to collect and measure data as indicated in the guidebook for the 2013 RSVP National Performance Measures. All data measurement will be collected via volunteer reporting forms, and surveys.

i) **Disaster Services.** In partnership with Texas Search and Rescue, volunteers will be mobilized to assist in disaster response efforts as determined by Local Command Center. Disaster preparedness efforts include distribution of materials and information pertaining to preparation for a disaster. Disaster preparedness training for volunteers will be provided.

**Output Indicators:** Number of individuals who receive CNCS supported services in disaster preparedness, number of individuals who receive CNCS supported service in disaster response, and

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number of volunteers who received essential training.

ii) Education/After School Programs. Volunteers will serve as tutors and mentors for school age children, provide books to assist with childhood literacy, teach computer classes to improve computer literacy, and lead after school programs to give children a safe and nurturing environment with positive social interaction and activities.

Output Indicators: number of students that completed participated in K-12 education programs, number of mentor matches sustained for the required period of time.

iii) Financial Literacy/Tax Preparation. In partnership with Foundation Communities, volunteers will provide tax counseling, tax preparation, and education for financial stability.

Output Indicator: number of individuals receiving financial literacy services.

iv) Food Security. Volunteers will sort, clean, collect, deliver, and make ready food to have available for pick up or delivery at food pantry and other public locations; volunteers help prepare and serve meals to serve those in need.

Output Indicators: number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger; number of individuals receiving emergency food from food banks, food pantries or other nonprofits.

v) Housing. Volunteers will build homes, repair homes, provide housing acculturation for refugees,

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and property revitalization.

Output/Outcome Indicators: number of economically disadvantaged individuals, including homeless, receiving housing services; number of economically disadvantaged individuals, including homeless, who are transitioned into safe, healthy, affordable housing.

vi) Veterans Services. Services for veterans will include providing veterans with information on services available and access, and providing transportation to medical appointments.

Output Indicator: Number of veterans receiving assistance

NONPROFIT SUPPORT. The Nonprofit Support component focuses on encouraging and supporting nonprofits who utilize the experience and skills of older adults by providing these organizations with a range of training and technical expertise. The programs to be offered are:

a) The Learning Lab, developed by Temple University's Center for Intergenerational Learning, will be offered to staff at volunteer stations.

Trainers will lead workshops that focus on the recruitment, training, support, and retention of older adult volunteers, and on creating meaningful volunteer leadership opportunities that build the capacity of nonprofit organizations. The four-session program covers a range of critical topics including:

- Understanding who older adults are today;
- How to craft compelling opportunities for them;

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- How to create and use messages that reach this audience;
- How, when, and where to recruit;
- Placing, training, and managing older adult volunteers; and
- Planning for maximum success.

b) Get Involved. This community engagement program serves as a volunteer information and referral resource to nonprofit organizations interested in the experience and skills of older adult volunteers. Also, Coming of Age provides support to volunteer stations through the recruitment and placement of Coming of Age volunteers in impact-based assignments.

Note: "RSVP volunteer" and "RSVP volunteer station" are generally referred to as "Coming of Age volunteer" and "Coming of Age volunteer station," respectively, throughout the grant application.

### Strengthening Communities

#### KEY ECONOMIC, DEMOGRAPHIC and GEOGRAPHIC FEATURES

Travis County, established in 1938, covers an area of 989 square miles and can be divided into three sections: the hill country to the west, the flatlands to the east, and the highly populated section in between. Travis County is the 5th largest county in Texas with a current population of 1,063,130 residents. The County has grown by 15% in the last 5 years, from 2006-2011. (2011 American Community Survey 1 Year Estimates, BO1001.)

Not only has Travis County grown in size, it is also increasing in diversity. Since 2000, Asians and Hispanics have increased as a proportion of Travis County's population, while the proportion of Non-Hispanic Whites has decreased. Currently, 50% of the population identifies as Non-Hispanic White

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followed by Hispanic or Latino (34%), Non-Hispanic Black (8%), Non-Hispanic Asian (6%) and other race/two or more races (2%). The County's immigrant population has grown rapidly over the past several decades; 194,362 foreign-born individuals live in Travis County and comprise 18% of the population, compared to only 8% in 1990 and 15% in 2000. In a related trend, the number and share of bi/multilingual residents or those with a primary language other than English has also grown since 2000, from 29% (or 216,164) in 2000 to 32% (or 315,832) in 2011. These immigrant and language-related characteristics tend to be similar to those seen statewide but reflect greater diversity than in the U.S. as a whole. (2011 American Community Survey 1-Year Estimates; BO3002, BO5002, and C16005.)

Overall, Travis County has a relatively young population -- the median age in Travis County is 32.1, compared to 33.7 for Texas and 37.3 for the United States. Since 2000, the total Travis County population has grown at a faster rate than that of the state. This growth is most notable in 65 and older age group which grew by 27%, compared to 16% statewide and nationally. (2011 American Community Survey 1-Year Estimates, BO1001.)

Travis County is a relatively well-educated and economically viable community but a level of disparity does exist. Overall, Travis County's population is characterized by a high level of educational attainment. Compared to state and national figures, proportionately more Travis County residents have a college degree (44% of the adult population) and fewer lack a high school diploma. Still, 13% of adult residents report having less than a high school diploma or equivalent in comparison to 19% of Texans and 14% of Americans. (2011 American Community Survey 1-Year Estimates, B15002.)

In terms of economic characteristics, Travis County has a comparatively high median income but

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also has a relatively high cost of living and a significant portion of its population living in poverty. In 2006, the reported median household income in Travis County was \$56,655. Reported median household income in 2011 fell by 6% to \$53,036 from the 2006 level. The median household income in Travis County exceeds that of the U.S. (\$50,046) and Texas (\$49,392). (American Community Survey 2006 and 2011 1-Year Estimates, B19013 and the Consumer Price Index.)

About 192,436 Travis County residents (18% of the population) live in poverty. Of those, about 63,680 are children (a 25% child poverty rate). Poverty rates have slightly increased by 2% in the past year. Travis County has the same poverty rate as the state of Texas (18%), but slightly higher than the U.S. (16%). Children and female adults are disproportionately represented among the poor, with the overrepresentation being especially prominent among children. Thirty-six percent (36%) of Travis County residents (373,270) live at or below 200% of the poverty threshold. (American Community Survey 2006 and 2011 1-year Estimates, C17001.)

Unemployment rates in Travis County tend to mirror some of the same disparities reflected in other economic trends. Overall, Travis County's unemployment rate was 8% in May 2011. Additionally, as workforce trends generally predict that unemployment decreases as education levels increase, those with the highest educational attainment levels in Travis County also have the lowest unemployment (about 4% unemployment for those with a bachelor's degree or higher), and those with the lowest educational attainment levels have the highest unemployment (13% for those with less than a high school degree). (2011 American Community Survey 1-Year Estimates, B23006.)

Together, these demographics highlight a community with considerable assets but also with growing needs. The Coming of Age model seeks to leverage the skills and experience of community members

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50+ to help meet these needs.

### LOCAL INPUT INTO PROGRAM DESIGN AND EVALUATION

Coming of Age convenes meetings with its advisory groups, health and human services staff, county elected officials, and the local 20-member Aging Services Council (a diverse and broad-based community planning body of faith-based, nonprofit, and public service providers on aging issues) to seek input into RSVP programming. A three-year plan was developed in 2010 that broadened the program's scope, yet maintained the core program elements of RSVP.

To gather local input into program design, staff will work with our advisory groups and the Research & Planning Division of HHS/VS to survey: 1) nonprofit organization partners on organizational needs and support to enhance their volunteer programs, and 2) the volunteers on what defines meaningful service and the programs that are most compelling to them.

Interviews with leaders in communities of color provided an understanding of existing volunteer opportunities and means of engagement within communities of color. Outreach efforts in 2013-2014 will focus more on faith-based organizations for African-American communities, and neighborhood meetings and centers for Mexican-American communities.

Evaluation of the new program will include several methodologies. As described earlier, Coming of Age staff and advisory committee members will conduct surveys to both volunteers and stations in order to evaluate the services provided by each one. Additionally, performance measures will be assessed at the conclusion of each contract period to evaluate program objectives and volunteer



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impact. All program offerings will be evaluated to determine effectiveness and community value.

Coming of Age staff will conduct site visits, including interviews with site leadership, to evaluate program viability, current and projected volunteer opportunities, and the appropriateness of the site as a continuing volunteer station. Factors that affect the quality of the program include physical space, leadership, infrastructure, partner support, and population served, and these factors will be measured during the site visits.

Coming of Age staff has partnered with the Research and Planning Division of HHS/VS in the development of short- and long-term program evaluation measures. These evaluation measures are described in Part III Section C: Processes for Assessment. In addition, an advisory committee made up of staff, Aging Services Council members, partnering nonprofits, and volunteers will contribute to program design and evaluation on an ongoing basis.

### SELECTION OF COMMUNITY PARTNERS

The program's relationship with the community occurs through addressing a broad range of impact-based needs in the areas of independent living, adult education and literacy, capacity building/fundraising, capacity building/management, health education/immunizations, disaster services, education/after school programs, financial literacy/tax preparation, food security, housing, and veteran's services. In partnership with volunteer stations and volunteer connector organizations, Coming of Age will leverage its capacity as the County's leader in older adult volunteer services to implement strategies that will have a positive impact in the desired areas of service. Any public agency, secular or faith-based private nonprofit organization, or proprietary health-care organization

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in Travis County may promote its volunteer opportunities through the Coming of Age program. Those that meet requirements defined in the RSVP Operations Handbook, address the community needs criteria identified by Coming of Age, and are able to provide information required to measure impact may also be selected as volunteer stations.

Volunteer stations will be required to participate in the Coming of Age Learning Lab, an intensive 2-day workshop. Volunteer station staff will leave understanding the generational characteristics of boomers and seniors and the key characteristics of creating compelling volunteer opportunities for older adults. The goal is for these staff to implement effective volunteer management, interview and screening skills. The Learning Lab will help volunteer stations ensure that each older adult volunteer has a high-quality experience by providing volunteer station staff with a better understanding of how to fully leverage the skills and experience of this population.

Volunteer stations will be able to utilize the experience and skills of older adults volunteers to 1) address the identified areas of need, 2) take advantage of training and technical assistance opportunities through Coming of Age, and 3) supplement their volunteer support services with those provided through Coming of Age.

## PUBLIC AWARENESS AND COMMUNITY SUPPORT

With a growing number of citizens becoming RSVP-age eligible every day, there is a great opportunity for communities to benefit from the skills and talents of this growing human resource. Coming of Age dedicates a full-time staff position to heighten public awareness about this age group's potential and the services provided through the program.

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Coming of Age will partner with Travis County TV (Channel 17) and other local broadcast media outlets to disseminate programmatic information, market volunteer opportunities, air public service announcements/advertisements, and profile adult volunteers in service.

Coming of Age and Travis County Television will air a televised series on civic engagement, community resources, and topics of interest to older adults. Each episode will explore 3-4 topical issues, for example caregiver support services will include topical issues, e.g. respite care, Alzheimer support, preventing burnout, etc. The series will be televised and broadcast in the Austin metropolitan area through TCTV to a daily viewing audience of over 5,000. Episodes will run 4.5 minutes, will be released approximately once per quarter, and archived on the Coming of Age website, TCTV website, Coming of Age Facebook page, Coming of Age YouTube page, & TCTV's YouTube page for greater accessibility and dissemination of content.

Coming of Age will continue recruitment efforts designed to increase the number of older adults engaged in public service. This will involve a range of marketing strategies, including direct mail, editorials, radio and television Public Service Announcements (PSAs), and outreach to corporations and community and faith-based organizations. A media Advisory Committee will assist in the marketing campaign, as well as assist in speaking engagements to civic organizations, retiree and pre-retiree groups, faith-based groups, and corporate employee volunteer programs.

Coming of Age partners with WellMed Charitable Foundation and is provided office space at the WellMed Senior Community Center to promote Coming of Age and provide information about volunteer opportunities.

