



Travis County Commissioners Court Agenda Request

Meeting Date: 02/19/2013, 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, for the Travis County Veterans Court within the Criminal Courts;
- B. Application to the Texas Veterans Commission Fund for Veterans' Assistance to provide additional substance abuse treatment services to the Travis County Veterans Court within the Criminal Courts;
- C. Annual application to the Office of the Governor, Criminal Justice Division for the Adult Probation DWI Court with Community Supervision and Corrections Department;
- D. Application to the Office of the Governor, Criminal Justice Division for The Eagle Soars program in Juvenile Probation Department to provide education and career development opportunities;
- E. Application to the Office of the Governor, Criminal Justice Division for an Enhancing Services for Victims of Crime Grant in Juvenile Probation Department;
- F. Annual application to the Office of the Governor, Criminal Justice Division for the Drug Court Grant with Juvenile Probation Department;
- G. Annual application to the Office of the Governor, Criminal Justice Division for the Drug Court Grant with Pretrial Services; and
- H. Grant Contract with the Center for Effective Public Policy for the Justice Reinvestment Initiative in Criminal Justice Planning to provide permanent supportive housing for chronically homeless, mentally ill individuals and frequent offenders.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Items A, C, F & G are annual requests to continue existing grants.

Item B is a grant we received in the past and annually request renewal of funds.

Items D & E are new requests to CJD to enhance existing programs offered by Juvenile Probation.

Items H is a grant contract to provide funding for a new program in Criminal Justice Planning to provide permanent supportive housing for chronically homeless, mentally ill individuals and frequent offenders.

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:

No additional funding is required as a result of these grants, with the exception of item A. The grant does not require a grant match, but there is an earmark on reserves to fund the continuation of the grant in the event the grant is not received. In FY 12, Travis County received less than requested and about \$46,000 was used to continue the program in FY 2012.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leslie Browder
David Salazar

TRAVIS COUNTY

2/19/2013

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE
FY 2013

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

Application	Dept.	Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
A	124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$233,124	\$0	\$0	\$0	\$233,124	2.00	R	MC	6
B	124	Veterans Commission Grant	07/01/13 - 06/30/14	\$49,470	\$0	\$0	\$0	\$49,470	-	R	MC	26
C	139	Travis County Adult Probation DWI Court	09/01/13 - 08/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	R	MC	43
D	145	The Eagle Soars: An Educational and Career Development Program	09/01/13 - 08/31/14	\$115,955	\$0	\$0	\$0	\$115,955	-	R	MC	63
E	145	Enhancing Services for Victims of Crime	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.00	R	MC	83
F	145	Drug Court & In-Home Family Services	09/01/13 - 08/31/14	\$181,000	\$20,111	\$0	\$0	\$201,111	0.23	R	MC	105
G	142	Drug Diversion Court	09/01/13 - 08/31/14	\$155,838	\$0	\$0	\$0	\$155,838	2.00	R	MC	130
Contracts												
H	155	Justice Reinvestment Initiative	03/01/13 - 02/28/15	\$300,000	\$0	\$0	\$0	\$300,000	-	R	EC	154

* 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
145	Juvenile Accountability Block Grant (JABG) Local Assessment Center	09/01/13 - 08/31/14	\$61,334	\$6,814	\$0	\$0	\$68,148	-	1/22/2013
158	Coming of Age (CNCS)	04/01/13 - 03/31/14	\$50,495	\$324,753	\$0	\$0	\$375,248	6.80	1/22/2013
147	Emergency Management Performance Grant	10/01/12 - 09/30/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	2/5/2013
137	TCSO Child Abuse Victim Services Personnel	09/01/13 - 08/31/14	\$23,092	\$0	\$34,639	\$0	\$57,731	1.00	2/5/2013
137	TxDOT Impaired Driving Mobilization	03/1/13 - 09/30/13	\$16,906	\$5,684	\$0	\$0	\$22,590	-	2/5/2013
			\$1,168,026	\$408,472	\$76,590	\$56,500	\$1,709,588	10.80	