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### BRINGING TOGETHER PEOPLE OF DIVERSE BACKGROUNDS

Coming of Age is committed to bringing together people of diverse backgrounds by maintaining a broad and inclusive set of organizational members and volunteer opportunities.

In partnership with the Research and Planning Division of HHS/VS, leaders in communities of color were interviewed to better understand cultural differences related to volunteering. Staff also surveyed the older adult population in diverse communities to explore the characteristics of meaningful volunteer service and issues that are most compelling to them. The results of the survey and interviews are used to refine Coming of Age programming and to strengthen our commitment to diversity.

Coming of Age is also committed to providing volunteer opportunities for those who may have physical challenges, e.g. sight or hearing limitations or restricted mobility. Input from community experts in these areas, including staff from HHS/VS, the Aging Services Council, community partners, and other health and social service provider organizations, will be gathered annually to ensure that, when appropriate, physical requirements do not present a barrier to service.

### MOBILIZATION OF COMMUNITY RESOURCES

Coming of Age will mobilize community resources in a variety of ways:

- Recruit skilled older adults to volunteer at community organizations;
- Raise funds and in-kind donations from local foundations;

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- Engage experts in the field to participate in televised series;
- Train nonprofits in understanding the staff time and resources needed to successfully recruit and retain volunteers;
- Engage the 20-member senior service planning organization, the Aging Services Council of Central Texas, to promote Coming of Age and increase access to information on community engagement;
- Recruit a diverse Coming of Age Advisory Council membership from areas including the corporate, public, and faith-based sectors, as well as communities of color, to advise and support Coming of Age; and
- Engage Travis County Television and other local broadcast and print media outlets to advertise Coming of Age opportunities and events.

## VOLUNTEER PARTICIPATION IN COMMUNITY ACTIVITIES

Volunteers will participate in community activities through their volunteer organizations and Coming of Age programs. Volunteer stations' activities will focus on independent living, adult education and literacy, capacity building/fundraising, capacity building/management, health education/immunizations, disaster services, education/after school programs, financial literacy/tax preparation, food security, housing, and veteran's services. Examples of activities include teaching, tutoring, food distribution, caregiver services, health education, recruiting volunteers for nonprofit organizations, and coordinating and participating in fundraising events for nonprofit organizations.

Volunteers may participate in Coming of Age programs through "Explore Your Future" workshops, the televised series, national days of service events, and the Leadership Academy.

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### ENHANCING THE CAPACITY OF ORGANIZATIONS

Coming of Age will develop and support programs based on community needs. These programs will simultaneously leverage the talents, skills, and passions of the older adult community and provide training and support to nonprofits to solve a specific community problem.

In year two, Coming of Age began the planning process for a workshop series, the Leadership Academy, to build leadership among older adults and develop and support teams to address specific critical community needs in nonprofit organizations. With implementation in 2013, nonprofit organizations interested in utilizing these teams will submit proposals to Coming of Age. Proposals will be evaluated based on the project's potential to help the organization meet its mission and the degree to which the proposed opportunities allow older volunteers to have an impact on the community, contribute in a meaningful way, provide input into the roles they play, connect and form new and purposeful relationships, and build skills.

Service opportunities that enhance the capacity of organizations will be a top program priority for Coming of Age. Coming of Age volunteers will build the capacity of nonprofit agencies by dedicating significant time to organize and participate in fundraising efforts for those agencies, as well as in management.

The Coming of Age Learning Lab will be provided to all volunteer stations. The intensive program will build organizational capacity by:

- 1) Attracting and retaining more people older adults to connect and contribute to their organization;
- 2) Engaging skilled older adults;

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- 3) Applying new strategies to strengthen an organization's capacity to achieve its mission; and
- 4) Providing stations with new insights as a result of participating in a learning collaborative.

### INTEGRATING SENIOR SERVICE INTO THE ACTIVITIES OF OTHER SERVICE PROGRAMS WITHIN THE COMMUNITY

The Coming of Age program, in addition to providing each station with a volunteer, will also offer a Learning Lab twice a year. This comprehensive training module will help organizations fully leverage the skills and experience of older adults.

The module's curriculum is based on state-of-the-art research on critical issues about engaging older adults in meaningful service. Session leaders are local subject matter experts. All are highly skilled at helping Coming of Age organizational members mine the talent and expertise of this expanding and evolving resource. Coming of Age will recommend that stations register two representatives (e.g., the executive director, volunteer manager or coordinator, and any other staff member who is involved in managing opportunities) to maximize the opportunity that the Learning Lab offers.

Community groups in which older adult service is represented and integrated in planning or other initiatives include the 20-member Aging Services Council (ASC) and the Area Agency on Aging-Capital Area (AAA-CA). ASC reports and makes recommendations to address various community needs pertaining to older adults. Coming of Age staff will participate in planning initiatives and collaborate with agencies that work with the Aging Services Council (the City of Austin, Travis County, United Way, foundations, and senior service providers) to integrate older adult volunteer service into their plans for meeting community needs. The AAA-CA is responsible for developing an

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area-wide plan for addressing specific issues pertaining to aging. Coming of Age will partner with agencies that address issues in the Area Agency on Aging plan to integrate older adult service into their agency plan for meeting community needs.

Coming of Age will also serve in an advisory capacity for councils, organizations, or committees that promote older adult service as a means to more effectively address community needs, e.g. Austin Groups for the Elderly and the Texas Senior Advocacy Coalition. Additionally, Coming of Age will work with and support organizations seeking to integrate senior service into grant applications for aging in place.

### Recruitment and Development

#### ASSURING A HIGH QUALITY EXPERIENCE FOR VOLUNTEERS

The Learning Lab, described in the previous section, and structured programmatic processes will help Coming of Age ensure volunteers have a high-quality experience. Processes will include a comprehensive station selection process, ongoing training opportunities, and skills development. An organization interested in becoming a station must be able to identify how a volunteer would help its organization accomplish its goals and understand the role a volunteer assumes in its service delivery system(s), if applicable. Additionally, prospective stations should be able to effectively communicate the importance of volunteer service to funders, service recipients, program advocates, and the volunteer. In doing so, stations will clearly understand their responsibilities and the value a volunteer brings to their respective organizations. Volunteers, in return, will be able to reflect on the importance their service has made not only to their assigned station, but themselves. Routine check-ins with individual and organizational members will help Coming of Age staff ensure successful matches. The



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Coming of Age evaluation process will formally measure both volunteer and station experiences.

Coming of Age will build volunteer leaders through the Leadership Academy: Older Adults Leading the Way to Civic Engagement. Among the goals of the Leadership Academy are helping older adults learn how to use their personal experiences and passion, through self-directed teams, to inspire others to serve. The Leadership Academy's volunteer "leaders," will build their leadership skills while also enhancing the capacity of the organizations where they serve.

Join Hands National Day of Service and 9/11 events will focus on providing intergenerational opportunities for individuals to make an impact in the community. Volunteers of all ages and backgrounds will be encouraged to volunteer together throughout the year with various types of service projects offered by Coming of Age.

Exceptional volunteer service is recognized by our Spirit of Service Awards, WellMed Foundation Caregiver of the Year Award, and President's Lifetime Achievement Awards (4000+ hours volunteered). These awards provide another opportunity to reflect on the meaning of their service to the community.

## RECRUITMENT, RETENTION, AND RECOGNITION

Recruitment strategies for Coming of Age volunteers include: utilizing internet technology, broadcasting

PSAs through media advertisements, conducting face to face presentations, providing life planning workshops, offering a community dialogue series on civic engagement, developing a leadership

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academy, providing an information referral service, posting print media stories, and creating a public awareness campaign.

- Internet Technology. Volunteer opportunities for Coming of Age will be posted monthly, depending on the need of partnering nonprofits, using VolunteerMatch, Facebook, Idealist, and Craigslist (as requested). A monthly electronic newsletter, "Inspiring Opportunities," featuring news relevant to older adults, resources for nonprofits, upcoming community events and workshops, and volunteer opportunities will be released on a monthly basis.

- Broadcast. Coming of Age will partner with Travis County Television (TCTV, Channel 17) to produce monthly "50 Forward" segments (see below, "Televised Series"). Additionally, Coming of Age will work with TCTV to produce Public Service Announcements, scheduled to broadcast on a monthly basis. Staff will continue to explore and make connections with local media outlets to increase exposure and impact of PSA campaigns.

- Presentations. Staff will conduct two presentations each month to civic groups, faith-based organizations, social groups, corporations, social services agencies, and other groups of interest.

- Life Planning Workshops. "Explore Your Future" will be offered to pre-retirees and retirees through various agencies and entities.

- Televised Series. Coming of Age and Travis County Television have developed and produced a televised series on civic engagement, community resources, and topics of interest to older adults that will air on TCTV Channel 17.

- Leadership Academy. A workshop series will be offered which will build leadership skills among older adults. "Make a Big Difference Teams" will be formed to address critical community issues and needs.

- Information & Referral Services. Coming of Age participants will be provided a wide spectrum of opportunities for individuals and organizations. Individuals can be connected to compelling volunteer opportunities, learning opportunities, encore career opportunities, ways to enjoy free time, ways to

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explore their future, and information on issues that are important to the older adult population.

Organizations can enjoy learning tools, best practice information, and research engines for a variety of topics.

- Media stories. Inspirational volunteer stories, partnering nonprofit organization success stories, and community-wide events will be highlighted through various print media outlets, the Coming of Age website and social media.

- Public Awareness Plan. Coming of Age will continue its public awareness plan to increase presence in and target volunteers from communities of color; highlight encore career opportunities, volunteer positions, and programmatic services directly impacting the older adult population throughout the Austin metropolitan area; and expand awareness of nonprofit partners' programs, services, and opportunities, consequently increasing the partner's exposure and marketing capabilities to older adults in Travis County. Overall emphasis of the Public Awareness Plan is to increase brand equity, awareness, and logo recognition in the service area.

Retention strategies include:

- Ensuring opportunities allow for flexibility in areas such as volunteer activity, length of commitment, location, population served, leadership opportunities offered, and new skills gained;
- Providing a well-organized benefits structure that includes service learning;
- Offering intergenerational opportunities for events, including national days of service;
- Conducting follow up with volunteers after they are placed to ensure satisfaction has been achieved;
- Maintaining "Explore Your Future" workshops, the televised series, the Leadership Academy, Information & Referral Services, broadcast and print media outlets, and Internet technology;
- Making personal contact with volunteers who are not active; and
- Developing educational, social, and cultural activities for members.

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Recognition will be comprised of traditional and non-traditional activities; these include benefits that directly serve the volunteers.

- Formal recognition will occur at an annual banquet. Volunteers will be honored for their achievements.
- A monthly email newsletter will feature volunteer opportunities, volunteer and station spotlights and relevant volunteer resources.
- Volunteers will have access to "Explore Your Future" workshops to further explore options in their retirement years, focusing on public service and lifelong learning.
- Volunteers can take advantage of an ongoing televised series entitled, "50 Forward." The series will be a demographically-relevant show, discussing topics of import to older adults , e.g. caregiver support services, health & wellness, and travel & leisure. Videos will be made available on the Coming of Age website, Facebook page, and YouTube page, as well as Travis County Television's (TCTV, Channel 17) website and YouTube page.
- Coming of Age will nominate volunteers for community and national service awards.

### TRAINING AND TECHNICAL ASSISTANCE TO PROJECT STAFF, VOLUNTEERS, VOLUNTEER STATION SUPERVISORS, AND COMMUNITY PARTICIPATION GROUPS

Travis County, the local sponsor, offers professional development training and support to project staff. In addition, staff will continue to receive trainings in workshops provided at local and national professional meetings on volunteerism and community service. The Coming of Age Training and Education Coordinator in conjunction with other certified contract trainers who specialize in the field of aging adults will focus on how to facilitate workshops for pre/post retiree volunteers and

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organizational members. The Coming of Age Training and Education Coordinator will offer best practices in the areas of "Train the Trainer" and the "Learning Lab," to certified contract trainers to ensure the highest level training possible offered for volunteer stations. Guidance in survey development to expand the program's community base will be provided by the Research and Planning Division of HHS/VS.