*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

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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
145	Juvenile Front End Therapeutic Services Program*	09/01/11- 08/31/12	\$17,617	\$0	\$0	\$0	\$17,617	-	1/22/2013
145	Residential Substance Abuse Treatment Program*	10/01/11 - 09/30/12	\$132,063	\$47,512	\$0	\$0	\$179,575	1.00	1/22/2013
145	Eagle Resource Project*	09/01/11- 08/31/12	\$34,628	\$0	\$0	\$0	\$34,628	-	1/22/2013
137	Sheriff's Office Command & Support Vessel*	09/01/12 - 06/30/13	\$250,000	\$0	\$0	\$0	\$250,000	-	1/29/2013
137	2010 UASI-Tactical Response Vehicle*	08/01/2010 - 07/31/12	\$475,000	\$0	\$0	\$0	\$475,000	-	2/12/2013
147	2010 HSGP _ Travis County Haz. Mat. Detection and Decontamination Equipment	08/01/2010 - 07/31/12	\$39,938	\$0	\$0	\$0	\$39,938	-	2/12/2013

*Amended from original agreement. \$14,971,031 \$400,027 \$214,286 \$0 \$15,585,344 23.08

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FY 2013 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Cm. Ct. Contract Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request					
137	Child Abuse Victim Services Personnel**	9/1/12-8/31/13	\$8,920	\$0	\$8,920	1.00	10/31/2012	8/14/2012	N/A	Yes
119	Family Violence Accelerated Prosecution Program	9/1/12-8/31/13	\$12,620	\$0	\$12,620	1.00	10/31/2012	8/21/2012	N/A	Yes
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$10,922	\$0	\$10,922	1.00	10/31/2012	8/28/2012	N/A	No
124	Travis County Veterans Court	09/01/12 - 08/31/13	\$25,630	\$0	\$25,630	2.00	10/31/2012	8/28/2012	N/A	Yes
142	Drug Diversion Court	09/01/12 - 08/31/13	\$10,144	\$0	\$10,144	1.00	10/31/2012	8/28/2012	N/A	Yes
145	Juvenile Accountability Block Grant- Local Assessment Center	09/01/12 - 08/31/13	\$13,747	\$0	\$13,747	1.00	11/30/2012	8/28/2012	N/A	Yes
145	Residential Substance Abuse Treatment Program	10/01/12 - 09/30/13	\$15,046	\$0	\$15,046	1.00	12/31/2012	8/28/2012	N/A	Yes
158	Parenting in Recovery (PIR) FY 12	09/30/12 - 09/29/13	\$94,630	\$0	\$94,630	-	12/31/2012	9/25/2012	N/A	No
158	Parenting in Recovery (PIR) FY 13	09/30/12 - 09/29/13	\$84,756	\$0	\$84,756	-	12/31/2012	10/2/2012	N/A	No
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:	Travis County Criminal Courts	
Contact Person/Title:	Debra Hale, Director of Court Management	
Phone Number:	512-854-9244	

Grant Title:	Travis County Veterans' Court		
Grant Period:	From: <input type="text" value="Sep 1, 2013"/>	To: <input type="text" value="Aug 31, 2014"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor, Criminal Justice Division		
Will County provide 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:	\$ 159,402	\$ 0	\$ 0	\$ 0	\$ 159,402
Operating:	\$ 69,150	\$ 0	\$ 0	\$ 0	\$ 69,150
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 4,572	\$ 0	\$ 0	\$ 0	\$ 4,572
Totals:	\$ 233,124	\$ 0	\$ 0	\$ 0	\$ 233,124
FTEs:	2.00	0.00	0.00	0.00	2.00

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"/>	JL	

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ -	Applicable Departmental Measures				
1.	# of veterans assessed for eligibility for court	34	41	50	50
2.	# of veterans served in the program	25	62	82	85
3.					
+ -	Measures for the Grant				
1.	Provide linkage to appropriate treatment for identified veterans	34	41	50	50
Outcome Impact Description					
2.	At least 40 veterans will receive treatment and services through the VA while prosecution is deferred to better serve the ends of justice.	25	62	82	85
Outcome Impact Description					
3.					
Outcome Impact Description					

PBO Recommendation:

This application is to continue CJD funding for the Veterans Court program in the Criminal Courts. The grant will allow for the continuation of the docket focused on serving the needs of veterans who are non-violent misdemeanor defendants in the criminal justice system.