Coming of Age volunteers will examine Productive Aging through "Explore Your Future," a program designed to educate and stimulate them in their pre/post retirement years. This program will offer strategies for successful aging by means of four Life Planning Workshops that focus on civic engagement. Workshop participants will reimagine their futures and generate fresh, optimistic ideas for next steps beyond full-time employment. "Explore Your Future" helps participants create a vision for making their future fulfilling and rewarding.

Older adults will also have an opportunity to participate in the "Leadership Academy" which will assist nonprofit organizations in addressing critical needs areas within our community and in building the capacity of the organizations they serve. "Leadership Academy" participants are seeking meaningful ways to contribute to the community, through self-directed teams, as they transition from the paid labor force into volunteer positions during their pre-retirement, semi-retirement and retirement years. This age group has amassed considerable expertise, experience and skills and made valuable contributions to all sectors of society: Business and industry, government, military, education, faith-based groups, health and social welfare organizations, family and community. They seek to continue active engagement in new positions based on sophisticated and productive volunteer service leadership activities.

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In addition, all workshop participants are invited to attend community engagement forums and lecture series by experts in various fields. The Coming of Age website will also serve as a training and motivational resource for the new volunteer. Additional training will be provided on-site by stations.

Coming of Age stations will be specifically selected to participate in the Coming of Age program based on their ability to address prioritized community needs in independent living, adult education and literacy, capacity building/fundraising, capacity building/management, health education/immunizations, housing and homelessness, hunger/food security, veterans assistance, economic opportunity/tax preparation, and disaster services/response. Volunteers will be required to participate in the Coming of Age Learning Labs. The labs comprise a 2-day series of workshops which focus on how to mobilize, energize and utilize the baby boomer volunteer. The organizations involved will explore what motivates these volunteers in a diverse community. They will be asked to sharpen volunteer interviewing and screening skills, as well as design dynamic strategies for effectively . engaging and challenging the older adult volunteer. Their newly recruited volunteers will serve to demonstrate an impact on specific community issues.

Community Participation Groups (CPGs) are those that are found in partnerships throughout the community. Organizations identified as CPGs will be established to address the priority issues mentioned above. The groups involved may include local universities, nonprofit agencies, and entities addressing or championing the needs of the aging community and intergenerational learning. The groups will be diverse and representative of the current Travis County demographic. They will be given the opportunity to participate in the evolving Coming of Age program after discussion of the program's mission and method of operation.

### Program Management

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### STATIONS THAT ADDRESS SPECIFIED COMMUNITY NEEDS AND PROVIDE MEANINGFUL PLACEMENTS

Critical community needs have been identified in Travis County through a partnership of community service providers, funders, government agencies, business leaders, and community representatives known as the Community Action Network or through forums conducted nationally by CNCS as part of its strategic planning process.. Coming of Age relies on these sources to determine which needs to address and the methods to address those needs. In year three, Coming of Age will continue its impact-based work with volunteer stations in the areas of independent living, adult education and literacy, capacity building/fundraising, capacity building/management, health education/immunizations, housing and homelessness, hunger/food security, veterans assistance, economic opportunity/tax preparation, and disaster services/response.

Agencies that address these community needs will be identified through a social service agency list maintained by the Research and Planning Division of HHS/VS and other community participation groups. Agencies that work in partnership with Coming of Age and who utilize the skills and interests of volunteers to meet these needs will become volunteer stations.

Coming of Age will work with approximately 50 nonprofit or public organizations located throughout Travis County to ensure a wide range of outcome-based volunteer assignments for our members. All volunteers will be placed in impact-based assignments. Coming of Age seeks to limit the number of additional Coming of Age volunteer stations to 15 in subsequent years. Maintaining this number of volunteer stations allows staff to develop quality relationships and provide technical assistance to members where needed, while focusing on volunteer outcome-based performance goals and providing

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diverse, flexible service opportunities.

Coming of Age volunteer stations will be carefully considered, and staff will seek tangible collaboration from each agency. Coming of Age will collaborate with eligible service providers to develop outcome-based plans and service opportunities that address identified needs. Volunteer management will be based on the Corporation for National and Community Service's requirements and on agreements maintained in a Memorandum of Understanding. The Memorandum of Understanding will describe the relationship between Coming of Age and the volunteer station. Additionally, job descriptions and volunteer assignment plans will be used for project management. Program-specific station requirements, beyond those of federal requirements, may include:

- 1) Providing access to diverse populations;
- 2) Creating flexible service options, e.g. project-based, episodic, weekly commitments, and/or one-time events;
- 3) Understanding how to engage older adult volunteers;
- 4) Utilizing the unique skills of older adult volunteers to make lasting change;
- 5) Bringing diversity of location, service activity, population served, and need served; and
- 6) Accessibility via public transportation and car.

Coming of Age will be a resource for volunteers and volunteer-related knowledge, receiving frequent requests for volunteers and volunteer management resources from the community.

## ASSESSMENT OF PROJECT PERFORMANCE

Evaluation will include several methodologies. Coming of Age staff and advisory committee members



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will conduct an annual station survey and an annual volunteer survey to evaluate services provided by each. Additionally, performance measures will be assessed annually to evaluate program objectives and volunteer impact. All Coming of Age program offerings will be evaluated to determine effectiveness and community value.

Coming of Age staff will conduct regular site visits to stations. These visits may include interviews with site leadership, program viability or evaluation, and discussion of current and projected volunteer opportunities. Physical space, leadership, infrastructure, partner support, and population served will also be items assessed during these site visits.

The Training and Education Coordinator will conduct 4 assessments for the Learning Lab; 4 assessments for Explore Your Future; and 2 assessments for the Leadership Academy. All of these assessments meet the short-term evaluation measurement goals. The total assessments for each of the aforementioned workshops meet the long-term evaluation measurement goals with the exception of items #2 and #3 below.

The Research and Planning Division of HHS/VS has assisted the Coming of Age program in the development of short- and long-term program evaluation measures for this grant. R&P provides information, such as demographic data, as well as planning, evaluation, and program development expertise to integrate and mobilize community and department efforts across issue areas, leverage and develop resources, and assure the quality of new and existing programs.

Coming of Age evaluation measures include:

Short-term (years 1-2)

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1. Increased knowledge, skills and behavior of staff at organizations that will enable the organizations to successfully engage older adults in compelling volunteer opportunities;
2. Expanded awareness and increased motivation of older adults to pursue options for contribution and connection in their communities through civic engagement;
3. Successfully implementing two organizational capacity-building workshops/year for local organizations.
4. Increased number of meaningful opportunities for connection and contribution offered within local organizations and communities;
5. Expanded community awareness of the value of older adults as a rich and unique community resource;
6. Demonstrated impact of older adult civic engagement on specific community issues;
7. Evidence that participation in Coming of Age creates more purposeful and connected lives for older adult residents in Travis County.

### Long-term (years 3+)

1. More purposeful, connected and contributing lives for the region's older adult population;
2. Demonstration of effective strategies for promoting older adult civic engagement in culturally diverse communities;
3. Engaged diverse populations in opportunities to connect and contribute through civic engagement;
4. Healthier and stronger community organizations; and
5. Changed awareness and attitude about older adults.
6. Increased number of older adults in Travis County connecting with and contributing to the local community through volunteer service.

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Project performance is reported quarterly to the Travis County Planning and Budget Office. Performance measures and accomplishments addressed in this report are reviewed by the Planning and Budget Office to ensure compliance with projected performance goals and objectives. Additionally, project staff reviews performance on a quarterly basis to discuss areas of concern, successes, and strategies for improvement.

### MANAGING INFORMATION AND DATA

Coming of Age will maintain a volunteer management database and an internal tracking system for all volunteer service activities to help demonstrate project and volunteer impact.

The database (Volunteer Reporter) and internal tracking system will provide the number of potential volunteers referred to Coming of Age; the number of individual members successfully placed as volunteers, the number of hours served, and the number of individual members retained.

Supporting information for impact programs will be collected from or provided by stations and tracked through systems described in the attached workplans. Supporting information will include service activities, outputs and/or outcomes. Data will be reported monthly and reviewed on a bi-annual basis by an internal review team from the Coming of Age sponsor, Travis County, as well as an Board/Advisory Council review team.

### MANAGING PROJECT RESOURCES

Travis County, the project's sponsor, will provide Coming of Age with the necessary support to ensure

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accountability and efficient and effective use of available resources. Project resources will be managed by the Coming of Age Director and HHS/VS's Finance Division. HHS/VS's Finance Manager, HHS/VS's

Executive Manager, the Travis County Auditor's Office, and the Travis County Planning and Budget Office will review budgets annually, with final review and approval from the Travis County Commissioners Court. Additionally, HHS/VS's Finance Division will provide monthly budget activity statements. Budget forecasts will be conducted at the half year mark to ensure good stewardship of resources. General purpose financial statements are audited annually in accordance with government auditing standards.

### SECURING RESOURCES TO SUSTAIN AND EXPAND THE PROGRAM

Travis County Health & Human Services staff, including Coming of Age staff, will secure resources by researching funding opportunities and submitting grant applications to various funders, in addition to soliciting community and corporate sponsors for events.

Travis County has made a commitment to Coming of Age and will provide an annual financial allocation to ensure its long-term success, as well as provide staff to research grant opportunities. Coming of Age will benefit from the resources of Travis County for critical support including administrative support, record keeping, financial management, facilities management, equipment, supplies, and personnel management.

Coming of Age will utilize its Advisory Council to seek and document additional cash and in-kind support to enhance and expand the project. The Advisory Council will be responsible for identifying

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project areas that need support and areas where expansion could enhance the project's ability to address identified community needs.

### Organizational Capability

#### ORGANIZATION'S EXPERIENCE

Travis County has successfully managed federal grants for more than 30 years and has managed the RSVP grant since 1975. In addition to managing grants, Travis County has supported volunteer programs within its departments for approximately 30 years and has been a provider of social services for more than 20 years, some of which include services to the elderly population in areas of basic needs, e.g. housing, weatherization, and emergency assistance. Additionally, the County has funded local nonprofit organizations that provide social services to the elderly population and is a recipient of other Corporation for National and Community Service funding, e.g. AmeriCorps\*State grant.

#### KEY STAFF POSITIONS

Coming of Age staff roles are as follows:

- 1) The Coming of Age Program Director is responsible for the program budget, resource development, reporting, local and national advocacy, planning, program evaluation and assessment, building commitment among partners of program priorities, supporting the Advisory Council, RSVP grant management, personnel and performance management. The Program Director has a BA in Natural Sciences from the University of Texas at Austin and brings over 25 years of experience in volunteer management and human services planning in basic needs and senior issues.
- 2) Two Community Engagement Coordinators are responsible for identifying, screening and matching volunteer skills with nonprofit/public organizations, supervising the work of Coming of Age's in-house volunteers, volunteer station management, and the development of volunteer projects

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with measurable impacts. One Coordinator has a BA in Mass Communications/Journalism, 14 years of experience in volunteer management, plus 7 years of experience as an RSVP grantee Volunteer Coordinator. The other position is currently vacant and posted.

3) The Training and Education Coordinator is responsible for assisting Coming of Age volunteers discover their passions and aspirations for next steps beyond full-time employment through Explore Your Future; volunteer station training on how to engage baby boomers and seniors in capacity building efforts including providing ongoing technical assistance for volunteers and nonprofit staff through the Learning Lab; providing older adults with leadership and professional talent, who are willing and able to give back to their communities through self-directed teams that address critical, high-needs areas in local nonprofits through the Leadership Academy. The Training and Education Coordinator has taught for over four years at the college level, has been a trainer for five years, has a MA in Curriculum and Instruction with a focus on Adult Education and Training and Facilitation, and a PhD in Education.

4) The Communications & Development Coordinator is responsible for developing and implementing strategies in tandem with Advisory Council members and staff to gain greater public awareness of the program and brand platform; promoting civic engagement; partnering with local media to create awareness of volunteer opportunities and the contributions of older adults in service; moderating and developing copy and content for the Coming of Age website, Facebook and YouTube pages; producing "50 Forward," and funds development/fundraising efforts. This Coordinator has 15 years of experience in volunteer management and senior issues and has a BA in Gerontology.