While the grant does not require a match, the grant department has consistently received less than what has been requested and there was an earmark against reserves approved for FY 12 and 13 to fund this difference. In FY 2012 the department requested, \$45,640 from reserves to fully fund the program. The FY 13 award was also less than was requested, and PBO anticipates a request of approximately \$40,000 will occur in FY 2013 to fully fund the program.

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?

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

A Veterans Court Implementation Grant was first received from the Office of the Governor, Criminal Justice Division (OOG/CJD) in April 2010 (partial-year FY10). The Governor's Office continued funding the Veterans Court Program in FY11, FY12 and FY13. The Veterans Court held its first docket on November 10, 2010. On November 10, 2011, the court graduated its first veteran and accepted its 34th veteran into the program.

The Travis County Veterans Court Program is again requesting that the Office of the Governor, Criminal Justice Division fund the Veterans Court Program for FY14. It should be noted that an application is also being submitted to the Texas Veterans Commission to fund a portion of the Veterans Court services during the period between July 1, 2013 - June 30, 2014.

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

There are no long term County funding requirements for 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.

There is no County match for this grant.

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

Yes, we are requesting a 2% indirect cost allocation.

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

Yes, this program will discontinue without grant funding. We will seek additional funding from other sources.

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

This is not a new program. However, the decision to start the Veterans Court stemmed from the Veterans Intervention Jail Survey report which was published in 2009. The report indicated that about 150 veterans are incarcerated in the Travis County Jail at any one time. About one-third of these veterans were arrested more than once during the 90 day survey period. It is anticipated that an increasing number of veterans will be returning from deployment to central Texas. It is hoped that with the collaboration of the local veteran's service delivery system and our Courts, this group of veterans can address their treatment needs and decrease the likelihood of their return to our jail

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

This court docket will be an additional docket scheduled in County Court at Law #4 bi-weekly. Although there are specialty dockets for defendants with mental health or substance abuse issues, the unique treatment needs of this target population has not been previously addressed.

Print This Page

Agency Name: Travis County
Grant/App: 2339705 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Veteran's Court
Status: Application Pending Submission

Profile Information

Applicant Agency Name: Travis County
Project Title: Veteran's Court
Division or Unit to Administer the Project: Criminal Courts
Address Line 1: 509 W. 11th Street, Room 2.700
Address Line 2:
City/State/Zip: Austin Texas 78701-1748
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: Debra Hale
Email: debra.hale@co.travis.tx.us
Address 1: 509 W. 11th Street, Room 2.700
Address 1:
City: Austin, Texas 78701
Phone: 512-854-9432 Other Phone: 512-854-9244
Fax: 512-854-4464
Title: Ms.
Salutation: Ms.

Financial Official

User Name: Nicki Riley
Email: nicki.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: Debra Hale
Email: debra.hale@co.travis.tx.us
Address 1: 509 W. 11th Street, Room 2.700
Address 1:
City: Austin, Texas 78701
Phone: 512-854-9432 Other Phone: 512-854-9244
Fax: 512-854-4464

Agency Name: Travis County
Grant/App: 2339705 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Veteran's Court
Status: Application Pending Submission

Narrative Information

Primary Mission and Purpose

The Drug Court Program supports projects 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.

Funding Levels

The anticipated funding levels for the Drug Court program are as follows:

- Minimum Award - \$10,000
- Maximum Award - None
- Match Required - None

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.

Program Requirements

* The requirements for this fund source are subject to change pursuant to actions of the Texas Legislature.

Preferences

Preference will be given to:

1. mandated drug courts under Texas Health and Safety Code, §469.006; and
2. non-mandated drug courts operating in counties with a population of less than 200,000.

Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income to CJD through a formal grant adjustment and to secure CJD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless CJD authorizes otherwise. Program income shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

Criminal History Reporting

Entities receiving funds from CJD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public (DPS) Safety as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

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.

The integration between alcohol and other drug treatment services in the processing of cases in the judicial system. The Travis County Veterans Court (TCVC) has established working relationships with the Veterans Administration as well as local community treatment providers to ensure that every veteran participant with a diagnosed substance abuse problem receives the appropriate treatment needed. Each participant receives an assessment through the VA. In cases where substance abuse or dependence is identified, the veteran is referred to the VA's Substance Abuse Treatment Program (SATP). In cases where the veteran is unable to attend the SATP Program, he or she is referred to one of two agencies in the community offering intensive outpatient treatment, as well as continuing care.

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.

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. The Travis County Veterans Court follows the nationally recognized Drug Court model, utilizing a team approach to provide positive support, enhance motivation and reward progress. The Veterans Court team, which includes the Judge, members of the County Attorney's Office, as well as defense counsel, meets prior to each court session to discuss and agree upon an approach with each veteran in the program. Every effort is made to utilize rewards for compliance and to recognize even the smallest steps toward change. All team members are aware of the stages of change model, as well as the research that shows that the use of rewards is more effective than the use of sanctions. It is the goal of the TCVC team to develop a positive, trusting and supportive relationship with each participant.

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

Early identification and prompt placement of eligible participants in the program. In recognition of research which shows that reducing the length of time an individual who commits a crime gets into treatment decreases recidivism, the TCVC attempts to place qualified veterans into the program as quickly as possible. A system has been developed to notify the program manager and caseworker of all veterans who have been booked into the Travis County jail within 24 hours of booking. The manager and caseworker can then make contact with each individual to do an initial screening to determine possible eligibility. Potential participants are encouraged to apply as soon as possible, after discussion with their attorney. Both the veteran and attorney are provided information about the TCVC and given an application after the first contact. Once an application is received, the application is forwarded to the County Attorney's Office for review. The County Attorneys staff cases weekly for consideration. Once an applicant is determined to be eligible and appropriate, they are scheduled for the next TCVC hearing. Approved applicants usually are accepted into the program within 14 days.

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

Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services. As stated above, each veteran in need of substance abuse treatment is referred to either the VA's residential or SATP, depending on need, or to an Intensive Outpatient treatment program offered by one of two community treatment providers with whom the Court has a working relationship. All veterans in need of job training or placement, housing, education, medical, or any other rehabilitative services are referred to the VA or a community agency offering support in areas needed. Veterans are regularly reassessed to determine changing needs.

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

Veterans who have been assessed as abusing drugs may be tested for use by random urinalysis by Veterans Court staff, as well as the VA or community treatment program staff. Alcohol abusers are placed on the SCRAM ankle monitor or In-Hom monitoring device and may also be required to have their automobile fitted with an ignition interlock device. Abstinence is reinforced in court and is required for each veteran to be promoted to the next phase of the program.

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

A coordinated strategy to govern program responses to participants' compliance. The caseworker coordinates the monitoring of participant compliance by communicating daily with the VA's Veterans Justice Outreach Specialist. The caseworker is able to access information regarding each participant's compliance with treatment requirements often within hours of scheduled attendance. The caseworker also communicates with the primary counselors of those veterans who are accessing treatment through other community agencies. In cases in which the veteran is in violation of program conditions, the caseworker or manager will email other members of the Veterans Court team to inform them of the issue. A progress report is written by the caseworker prior to each court hearing and cases are staffed prior to court so that each person on the team is fully aware of compliance and noncompliance by each TCVC participant.