5) The Administrative Assistant provides administrative support services for staff and maintains the volunteer management database, purchasing, equipment inventory. The Administrative Assistant has 6 years of experience in providing administrative support to RSVP and 19 years of office administration.

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6) Explore Your Future, Learning Lab, and Leadership Academy trainers (2-3 per workshop) hires and retains independent contractors who are experienced and demonstrate the ability and passion to effectively deliver the Coming of Age curriculum.

### FINANCIAL MANAGEMENT SYSTEMS AND EXPERIENCE IN MANAGING FEDERAL GRANTS

Travis County's organizational structure and procedures provide for appropriate and astute fiscal oversight of its monies: general fund, grants, contracts, and otherwise. Within the County, there is a minimum of four departments involved in the review and approval process for grants development and management. These are: the Planning and Budget Office, the County Auditor, the County Attorney and the respective Department seeking grant funding. For purposes of this proposal, HHS/VS is the grantseeking Department.

Travis County and HHS/VS have successfully managed federal grants for more than 30 years. Currently, HHS/VS manages more than 10 federal grants (including American Recovery and Reinvestment Act funding) totaling more than \$10 million dollars. There are four staff principally involved in general grants development and administration. These include: the Finance Manager and two Contract Compliance Specialists - one primarily focuses on discretionary funding and the other on formula (entitlement) type grants. There is also a Resource Development Senior Planner who stewards the pre-award phase of the departmental grants cycle, leading needs identification, grants research and development. The Finance Manager and Finance staff are involved throughout the various phases of the grant award, working closely with the grant-funded program within HHS/VS to ensure appropriate oversight and compliance with grant regulations. The Finance Manager and Contract Compliance

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Specialists each have more than 10 years of experience in administering grants. The Resource Development Senior Planner has more than 13 years of grants experience that includes development, management, and administration (grantor). HHS/VS also has a departmental Grants Management Procedures manual that is aligned to County procedures and protocol.

### TRACK RECORD IN MANAGING VOLUNTEER PROGRAMS, INVOLVEMENT WITH SENIORS, AND IMPACT-BASED PROGRAMMING

Travis County has 36 years of experience engaging older adults around the needs of the community through its sponsorship of RSVP. In early 2009, Travis County leadership challenged all programs to examine trends that may affect service delivery or make them outdated, as well as developing programs that are of more community value. In early 2010, RSVP proposed adopting a Coming of Age service model to meet the growing demands of the Boomer population, including those who are pre-retirees, recent retirees and working volunteers. The Coming of Age model was approved in June 2010 by the Coming of Age sponsor, the Travis County Commissioners Court.

In 2001, Travis County completed a community assessment on the conditions of older adults in Travis County. The report, entitled The Aging Services Environmental Scan 2001, recommended that the community create a planning body to develop and implement a plan to meet the growing and changing needs of older adults in the Austin community. In response to the report's recommendation, Travis County convened key stakeholders to form a community planning body, the Aging Services Council, dedicated to the issue of aging services. Travis County maintains a key role in the Aging Services



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Council membership. Further, Travis County has funded and directly provided services to elderly within our community since 1936.

Travis County utilizes a performance measurement system to track outcomes related to the provision of the services described above. For social services provided by Travis County, performance is reported on an annual basis to the Travis County Planning and Budget Office. As a social services funder, contracted nonprofit organizations report performance on a quarterly basis to HHS/VS and summary performance data are provided to the Planning and Budget Office on an annual basis. Additionally, RSVP/Coming of Age has been utilizing the Corporation's Programming for Impact model to track service outcomes since 1998.

Coming of Age, like RSVP, encourages seniors to continue as active and contributing members of the community by engaging them in meaningful volunteer service. Too frequently, older adults suffer from isolation, depression, and loneliness. Volunteering alleviates such ills and provides older adults with a recognized role in the community. Dignity and living as fully as possible are the cornerstones of Coming of Age's, and RSVP's, philosophy.

**ORGANIZATION'S CAPACITY TO ASSURE PROJECT HAS ADEQUATE FACILITIES,  
EQUIPMENT,  
SUPPLIES, PURCHASING PROCEDURES, AND PERSONNEL MANAGEMENT SUPPORT,  
INTERNAL POLICIES**

The Coming of Age program, located within the HHS/VS Department, continuously monitors its capacity to assure that it has the appropriate resources needed to carry out its programs and

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initiatives. Each year, during the department budget process, HHS/VS Directors poll staff to determine needs and request needed resources, e.g. facilities, equipment and supplies, all aligned to the County's internal budgetary guidelines. The Community Services Division Director, in partnership with the Executive Management Team, determines the allocation of resources in support of programs requiring assistance.

The Information and Telecommunication Systems (ITS) department, which provides computer and telephone support to other County departments, also has procedures to ensure that staff have equipment updated as necessary. Other support departments, such as the Planning and Budget Office, Purchasing and Human Resource Management, ensure that all purchases and accounting transactions, budgetary issues, and personnel matters are handled through appropriate channels.

### PROCEDURES FOR SELF-ASSESSMENT, EVALUATION, AND CONTINUOUS IMPROVEMENT

HHS/VS has a system of self-evaluation and periodic check-ins to ensure continual improvement of its grant-funded programs. Two Contract Compliance Specialists within the Financial Services Division work with programs post-grant award to ensure that programs are complying with grant requirements.

One Contract Compliance Specialist's focus is on entitlement grants, while the other's focus is on discretionary grants. They assist program staff by reviewing and submitting reports to each grant's respective grantor and/or the County Auditor for appropriate review, approval and submission to Grantor.

Coming of Age (RSVP) staff currently conduct an annual review of all initiatives' performance. In year three of three, staff will conduct these semi-annually to gauge overall program performance and

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progress towards meeting benchmarks.

### Other

Other areas of service that will be addressed and have outputs or outcomes listed in the 2013 RSVP National Performance Measures, though not following the prescribed approach to collect and measure data, include:

#### DISASTER SERVICES

Coming of Age will develop new partnerships with nonprofit organizations to develop volunteer opportunities in disaster services supporting national performance output measures in disaster response and preparedness. Output measures include:

- number of individuals who received CNCS supported services in disaster preparedness
- number of individuals who received CNCS supported services in disaster response
- number of volunteers who received essential training

#### HEALTHY FUTURES

Coming of Age will partner with local nonprofits to develop impact-based workplans in independent living and health education/immunizations. Volunteers will provide home meal delivery, minor home repairs, guardianship assistance, friendly calls/visits, and transportation for shopping or medical appointments. Efforts will address the following national service measures in independent living:

- number of homebound or older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently, and
- percent of clients able to remain in their homes.

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Coming of Age will work with the current partnering nonprofits to collect national service data on the number of homebound or older adults and individuals with disabilities who reported having increased social ties or perceived social support.

In health education, Coming of Age will collect national service data on the number of clients participating in health education programs. The community local service outcome for this health education/immunizations program is the percent of newborns completing all immunizations in two years. Volunteers provide mothers of newborns in partnering hospitals with information on immunizations, discuss the importance of following an immunizations schedule, maintain contact with the parent by phone, send shot-reminder cards during the child's first two years, and verify the infant's immunizations.

Coming of Age will work with local nonprofits that address food security to develop volunteer opportunities for the following national service measures:

- number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger,
- number reporting increase household food security, and
- number of individuals receiving emergency food from food banks, food pantries or other nonprofits.

### ECONOMIC OPPORTUNITY

Coming of Age will work with area nonprofits to develop volunteer opportunities that enable people to transition into safe, affordable housing. Coming of Age will report on the following national service

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measures:

- number of economically disadvantaged individuals, including homeless, who transitioned into safe, healthy, affordable housing, and
- number of individuals receiving housing services.

Volunteer opportunities through local nonprofits that address financial literacy among economically disadvantaged individuals will also be developed. The national service measure for financial literacy is the number of individuals receiving financial literacy services.

## EDUCATION

Coming of Age focuses in two primary education areas: 1) K-12, and 2) adult education/literacy.

Ongoing challenges in collecting data that demonstrate increased academic performance among K-12 students receiving tutoring/mentoring services through volunteers placed in the school district resulted in the drop of an education outcome two years ago. Coming of Age will explore redeveloping partnerships with the school district and other education-focused community based organizations to at least collect data on the number of students who completed participation in CNCS supported education programs and on the number of youth/mentor matches made.

In Adult Education, volunteers assist nonprofit organizations in providing support to clients and staff with adult basic education classes, ESL classes, tutoring, and assisting adults with reading and print disabilities. Coming of Age will report on the following national service outcome: percent of students assisted who have improved academic performance in literacy.

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### VETERANS AND MILITARY FAMILIES

Travis County's Veterans Services has confirmed the need for getting information to veterans and access to services, as well as utilizing veterans to help deliver these services. While veterans indicate RSVP reporting requirements as a barrier to participation, they also indicate a desire to work with Coming of Age to better serve veterans and their families. Preliminary discussions are leading toward the development of workplans that are led by veterans to address the following national service measures:

- number of veterans receiving CNCS supported assistance, and
- number of veterans engaged in service opportunities.

Assistance may include providing veterans with information on services available, as well as transportation services to medical appointments.

### ENVIRONMENTAL STEWARDSHIP

No service efforts will be developed in this area.

### PART IV - WORKPLAN

#### SECTION A. OUTCOME/IMPACT-BASED and PERFORMANCE MEASURES WORKPLANS

##### CAPACITY BUILDING/FUNDRAISING

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### Community Need

The Greenlights 2009 Non-Profit Pulse Survey reported that local non-profit agencies have experienced an increase in demand for services while seeing a 54% drop in contributions. More than 40% of those surveyed reported that they intend to dedicate more staff to fundraising over the next year. With over 6,000 non-profits in Austin alone, competition for funds is increasing. Coming of Age volunteers will dedicate significant time to organize and participate in the fundraising efforts of local agencies. Through their efforts, Coming of Age volunteers will help agencies maintain or increase current funding to maintain or expand existing programs and services.

### Service Activities

In the course of a year, 60 Coming of Age volunteers will work on fundraising events for a variety of non-profits. Some of the non-profits have annual fundraising events, and some have on-going fundraising activities, e.g. selling crafts year round. Assignments include selling raffle tickets for non-profit agencies, soliciting holiday gift sponsorships for clients served through human needs organizations, thrift/craft sales, participating in golf tournaments or other annual events, and other special projects as requested.

### Inputs

60 Coming of Age volunteers will work on fundraising events at five different local non-profits and report 2,000 hours of service. Volunteers will receive orientation for all fundraising events by the agency staff. Volunteers working on year-round fundraising will receive training when they have their initial orientation.

### Outputs

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Coming of Age volunteers will volunteer at six fundraising events and activities that benefit non-profit organizations.

### Intermediate Outcome

Fundraising efforts of Coming of Age volunteers will enable non-profit organizations to maintain or increase funding levels.

### End Outcome

Agencies and organizations that utilize Coming of Age volunteers in their fundraising efforts will maintain or expand their existing programs and services as a result of the efforts of the volunteers.

## CAPACITY BUILDING/MANAGEMENT

### Community Need

The Greenlights 2009 Non-Profit Pulse Survey reported that local non-profit agencies have experienced an increase in demand for services while seeing a 54% drop in contributions. The report also states that nearly 20% of non-profits had to lay off staff over the past year, and another 10% intend to do so in the coming year. Twelve percent plan to reduce or eliminate programs and services; 11% have already done so. As a result, over 6,000 nonprofits in Austin are becoming more reliant on the services of volunteers to maintain their client services and programs. By recruiting and managing volunteers for non-profit organizations, Coming of Age volunteers can help these agencies maintain and continue to offer services and programs to their clients.

### Service Activities



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In an effort to offer sustainability to local non-profit agencies, Coming of Age volunteers will recruit and manage volunteers for those agencies. Coming of Age volunteers will recruit and manage additional volunteers for non-profit organizations, including theatres, hospitals, visitor's bureaus, police departments, schools, civic groups, and senior centers. Coming of Age volunteers will recruit additional volunteers in a variety of ways in formal and/or informal settings. Volunteers will provide membership materials and information about Coming of Age to potential volunteers, as well as provide information about volunteer opportunities in the community and information and opportunities in the agency they serve at. Coming of Age volunteers will also mobilize and manage groups of volunteers for social, educational, and recreational activities.

### Inputs

Thirty volunteers will each spend four hours per month recruiting and managing volunteers for non-profit organizations. They will be provided with recruitment packets that include Coming of Age information and membership information. Coming of Age staff will train the Coming of Age volunteers on how to effectively recruit additional volunteers.

### Outputs

Coming of Age volunteers will recruit new volunteers for non-profit agencies.

### Intermediate Outcome

Coming of Age volunteers will report an increase in their civic engagement due to their participation in volunteer recruitment and volunteer management and mobilization activities.

### End Outcome

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## Narratives

By recruiting and managing volunteers for non-profit agencies, Coming of Age volunteers will help those agencies maintain and continue to offer services and programs to their clients.

### INDEPENDENT LIVING

#### Community Need

According to the 2011 American Community Survey 1-Year Estimates, 7% (or 79,573 individuals) of Travis County residents are 65 years of age and older. As individuals age, they may develop disabilities that interfere with their activities of daily living. These disabilities threaten the ability of individuals to maintain their independence and live in their own homes. Survey data from AARP indicates that the vast majority of older adults want to remain independent and live out their lives in their own homes. The alternative to independence is often institutional care, which costs an estimated six times more than the cost of remaining in one's home. The goal of the Independent Living Program is to help 500 individuals remain independent at home. Coming of Age will address this need by increasing the number of volunteers who participate in volunteer programs through caregiver or other human service organizations.

#### Service Activities

Coming of Age volunteers will work in collaboration with several organizations: American Cancer Society, Faith In Action Austin Caregivers Association, Family Eldercare services, Meals on Wheels & More programs, and the We Care program. Volunteers will provide home meal delivery, minor home repairs, guardianship assistance, friendly calls/visits, and transportation to shopping or to medical

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## Narratives

appointments. By providing these services either directly or indirectly (e.g., office scheduling of clients for service) to semi-homebound elderly individuals, an estimated 500 clients will be served.

### Inputs

75 volunteers will provide home meal delivery, minor home repairs, guardianship assistance, friendly calls/visits, and transportation for shopping or medical appointments. These volunteers will contribute over 5,000 hours of service annually, many of them using their own cars for client transportation.

### Outputs

Annually, 500 clients will receive services through designated programs offering assistance that enables elders to live independently.

### Intermediate Outcome

Organizations that are provided Coming of Age volunteers will be able to better meet clients' needs due to the increased capacity provided by these volunteers.

### End Outcome

Clients served will maintain independence due, in part, to the assistance provided by the Coming of Age volunteers. (In this case, "independence" means that clients have not been moved to an institutional/nursing facility for full-time care. Activities of Coming of Age volunteers support agency efforts to enable the elderly to continue to live in their homes.)

## HEALTH EDUCATION/IMMUNIZATIONS

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## Narratives

### Community Need

To be properly protected from a number of life-threatening diseases, every child should receive a series of five vaccinations by the age of two. Out of the 15,000 live births a year in Travis County, an estimated 10,800 (72%) of the children under two have been adequately immunized. The remaining 4,800 are at risk for serious diseases. Public awareness of the need for early childhood protection, and more importantly - parental education, must be greatly improved.

The goal of this project is to educate the hospitalized mothers of newborns to the importance of timely immunizations, and to maintain contact with the parent by phone and shot-reminder cards over the next two years. The RSVP program is designed to follow the highly successful "Volunteers for Childhood Immunizations" model (VCI program) piloted by the University of North Texas and RSVP - Denton.

### Service Activities

RSVP volunteers will visit mothers of newborns in St. David's Hospital. The volunteers will provide them with information packets and a discussion of the importance of following an immunization schedule. The information provided includes immunization sites and a request for vital information from the mother for follow-up purposes. The object is to enroll the mother in a tracking system established by immunization reminder cards and telephone calls prior to the infant's age of 2, 4, 6, and 12 months. Calls and email inquiries will verify the infants' immunizations at clinics or doctors' offices, and resulting data will be given to the University of North Texas.

### Inputs

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## Narratives

A total of 10 volunteers will work as hospital volunteers, substitutes, information packet assemblers, reminder-card mailers, callers and data processors.

### Outputs

Mothers of newborns in the hospital will receive information about immunizations from RSVP volunteers.

INDICATOR: Number of mothers of newborns in the hospital receiving information about immunizations from RSVP volunteers.

TARGET: 1000 mothers of newborns in the hospital will receive information about immunizations.

HOW MEASURED: Monthly reporting log

### Intermediate Outcome

ANTICIPATED INTERMEDIATE OUTCOME: Mothers of newborns visited in the hospital receiving information about immunizations will enroll in the VCI program.

INDICATOR: Percentage of mothers visited who enroll in the VCI program.

TARGET: 90% of mothers visited will enroll in the VCI program.

HOW MEASURED: Monthly reporting log, VCI database

### End Outcome

Newborns enrolled in the VCI program will complete all required immunizations within 2 years.

## ADULT EDUCATION/LITERACY

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## Narratives

### Community Need

The 2010 Literacy Coalition of Central Texas report on 'The Need for Adult Education Services' indicates that limited literacy skills cost businesses and taxpayers approximately \$20 billion a year in lost wages, profits, and productivity. Low literacy and educational attainment are highly correlated with higher crime rates. The report also indicates that children of adults who participate in literacy programs improve their grades and test scores, improve their reading skills, and are less likely to drop out of school. Additionally, Recording for the Blind and Dyslexic reports that providing students of all ages who have print, physical, and learning disabilities access to a general education curriculum is a national challenge. Access to educational materials is critically important to improving performance and demonstrating students' academic achievement and is required by federal and state laws. In Austin, volunteers in the Coming of Age Adult Education and Literacy Program will participate in and support local organizations providing adult educational and literacy services.

### Service Activities

Coming of Age volunteers will assist social service agencies and programs, refugee programs, agencies providing self-sufficiency education for adults, immigration services agencies, agencies providing English as a Second Language education, literacy coalitions, Recording for the Blind and Dyslexic, and other non-profit organizations by providing support to clients, staff, and administration. Volunteer activities may include teaching adult basic education and GED courses, providing English as a Second Language classes, educating adults about life skills, serving as literacy tutors, reading books for adults with print disabilities, providing financial literacy classes, working in lifelong learning programs, and assisting staff and administration who support adult education. Volunteers will work directly with the staff and administration to identify the areas volunteers will serve in, and the staff and administration will assign and supervise the volunteer in their designated tasks.

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## Narratives

### Inputs

15 Coming of Age volunteers will assist five local organizations that support adult education and literacy by providing academic achievement sessions or Recording for the Blind sessions for 25 adults. Academic achievement sessions and Recording for the Blind and Dyslexic sessions last for 30 minutes or more.

### Outputs

25 adults will receive 250 academic achievement activities or Recording for the Blind and Dyslexic activities through tutoring, in-class assistance, reading educational publications, and literacy and general educational assistance.

### Intermediate Outcome

Due to the support of Coming of Age volunteers, Coming of Age volunteer stations will report they are better able to serve their clients.

### End Outcome

Organizations will report an increase and/or improvement in adult education and literacy skills for clients who have been provided academic achievement sessions by Coming of Age volunteers.

## DISASTER SERVICES

### Service Activities

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## Narratives

In the event of a disaster, volunteers will be mobilized to assist in disaster response efforts as determined by Local Command Center. Disaster preparedness efforts include distribution of materials and information pertaining to preparation for a disaster. Disaster preparedness training for volunteers will be provided.

### Anticipated Measures

Coming of Age will work with partner nonprofits to develop volunteer opportunities in disaster services supporting national performance output measures in disaster response and preparedness.

Output measures include:

- number of individuals who received CNCS supported services in disaster preparedness
- number of individuals who received CNCS supported services in disaster response
- number of volunteers who received essential training

## EDUCATION/AFTERSCHOOL PROGRAMS

### Service Activities

Volunteers will serve as tutors and mentors for school age children, provide books to assist with childhood literacy, teach computer classes to improve computer literacy, and lead after school programs to give children a safe and nurturing environment with positive social interaction and activities.

### Anticipated Measures

- # of students that completed participation in K-12 education programs

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## Narratives

- # of mentor matches sustained for the required period of time.

### FINANCIAL LITERACY/TAX COUNSELING & PREPARATION

#### Service Activities

Volunteers will provide tax counseling, tax preparation, education for financial stability.

#### Anticipated Measures

- # of individuals receiving financial literacy services.

### FOOD SECURITY

#### Service Activities

Volunteers will sort, clean, collect, deliver, and make ready food to have available for pick up or delivery at food pantry and other public locations; volunteers help prepare and serve meals to serve those in need.

#### Anticipated Measures

- # of individuals receiving support, services, education and/or referrals to alleviate long-term hunger
- # of individuals receiving emergency food from food banks, food pantries or other nonprofits

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## Narratives

### HOUSING

#### Service Activities

Volunteers will build homes, repair homes, provide housing acculturation for refugees, and provide property revitalization.

#### Anticipated Measures

- # of economically disadvantaged individuals, including homeless, receiving housing services
- # of economically disadvantaged individuals, including homeless, who are transitioned into safe, healthy, affordable housing.

### VETERANS

#### Service Activities

Service for veterans will include providing veterans with information on services availability and access, and providing transportation services to medical appointments.

#### Anticipated Measures

- # of veterans receiving assistance
- # of veterans engaged in service opportunities.

#### PNS Amendment (If applicable)

Not applicable.

### Coming of Age Austin Metro

### Travis County Health and Human Services and Veterans Services

Application ID: 13SR146162

Budget Dates: 10/01/2010 - 03/31/2014

	Total Amt	CNCS Share	Grantee Share	Excess Amount
<b>Section I. Volunteer Support Expenses</b>				
A. Project Personnel Expenses	232,847	29,882	15,149	187,816
B. Personnel Fringe Benefits	6,710	491	0	6,219
FICA	14,437	1,853	0	12,584
Health Insurance	38,342	2,918	0	35,426
Retirement	29,653	3,806	0	25,847
Life Insurance	475	43	0	432
Total	\$89,617	\$9,109	\$0	\$80,508
C. Project Staff Travel				
Local Travel	400	0	0	400
Long Distance Travel	5,046	2,500	0	2,546
Total	\$5,446	\$2,500	\$0	\$2,946
D. Equipment				
E. Supplies	816	0	0	816
F. Contractual and Consultant Services	8,241	0	0	8,241
I. Other Volunteer Support Costs	896	0	0	896
Criminal Background Check	0	0	0	0
Total	\$896	\$0	\$0	\$896
J. Indirect Costs				
<b>Section I. Subtotal</b>	<b>\$337,863</b>	<b>\$41,491</b>	<b>\$15,149</b>	<b>\$281,223</b>
<b>Section II. Volunteer Expenses</b>				
A. Other Volunteer Costs				
Meals	0	0	0	0
Uniforms	0	0	0	0
Insurance	2,800	1,516	0	1,284
Recognition	18,685	6,488	0	12,197
Volunteer Travel	15,900	1,000	0	14,900
Total	\$37,385	\$9,004	\$0	\$28,381
<b>Section II. Subtotal</b>	<b>\$37,385</b>	<b>\$9,004</b>	<b>\$0</b>	<b>\$28,381</b>
<b>Budget Totals</b>	<b>\$375,248</b>	<b>\$50,495</b>	<b>\$15,149</b>	<b>\$309,604</b>
<b>Funding Percentages</b>		76.9%	23.1%	
<b>Required Match</b>		n/a		
<b># of years Receiving CNCS Funds</b>		n/a		

**ASSURANCES**

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- 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.
- 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 standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 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 Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: 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 disability (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) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-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 nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles 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.
- 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.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), 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 sub-agreements.
- 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 the 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.
- 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 wetlands 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 (Clean Air) Implementation Plans under Section 176(c) of the Clean 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).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential

## ASSURANCES

components of the national wild and scenic rivers system.