Judicial Interaction – Ongoing judicial interaction with program participants.

Participants in the TCVC are required to appear in court to meet with the judge every other week while in phase one. The judge establishes a rapport with each participant by utilizing information about each veteran's history in the military and other personal information. He establishes a direct connection with each participant by asking them to share their military background and by thanking them for their service. He also utilizes his own military experience to further develop rapport with each participant. The judge discusses the vets' compliance in treatment and with other court requirements during each session and provides frequent praise and reinforcement, as well as admonishment, and possible sanctions, when appropriate.

Evaluation – Monitoring and evaluation of program goals and effectiveness.

The TCVC will establish a protocol for evaluating program effectiveness, including completion of outcome studies. The Veterans Court is committed to utilizing evidence-based practices in order to maximize its effectiveness in reducing recidivism and facilitating prosocial change among participants.

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

All members of the TCVC team attend training that is relevant to the goals and mission of the program. The entire team has attended training at the Tulsa Veterans Court, which is a recognized National Association of Drug Court Professional mentor court. Team members attend training on PTSD, Traumatic Brain Injuries (TBI) and other mental health and substance abuse training sponsored by the VA, the County Attorney's Office, local mental health organizations, etc. Also, staff from the VA are invited to join the team before staffing to provide information and education relevant to the mission of the Court.

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

The TCVC has been successful at establishing partnerships with numerous agencies and community organizations which support veterans in our community. The program manager and caseworker are members of the Veterans Intervention Project (VIP) and the Austin Veterans and Family Advocacy Council (AVFAC). They attend meetings with the staff at the Veterans Administration Mental Health Office, work with the Texas Veterans Commission's employment specialists, the HJope4Heroes program, the Batterers Intervention and Prevention Program and other local organizations in order to network and leverage services for veterans in the program.

Drug Court Program Requirements

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, including child welfare / CPS cases, child support cases, or other civil matters.

Select the **general approach(es)** that best fit this drug court.

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.

Travis County Court at Law #4

Drug Court Date

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

Enter the date [mm/dd/yyyy]:

8/24/2010

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).
- Veterans - Programs serving veterans or current members of the United States armed forces, including members of the Reserves, National Guard or State Guard.

Select the type of drug court that will be operated:

- Adult
- Veterans
- 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 through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over drug court, or a retired judge available as a sitting judge.

Enter the name, phone number, and email address 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. Applicant must notify CJD with this information when a judge is appointed.

The Honorable Michael Denton, Presiding Judge. Phone number: 854-9896 email: michael.denton@co.travis.tx.us

Drug Court Coordinator

Enter the name, phone number and email address 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. Applicant must notify CJD with this information when a coordinator is appointed.

***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.*

Jackson Glass, Program Manager. Phone number: 854-3829 email: jackson.glass@co.travis.tx.us

Federal Funding

Applicant agrees to apply for federal grant funding from the Bureau of Justice Assistance to support operations of the court. Applicant also agrees to notify CJD immediately of any additional state or federal grants or other funds that may become available to support operation of the court. At that time, CJD may deobligate a portion of the funds awarded under this solicitation.

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 mm/dd/yyyy], and how the funds were used or will be used if the federal grant period overlaps with the grant period for this solicitation.

Enter the federal funding description:

4/1/10 - 8/31/10: \$48,895 9/1/10 - 8/31/11: \$166,003 9/1/11 - 8/31/12: \$155,000

TDSHS - CMBHS Registration

Applicant assures that it is currently registered or will register with the Texas Department of State Health Services (TDSHS) – Clinical Management for Behavioral Health Services (CMBHS) database. Information about registration procedures can be accessed [here](#).

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:

Kimberly Austin-Smith, Human Resources Manager II

Enter the Address for the Civil Rights Liaison:

P.O.Box 1748 Austin, TX 78767-1748

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

512-854-4707

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Drug Court Program Solicitation.