- 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 (16U.S.C. 469a-1 et seq.).
- 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.
- 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.
- 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.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

### For AmeriCorps State and National Applicants ONLY

*If you are not applying for a grant through AmeriCorps \*State and National, you may ignore this section.*

- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document "Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants" on the Corporation's website at: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.
- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. 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) sections 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 nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing

## ASSURANCES

services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;

- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the Corporation's regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation's regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;
- Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.

### **For Learn and Serve America Applicants ONLY**

*If you are not applying for a grant through Learn and Serve America, you may disregard this section.*

- Will keep such records and provide such information to the Corporation with respect to the programs as may be required for fiscal audits and program evaluation.
- Will comply with the nonduplication, nondisplacement, and grievance procedure requirements of 45 CFR Part 2540.

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- Will, prior to the placement of a participant, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the 45 CFR 2540.200-207 criminal history check requirements for all individuals receiving a living allowance, stipend, national service educational award, or salary through a program receiving assistance under the national service laws—regardless of the type of service the individual is performing or the individual's access to vulnerable populations.
- Will comply with the parental involvement requirements 45 CFR 2540.330.
- Will, for school-based grants, make efforts to:
  1. ensure that students of different ages, races, sexes, ethnic groups, disabilities, and economic backgrounds have opportunities to serve together;
  2. include any opportunities for students, enrolled in schools or programs of education providing elementary or secondary education, to participate in service-learning programs and ensure that such service-learning programs include opportunities for such students to serve together;
  3. involve participants in the design and operation of the programs;
  4. promote service-learning in areas of greatest need, including low-income or rural areas; and
  5. otherwise integrate service opportunities into the academic program of the participants.

**For Social Innovation Fund Applicants ONLY**

*If you are not applying for a Social Innovation Fund grant, you may disregard this section.*

- Will use the funds received through the award in order to make subgrants to community organizations that will use the funds to replicate or expand proven initiatives, or support new initiatives, in low-income communities.
- Will consult with a diverse cross section of community representatives in making decisions about subgrants for communities (including individuals from the public, nonprofit private, and for-profit private sectors).
- Will make subgrants of a sufficient size and scope to enable the community organizations to build their capacity to manage initiatives, and sustain replication or expansion of the initiatives;
- Will not make any subgrants to—
  - the parent organizations of the applicant,
  - a subsidiary organization of the parent organization of the applicant, or,
  - if the applicant applied for a SIF award as a partnership, any member of the partnership.
- Commits to meeting the matching fund requirements of section 198k(i) of the National and Community Service Act of 1990 (42 U.S.C. §12653k(i)).
- Commits to use data and evaluations to improve the applicant's own model and to improve the initiatives funded by the applicant.
- Commits cooperate with any evaluation activities undertaken by the Corporation.
- Has adopted and implemented standard of conduct policies and procedures in regard to procurements which meet the requirements of either 45 C.F.R. §2541.360(b)(3), or 2 C.F.R. §215.42 and 45 C.F.R. §2543.42.
- Has adopted and implemented policies and procedures in regard to the applicant's subgrant competitions which will provide reasonable assurance that conflicts of interest (or appearances of conflicts of interest) on the part of reviewers or decision-makers are identified and appropriately mitigated.

## CERTIFICATIONS

### Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

### Certification – Drug Free Workplace

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
  - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
  - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
  - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
  - a. Taking appropriate personnel action against the employee, up to and including termination; or
  - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for



## CERTIFICATIONS

these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

**Certification - Lobbying Activities**

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

**Certification - Grant Review Process (State Commissions Only)**

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

**For AmeriCorps State and National Applicants ONLY**

*If you are not applying for a grant through AmeriCorps\*State and National, you may ignore this section.*

**Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

**Definitions**

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

**Assurance requirement for subgrant agreements**

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

**Assurance inclusion in subgrant agreements**

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

**Assurance of subgrant principals**

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and

## CERTIFICATIONS

frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

**Non-assurance in subgrant agreements**

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**Prudent person standard**

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

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

Grant Title:	Juvenile Services Solicitation for the Front End Therapeutic Services Program		
Grant Period:	From: <input type="text" value="Sep 1, 2011"/>	To: <input type="text" value="Aug 31, 2012"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor, Criminal Justice Division		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	United States Department of Justice		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 17,617	\$ 0	\$ 0	\$ 0	\$ 17,617
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 17,617	\$ 0	\$ 0	\$ 0	\$ 17,617
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

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 program youth referred	101	60	n/a	
2.	Number of program youth screened/assessed	101	60	n/a	
3.	Number of program youth served	66	55	n/a	
+ -	Measures for the Grant				
1.	Number of program youth completing program requirements	35	44	n/a	
	Outcome Impact Description	Qualitative data will show how many youth were diverted from the juvenile justice system successfully.			
2.	Number of program youth complying with an aftercare plan	35	44	n/a	
	Outcome Impact Description	Qualitative data will show how the family was linked to community mental health services and additional ancillary services that will help support the families on a long term basis.			
3.	Number of program youth exhibiting a decrease in antisocial behavior	33	44	n/a	
	Outcome Impact Description	Qualitative data showing how therapeutic interventions, social skills, and anger management skills will improve their behaviors and errors in thinking that were conducive to their offense and subsequent involvement in the juvenile system.			
4.	Number of program youth exhibiting a decrease in substance use	13	44	n/a	
	Outcome Impact Description	Data showing a decrease in substance use will improve the cognitive functioning of the child, errors in judgment, as well as enable medications to change the brain's chemistry without outside interference of drugs and alcohol.			
5.	Number of program youth exhibiting an improvement in family relationships	40	44	n/a	
	Outcome Impact Description	Improved communication between youth and family will enhance their ability to cope and problem solve for a more positive outcome.			
6.	Number of program youth exhibiting an improvement in social competencies	39	44	n/a	
	Outcome Impact Description	Coping and problem solving skills will provide the youth with the ability to manage his/her emotions and subsequent behaviors associated with his/her emotions or trauma, in order to follow social norms and educational expectations within society.			
7.	Number of program youth who offend or reoffend	8	12	n/a	
	Outcome Impact Description	Number of same youth re-referred to TCJPD			
8.	Number of program youth with formal psychological/psychiatric evaluations	66	55	n/a	
	Outcome Impact Description	Number of evaluations indicates a comprehensive mental health or substance abuse assessment completed before or during involvement with juvenile probation.			

**PBO Recommendation:**

The Juvenile Probation Department is requesting Commissioners Court approval to de-obligate the remainder of the original FY 12 Juvenile Services Front End Therapeutic Services Program award. During the SAP financial system conversion, two county grants were combined erroneously in the system. The department discovered the error and realized that actual end of year final expenditures would be under forecasted amounts after the State's deadline to change the grant budget had already passed, and therefore, \$3,383 of the original \$21,000 grant award is represented as unspent funds. The department is working on solutions to reduce future de-obligation liability.

Grant budget rules require any de-obligation greater than 5% of the total award to be approved by Commissioners Court. When the final payment was entered into the State system, it automatically de-obligated the unspent amount.

This item is to inform the Court of the revised grant budget. PBO recommends approval.

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

The goal of the Front End Therapeutic Services grant is to provide mental health services for the increasing number of juveniles with mental health issues. These youth are at risk of penetrating further into the Juvenile Probation system or re-offending without these services. These prevention and intervention services will provide resources for TCJPD to divert youth at risk to a deferred prosecution program. Travis County Juvenile Probation is requesting to de-obligate \$3,383 of the \$21,000 original budget.

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

There are no long term County funding requirements of this grant.

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

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 included. This grant is to fund contractual services.

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

The Department intends to request subsequent year continuation funding for the contractual services 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 staff positions as well as other areas of the Special Services Division.

**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.

COPE strategies of front-end diversion for assessing and screening each juvenile offender with mental health disorders fits into the 2009-2010 CAPCOG Community Plan. The Community Plan also calls for programs and initiatives that will have a justice system impact designed to hold the juvenile offender accountable, and improve practices, policies, and procedures within the juvenile justice system. Under the JJDP funding matrix, Mental Health is Priority #3.

# 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: Michael Williams  
Michael Williams  
Accountant Lead

SUBJECT: Juvenile Services Front End Therapeutic Services Program  
Grant de-obligation of funds September 1, 2011 through August 31, 2012.

DATE: January 10, 2012

The Juvenile Services Front End Therapeutic Services Program grant has a remaining balance of \$3,383. Therefore, the Office of the Governor has requested the de-obligation of \$3,383 from the total award of \$21,000.

Please review this item and place it on the **January 22nd** Commissioner's Court agenda for their consideration and signature. Please contact Michael Williams Accountant Lead at 4-7011 for further information.

Thank you in advance for your attention to this request.

CC: Rhett Perry  
Darryl Beatty  
Jim Gobin  
Patricia Garcia  
Sylvia Mendoza  
Michael Williams  
Maya Duff  
Lisa Eichelberger



**Agency Name:** Travis County  
**Project Title:** Juvenile Services - Supplemental Front End Therapeutic Services Program  
**Current Grant Manager:** Cheryl Duff  
**Grant Application:** 1300013  
**Status:** Active Grant  
**Current Program Manager:** Cheryl Duff  
**Start Date:** 11/1/11  
**End Date:** 8/31/2012  
**Liquidation Date:** 11/26/2012  
**CFOA:** 16140  
**Fund Source:** 04 Juvenile Justice and Delinquency Prevention - Allocation to States

- Eligibility
- Profile
- Narrative
- Activities
- Measures
- Budget
- Documents
- Conditions of Funding
- Summary
- Monitoring
- My Mail
- My Home
- Grant History
- Payment History
- FSR History
- Adjustment History
- Grant Issues
- Upload Files

**Grant Financial Status**

**Current Award Amount:** \$17,617.50  
**Total Unexpended Balance to Date:** \$0.00  
**Total Cash On Hand To Date:** \$0.00  
**Total Reimbursement(s) and Advance Payment Request(s) Paid to Date:** \$17,617.50  
**Total Expenditures Reported to Date:** \$17,617.50

**Budget Summary Totals**

**OOG Funds:** \$0.00  
**Cash Match:** \$0.00  
**In Kind Match:** \$0.00  
**GPI:** \$0.00  
**Total Project:** \$17,617.50

**Grant Adjustment History**

Adjustment Status	Date Created	Date Certified	Description
APPROVE	12/9/2011	12/12/2011	Updating expiration date of CCR
APPROVE	1/17/2012	1/27/2012	We are requesting the Grant Writer be changed to Traci Mondragon, as Ms. Mondragon is the new Grant Coordinator for Travis County Juvenile Probation. eGrants account email for new
APPROVE	8/31/2012	8/31/2012	Change in financial officer. Effective date 09/01/2012.
REJECT	9/6/2012		Grant Writer should be listed as Maya Duff; username is MayaDuff[DELETED]
APPROVE	11/14/2012	11/14/2012	Update SAM expiration date.
APPROVE	11/26/2012		Final Adjustment

**Grant Adjustment Information**

**Date Grant Adjustment Created:** 11/26/2012 8:26:16 AM

**Status of Grant Adjustment:** APPROVE

**Description of Grant Adjustment:**  
Final Adjustment



View Grant Adjustment Detail

Category	Description	OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts	Unit - New, Previous, and Changed Amounts
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services Group Therapy Counseling: Youth within the COPE Mental Health Court receive anger management through an evidenced base curriculum A.R.T. (Aggression Reduction Training). Classes are weekly for 9 weeks and the program will have 5 classes during the grant period. Cost of the class is \$80 a week for 4-8 youth, for 45 weeks, for a total of \$3,600 and will serve 27 youth.	\$0.00	\$0.00	\$0.00	\$0.00	0
		\$3,600.00	\$0.00	\$0.00	\$0.00	0
		(\$3,600.00)	\$0.00	\$0.00	\$0.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services Individual and Family Therapy: Licensed therapist(s) provides in home mental health counseling which includes bilingual therapist's and other therapist(s) that meet the needs of the children/family. Rate is \$55 an hour for up to 24 sessions. This vendor will serve up to five youth for a total of \$5,880.	\$3,997.50	\$0.00	\$0.00	\$0.00	0
		\$5,880.00	\$0.00	\$0.00	\$0.00	0
		(\$1,882.50)	\$0.00	\$0.00	\$0.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services Individual and Family Therapy: Specialized Licensed therapist provides in home mental health counseling which includes specialized therapy (i.e., trauma, autism, problem solving, coping, etc.). Rate is \$80 an hour for up to 24 sessions. This vendor will serve up to six youth for a total of \$11,520.	\$13,620.00	\$0.00	\$0.00	\$0.00	0
		\$11,520.00	\$0.00	\$0.00	\$0.00	0
		\$2,100.00	\$0.00	\$0.00	\$0.00	0

View Grant Adjustment By Budget Category

Category	OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts
Contractual and Professional Services	\$17,617.50 \$21,000.00 (\$3,382.50)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00

View Grant Adjustment Total

OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts
\$17,617.50	\$0.00	\$0.00	\$0.00
\$21,000.00	\$0.00	\$0.00	\$0.00
(\$3,382.50)	\$0.00	\$0.00	\$0.00



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

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

Grant Title:	Residential Substance Abuse Treatment (RSAT) Program		
Grant Period:	From: <input type="text" value="Oct 1, 2011"/>	To: <input type="text" value="Sep 30, 2012"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor, Criminal Justice Division		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	United States Department of Justice		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 55,324	\$ 47,512	\$ 0	\$ 0	\$ 102,836
Operating:	\$ 76,739	\$ 0	\$ 0	\$ 0	\$ 76,739
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 132,063	\$ 47,512	\$ 0	\$ 0	\$ 179,575
FTEs:	1.00	0.82	0.00	0.00	1.82

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+   -	Applicable Departmental Measures				
1.	Total number of juveniles served in RSAT Program	115	103	102	
2.	Total number of juveniles discharged	96	79	76	
3.	Percentage of juveniles successfully completing the program	82%	80%	80%	
+   -	Measures for the Grant				
1.	Number successful in completing program and pass their drug tests	79	63	61	
	Outcome Impact Description	Determined by the number of participants entering the RSAT program and the number of offenders who have completed the program and remained drug free throughout the duration of program			
2.	Total number of treatment beds supported by non-grant funds, but enhanced with grant funded services.	74	74	74	
	Outcome Impact Description	The number of beds we have to service youth with mental health or substance abuse treatment who will be provided contractual treatment services paid by the grant. This will also include expanded services for cognitive behavior therapy training, vocational training, etc.			
3.	Number of residential treatment days for offenders	15,463	11,898	11,660	
	Outcome Impact Description	Treatment is available for youth in the ISC Programs on a daily basis. In addition to daily Cognitive Behavior Therapy, students receive 30 hours a week of CD Treatment facilitated by Qualified Credentialed Counselors.			
4.	Number of Offenders Entering an Aftercare Program	21	63	61	
	Outcome Impact Description	Treatment is available for youth in the Leadership academy on a daily basis. Upon completion of the RSAT programming, residents "step down" into a Day Enrichment and/or Drug Court Program for the next level of treatment. All students enter into Aftercare Programming with some level of supervision provided			
5.	Total number of treatment beds supported by grant funds and continue receiving grant support	74	74	74	
	Outcome Impact Description	The number of beds we have to service youth with mental health or substance abuse treatment who will be provided contractual treatment services paid by the grant. This will also include expanded services for cognitive behavior therapy training, vocational training, etc.			

PBO Recommendation:

The Juvenile Probation Department is requesting Commissioners Court approval to de-obligate the remainder of the original FY 12 Residential Substance Abuse Treatment program award. Due to issues working with the new SAP financial system, the department realized that actual end of year final expenditures would be under forecasted amounts after the deadline to reclassify funds, reallocate funds, or change the grant budget had already passed. This means that \$10,472 remains unspent, out of the original grant award of \$142,535. The department is working to adjust to the new system and timelines for the future. Grant budget rules require any de-obligation greater than 5% of the total award to be approved by Commissioners Court. When the final payment was entered into the State system, it automatically de-obligated the unspent amount. This item is to inform the Court of the revised grant budget. PBO recommends approval.

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

The goal of the Residential Substance Abuse Treatment program is to provide safe, secure, effective, individualized treatment for dually-diagnosed (co-occurring) juveniles in our residential facility. The financial resources that have been secured will support the cost of vocational/educational curriculum and supplies, 1 full-time Counselor, and contractual substance abuse provider and/or mental health services. Travis County Juvenile Probation is requesting to de-obligate \$10,472 of the original FY12 grant totalling \$142,535.

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

N/A. There are no long term County commitments.

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

A 25 percent match has been calculated. The positions indicated by the match will work directly with the Substance Abuse Units and/or provide Drug/Alcohol Education Groups; the .75 represents a portion of salaries for one chemical dependency counselor.

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

There is no provision in this grant for indirect costs.

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

The program will not discontinue upon discontinuation of the grant. The Department intends to request subsequent year continuation funding through proposals submitted to the Federal and State government, as well as private foundations. Only after all other resources are exhausted will the County be given the opportunity to consider investment in the proposed program as well as other areas of the Residential Division of the Juvenile Probation Department.

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

N/A. This is not a new program.

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

It has been determined that several significant barriers interfere with successful re-integration into the community. These barriers include but are not limited to educational deficiencies, substance abuse problems compounded with mental health concerns, and/or lack of social/life skills. The ability to demonstrate success with this population is contingent upon the services, treatment, and activities available to these youth.

The Travis County FY 2012 Community Plan for the Coordination of Criminal Justice and Related Activities, section on Juvenile Justice, Priority C states that Travis County is in need of services and programming for youth with mental health/co-occurring disorders and substance abuse problems. Substantive resources are required to counter the predictability of juvenile and young adult offenders becoming further entrenched in the criminal justice system.

Successful re-entry into our community is in alignment with TCJPD's mission of public safety, while effectively addressing the needs of juveniles, families, and victims of crime. We intend to reach youth at risk of remaining chemically dependent and who may have co-occurring disorders. Providing residential substance abuse services and other ancillary services will empower these youth to begin a new life as law-abiding, productive citizens.

# 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: *Michael Williams*  
Michael Williams  
Accountant Lead

SUBJECT: Residential Substance Abuse Treatment (RSAT) Program  
Grant de-obligation of funds October 1, 2012 through September 30, 2012.

DATE: January 10, 2012

The Residential Substance Abuse Treatment Program grant has a remaining balance of \$10,472. Therefore, the Office of the Governor has requested the de-obligation of \$10,472 from the total award of \$142,535.

Please review this item and place it on the **January 22nd** Commissioner's Court agenda for their consideration and signature. Please contact Michael Williams Accountant Lead at 4-7011 for further information.

Thank you in advance for your attention to this request.

CC: Rhett Perry  
Darryl Beatty  
Jim Gobin  
Patricia Garcia  
Sylvia Mendoza  
Michael Williams  
Lisa Eichelberger  
Grant File



Agency Name: Travis County  
 Project Title: Leadership Academy (Dual  
 Diagnosis Unit)  
 Current Grant Manager: Tom Konetzky

Grant/App: 1812207  
 Status: Active Grant  
 Current Program Manager: Judy  
 Switzer  
 Start Date: 10/1/2011  
 End Date: 9/30/2012  
 Liquidation Date:  
 12/30/2012  
 CFDA: 16.593

Fund Source: RT-Residential Substance Abuse Treatment for State  
 Prisoners (RSAT)

1:00 PM

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- Profile
- Narrative
- Activities
- Measures
- Budget
- Documents
- Conditions of Funding
- Summary
- Monitoring
- My Mail
- My Home
- Grant History
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- Adjustment History
- Grant Issues
- Upload Files

**Grant Financial Status**

Current Award Amount: \$132,063.14  
 Total Unexpended Balance to Date: \$0.00  
 Total Cash On Hand To Date: \$0.00

Total Reimbursement(s) and Advance Payment Request(s)  
 Paid to Date: \$132,063.14  
 Total Expenditures Reported to Date: \$132,063.14

**Budget Summary Totals**

OOG Funds: \$132,063.14  
 Cash Match: \$17,525.00  
 In Kind Match: \$0.00  
 GPI: \$0.00  
 Total Project: \$149,588.14

**Grant Adjustment History**

Adjustment Status	Date Created	Date Certified	Description
APPROVE	12/8/2011	12/8/2011	Updating CCR registration date.
APPROVE	1/17/2012	1/27/2012	We are requesting the Grant Writer be changed to Traci Mondragon, as Ms. Mondragon is the new Grant Coordinator for Travis County Juvenile Probation. eGrants account email for new
APPROVE	8/31/2012	8/31/2012	Change in County Financial Officer. Effective 09/01/2012.
REJECT	9/6/2012	9/7/2012	Grant Writer should be listed as Haya Duff; username is MayaDuff[DELETED]
APPROVE	11/14/2012	11/14/2012	Update SAM expiration date.
APPROVE	12/18/2012		Final Adjustment

**Grant Adjustment Information**

Date Grant Adjustment Created: 12/18/2012 9:25:19 AM

Status of Grant Adjustment: APPROVE

Description of Grant Adjustment:  
 Final Adjustment

View Grant Adjustment Detail

Category	Description	OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts	Unit - New, Previous, and Changed Amounts
Contractual and Professional Services	<b>Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services</b> Contractual substance abuse provider and/or mental health services, as well as psychological assessments and assessment tools	\$71,782.50 \$71,460.00 \$322.50	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Personnel	<b>Counselor and/or Therapist (Licensed) Senior Counselor-</b> The position indicated will work directly with the Substance Abuse Units and/or provide Drug/Alcohol Education Groups. The Counselor will meet the match requirement of \$47,512. This match is 82% of the total salary and fringe of this staff.	\$0.00 \$0.00 \$0.00	\$47,512.00 \$47,512.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	82 82 0
Personnel	<b>Counselor and/or Therapist (Licensed) The Senior Counselor</b> indicated will work directly with the Substance Abuse Units and/or provide Drug/Alcohol Education Groups. Amounts includes salary and fringe.	\$55,324.56 \$57,166.00 (\$1,841.44)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	100 100 0
Supplies and Direct Operating Expenses	<b>Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)</b> UA kits to test youth weekly. 1357 kits \$3.20 a kit for \$4,342.	\$2,280.00 \$4,342.00 (\$2,062.00)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Supplies and Direct Operating Expenses	<b>Presentation and/or Training Supplies</b> Educational and vocational supplies, books, workbooks, audiovisuals, and ongoing supplies for tutoring juveniles in the RSAT program Training manuals for youth in the RSAT program. Cognitive Behavior Therapy workbooks and manuals. Various books under \$50 total for \$9,567.	\$2,676.08 \$9,567.00 (\$6,890.92)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0

View Grant Adjustment By Budget Category

Category	OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts
Contractual and Professional Services	\$71,782.50 \$71,460.00 \$322.50	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Personnel	\$55,324.56 \$57,166.00 (\$1,841.44)	\$47,512.00 \$47,512.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Supplies and Direct Operating Expenses	\$4,956.08 \$13,909.00 (\$8,952.92)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00

View Grant Adjustment Total

OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts
\$132,063.14	\$47,512.00	\$0.00	\$0.00
\$142,535.00	\$47,512.00	\$0.00	\$0.00
(\$10,471.86)	\$0.00	\$0.00	\$0.00





**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

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

Grant Title:	Travis County Eagle Resource Project		
Grant Period:	From: <input type="text" value="Sep 1, 2011"/>	To: <input type="text" value="Aug 31, 2012"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor, Criminal Justice Division		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	United States Department of Justice, Juvenile Justice Delinquency Prevention		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 33,949	\$ 0	\$ 0	\$ 0	\$ 33,949
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 679	\$ 0	\$ 0	\$ 0	\$ 679
Totals:	\$ 34,628	\$ 0	\$ 0	\$ 0	\$ 34,628
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+   -	Applicable Departmental Measures				
1.	Average length of stay in job skills programming	26	60	60	
2.	Number of program youth served	79	85	85	
3.	Number of youth completing program requirements	46	50	50	
4.	Number of staff with increased knowledge of program area	85	85	85	
5.	Number of youth exhibiting increase in employment opportunities	46	50	50	
+   -	Measures for the Grant				
1.	Average length of stay in job training program	26	60	60	
	Outcome Impact Description	To provide effective programming over a period of time to increase youths' skill sets.			
2.	Number of program materials developed.	20	20	20	
	Outcome Impact Description	To provide diverse and continuous vocational and educational programs available to youth.			
3.	Number of program youth served.	79	85	85	
	Outcome Impact Description	Youth with a minimum of one adjudication and 15-17 years old will benefit from vocational programs/education when they successfully reenter into the community.			
4.	Number of program youth completing program requirements.	46	50	50	
	Outcome Impact Description	Youth completing the program will have the skills necessary to apply for employment.			
5.	Number of program youth employed.	9	15	15	
	Outcome Impact Description	Youth completing the program with the skills necessary to obtain employment.			
6.	Number of program youth exhibiting an increase in obtaining a GED.	11	6	6	
	Outcome Impact Description	Once back in the community, youth are better conditioned to attend classes to complete the required courses.			
7.	Number of program youth who offend or reoffend.	2	2	2	
	Outcome Impact Description	To increase community safety.			
8.	Number of program youth exhibiting an increase in job skills.	46	50	50	
	Outcome Impact Description	To increase the likelihood of youth obtaining employment and a reduction of youth recidivating.			

PBO Recommendation:

The Juvenile Probation Department is requesting Commissioners Court approval to de-obligate the remainder of the original FY 12 Travis County Eagle Resource Project award. The department realized that actual end of year final expenditures would be under forecasted amounts after the State's deadline to change the grant budget had already passed. The department is working on solutions to limit the amount of funds that will need to be de-obligated in this type of grant in the future.

The unspent amount is \$5,279 and the original grant amount was \$39,907. Grant budget rules require any de-obligation greater than 5% of the total award to be approved by Commissioners Court. When the final payment was entered into the State system, it automatically de-obligated the unspent amount.

This item is to inform the Court of the revised grant budget. PBO recommends approval.

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

The Travis County Eagle Resource Project goal is to enhance and expand a continuum of vocational and life skills opportunities to 15-17 year old juveniles that reside in our ISC program and re-integrating back in the community. This continuation grant is the third year of a declining three year project. Travis County Juvenile Probation is requesting to de-obligate \$5,279 of the \$39,907 original budget.

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

There are no long term County funding requirements of this grant.

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

No county match is required.

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

Yes. Grant has an indirect costs of \$679; which is 2% of the 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.

The Department intends to request subsequent year continuation funding for the contractual services through proposals submitted to the Federal and State government, as well as private foundations. The Court will have an opportunity in the future to invest in the Travis County Eagle Resource program.

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 department intends to assess risks and needs of the youth and provide a wraparound of services to address their education, vocational, counseling, and housing needs in order to foster successful re-integration back to the community; while at the same time increase public safety and reduce recidivism.

# 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: Michael Williams  
Michael Williams  
Accountant Lead

SUBJECT: Travis County Eagle Resource Project  
Grant de-obligation of funds September 1, 2011 through August 31, 2012.

DATE: January 16, 2013

The Travis County Eagle Resource Project grant has a remaining balance of \$5,279. Therefore, the Office of the Governor has requested the de-obligation of \$5,279 from the total award of \$39,907.

Please review this item and place it on the **January 22nd** Commissioner's Court agenda for their consideration and signature. Please contact Michael Williams Accountant Lead at 4-7011 for further information.

Thank you in advance for your attention to this request.

CC: Rhett Perry  
Darryl Beatty  
Jim Gobin  
Patricia Garcia  
Sylvia Mendoza  
Michael Williams  
Maya Duff  
Lisa Eichelberger



Agency Name: Travis County Grant/App: 231202 Start Date: 9/1/2011  
 Project Title: Travis County Eagle Resource Project Status: Active Grant End Date: 10/1/2012 Fund Source: Juvenile Justice and Delinquency Prevention Allocation to State  
 Current Grant Manager: Cheryl Crutcher Current Program Manager: Mavis White Liquidation Date: 10/29/2012  
 CFDA: 15.420

- Eligibility
- Profile
- Narrative
- Activities
- Measures
- Budget
- Documents
- Conditions of Funding
- Summary
- Monitoring
- My Mail
- My Home
- Grant History
- Payment History
- FSR History
- Adjustment History
- Grant Issues
- Upload Files

**Grant Financial Status**

Current Award Amount: \$34,628.62 Total Reimbursement(s) and Advance Payment Request(s) Paid to Date: \$34,628.62  
 Total Unexpended Balance to Date: \$0.00 Total Expenditures Reported to Date: \$34,628.62  
 Total Cash On Hand To Date: \$0.00

**Budget Summary Totals**

OOG Funds: Cash Match: In Kind Match: GPI: Total Project:

**Grant Adjustment History**

Adjustment Status	Date Created	Date Certified	Description
APPROVE	12/9/2011	12/12/2011	Updating expiration date of CCR
APPROVE	1/17/2012	1/27/2012	We are requesting the Grant Writer be changed to Traci Mondragon, as Ms. Mondragon is the new Grant Coordinator for Travis County Juvenile Probation. eGrants account email for new
APPROVE	8/31/2012	8/31/2012	Change in financial officer. Effective date 09/01/2012.
REJECT	9/6/2012		Grant Writer should be listed as Maya Duff; username is MayaDuff[DELETED]
APPROVE	11/14/2012	11/14/2012	Update SAM expiration date.
APPROVE	11/28/2012		Final Adjustment

**Grant Adjustment Information**

Date Grant Adjustment Created: 11/28/2012 10:01:03 AM

Status of Grant Adjustment: APPROVE

Description of Grant Adjustment: Final Adjustment

View Grant Adjustment Detail

Category	Description	OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts	Unit - New, Previous, and Changed Amounts
Contractual and Professional Services	<b>Educational Specialist and/or Teacher Career building workshop to include writing a resume, job searching, required documents for employment, etc. Necessary skills needed when leave our care. Up to 15 youth @ \$200 each.</b>	\$3,332.00 \$3,000.00 \$332.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Contractual and Professional Services	<b>Educational Specialist and/or Teacher Individualized instruction for students ages 16 &amp; 17 who have minimal credits in HS and/or not experiencing success in the traditional school setting. This will allow students to have the academic tools to continue their education success when re-entry back in the community. Fall course is \$5,000 for up to 15 participants. Course would run for a fall and winter semester with each session @ \$5,000 each.</b>	\$8,142.00 \$10,000.00 (\$1,858.00)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Contractual and Professional Services	<b>Educational Specialist and/or Teacher The goal of the proposed program is to provide safe, secure, effective, and individualized treatment, while equipping juveniles with education and vocational skills needed to promote successful re-integration into the community. The service provider will be presenting guitar lessons in three six week sessions @ \$1,215 each session and serve up to 18 youth.</b>	\$5,987.63 \$3,645.00 \$2,342.63	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Contractual and Professional Services	<b>Educational Specialist and/or Teacher Vocational Presentation and Music Workshop: presentation and interactive workshops for all residents to participate. Residents learn practical life skills and how to make better decisions all while learning how to make music. These skills will carry over when they re-enter back in the community. This will include at least 70 participants and students will have opportunities for hands on break out session up to 15 per session</b>	\$667.67 \$1,200.00 (\$532.33)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Contractual and Professional Services	<b>Educational Specialist and/or Teacher Workshop for academic and occupational skills needed for employment and opportunities to show youth how to explore for further education when they re-enter the community. Provide the tools to be successful back in the community. Up to 12 youth @ \$100 each youth.</b>	\$2,200.00 \$1,200.00 \$1,000.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Contractual and Professional Services	<b>Educational Specialist and/or Teacher Youth will be given hours of instruction to allow the youth to complete a program in nursing, construction, electrical, etc. At least 5 youth will be able receive instruction; at a cost of up to \$2,500 for each youth. Course could last six to eight weeks. This vocational program will allow youth skills in order to succeed when re-enter the community.</b>	\$11,930.00 \$12,500.00 (\$570.00)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Indirect Costs	<b>Approved Rate - 2% or Less 2% or less of indirect for administrative costs. This represents a portion of the time provided by the County Auditor/County Attorney &amp; other administrative support for the grant.</b>	\$678.99 \$782.00 (\$103.01)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Supplies and Direct Operating Expenses	<b>Computer Software and Media Materials also needed are for preparing for a career upon re-entry. This could include Career Coaching materials to include Career Coaching Videos 5 @ \$150 each, Resume software 10 copies @ \$100 each. This will allow youth to review their interviewing techniques, prepare for interviews, work on their resumes, etc.</b>	\$373.45 \$1,750.00 (\$1,376.55)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Supplies and Direct Operating Expenses	<b>Office Supplies (e.g., paper, postage, calculator) Day to Day supplies. This can include resume paper, pens, easels to display resumes for review, etc. Total \$600. This will allow for day to day supplies to create resumes, review resumes, etc.</b>	\$599.48 \$600.00 (\$0.52)	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0
Supplies and Direct Operating	<b>Presentation and/or Training Supplies Materials need for cultural workshops and other re-entry programs to that include a fine arts program. This include assessment evaluations at 20 @ \$89 each to determine type of cultural</b>	\$0.00 \$2,830.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	0 0

Expenses	program could assist the youth in re-entry. Digital Cameras 7 @ \$150 for an additional photography workshop.	(\$2,830.00)	\$0.00	\$0.00	\$0.00	0
Supplies and Direct Operating Expenses	Presentation and/or Training Supplies Study books to include science, math, reading, writing to include Spanish speaking materials costs up to \$25-\$50 book up to 20 books. These items are for youth who may not take the GED and need additional credits to complete their High School or vocational program. An education will provide opportunities for career opportunities can be successful in the community.	\$0.00	\$0.00	\$0.00	\$0.00	0
		\$1,200.00	\$0.00	\$0.00	\$0.00	0
		(\$1,200.00)	\$0.00	\$0.00	\$0.00	0
Supplies and Direct Operating Expenses	Presentation and/or Training Supplies Vocational materials (which include career assessments) to possible include math, vocational training skills, reading, writing, etc. Will assist youth who need to complete their education for success of reintegrating back in the community. Material @\$25- \$50 per book for 20-25 books. An education will provide opportunities for career opportunities can be successful in the community.	\$717.40	\$0.00	\$0.00	\$0.00	0
		\$1,200.00	\$0.00	\$0.00	\$0.00	0
		(\$482.60)	\$0.00	\$0.00	\$0.00	0

View Grant Adjustment By Budget Category

Category	OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts
Contractual and Professional Services	\$32,259.30	\$0.00	\$0.00	\$0.00
	\$31,545.00	\$0.00	\$0.00	\$0.00
	\$714.30	\$0.00	\$0.00	\$0.00
Indirect Costs	\$678.99	\$0.00	\$0.00	\$0.00
	\$782.00	\$0.00	\$0.00	\$0.00
	(\$103.01)	\$0.00	\$0.00	\$0.00
Supplies and Direct Operating Expenses	\$1,690.33	\$0.00	\$0.00	\$0.00
	\$7,580.00	\$0.00	\$0.00	\$0.00
	(\$5,889.67)	\$0.00	\$0.00	\$0.00

View Grant Adjustment Total

OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts
\$34,628.62	\$0.00	\$0.00	\$0.00
\$39,907.00	\$0.00	\$0.00	\$0.00
(\$5,278.38)	\$0.00	\$0.00	\$0.00