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:

On any given day, veterans account for one of every hundred individuals in U.S. Jails and Prisons (Noonan and Mumola, 2007). Although veterans are not over-represented in the justice system as compared to their proportion in the U.S. general adult population, the unmet mental health and substance abuse treatment needs of justice-involved veterans is a growing concern. Research literature suggests a connection between high levels of combat exposure, PTSD, and involvement in the criminal justice system (Calhoun, Malesky, Bosworth, and Beckham, 2004). Additionally, many veterans return home to lost jobs, terminated leases, severed relationships, and other hardships. With an increasing number of veterans returning to our area, Travis County would like to continue to provide the structure of the Veterans Court to address the treatment needs of these individuals.

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:

The Travis County Veteran's Intervention Project Jail Survey Report published in July, 2009 indicates that about 150 veterans are incarcerated in the Travis County Jail at any one time. About one-third of these veterans was arrested more than once during the 90 day survey period. 73% of the cases during this period were misdemeanor offenses. Of this group, 65% of the arrested veterans were not linked to VA services. A follow-up survey, completed in November, 2011, further supports the need to address our arrested veterans, many of whom are not utilizing VA services.

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:

Travis County participates in the community planning process that is required by the Texas Administrative Code as a prerequisite for applying for funding through the Governor's Office, CJD. Within the current community plan, the Veterans Court addresses *Priority D* which is "Travis County needs additional resources to address mental health and substance abuse issues within the criminal justice system".

Goal Statement:

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

Enter a description for the overall goals and objectives:

It is the goal of the Travis County Veteran's Court to link non-violent misdemeanor defendants to VA services, monitor their treatment compliance, and divert them from further criminal sanctions. Through the cooperation and collaboration of Travis County Courts with partners such as the Department of Veteran's Affairs Health Care Services System and veteran services providers, the court hopes to continue to promote sobriety and enhance mental health for program participants as they transition back into the civilian community.

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):

Not applicable

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:

The Travis County Veterans Court held its first court hearing on November 10, 2010. By the end of August 2011, the court met its goal of accepting 25 veterans into the program during the first year. In FY12 the goal was to accept 40 new veterans into the program. The court exceeded this goal by accepting 41 new veterans by the end of the fiscal year. As of January 31, 2013, the court has 45 active participants and 28 applicants pending approval. The court again expects to meet or exceed its goal of serving 40 new veterans during the current year.

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:

The Travis County Veteran's Court helps honorably discharged veterans arrested for misdemeanor non-violent offenses by providing attention, structure and supportive services needed to reduce their risk for recidivating and to improve their reintegration to post-deployment life. In lieu of a final conviction, participants are allowed to complete a court-supervised treatment program. Participants in the court are referred to Veterans Administration treatment services addressing Post Traumatic Stress Disorder, Traumatic Brain Injury, or mental health disorders. Each participant is assessed by a VA psychiatrist. This assessment is utilized by the Veterans Court caseworker to develop an individualized treatment plan, known as a Strategic Action Plan (SAP) in collaboration with the veterans. Regular judicial contact supports the participant's motivation for change and continued involvement in treatment efforts. Each veteran will participate in treatment at the VA to address any

mental health issues, such as PTSD, TBI or other psychological and emotional problems. If a veteran has a co-occurring substance abuse problem, they will also participate in a VA substance abuse treatment program. In situations in which a veteran cannot access substance abuse treatment at the VA due to scheduling conflicts, he/she is referred to a community treatment provider to address substance abuse issues. Participants who are suspected of abusing drugs and/or alcohol may be ordered to participate in urinalysis screening and/or alcohol monitoring using the Scram or In-Hom device. Some participants may also be required to have an ignition interlock device installed on their vehicle. Additionally, participants are encouraged to attend weekly support groups, such as Peer2Peer groups, abstinence support meetings, and other individual or group counseling as deemed appropriate. The Travis County Veterans Court operates collaboratively with the VA and many community organizations. It incorporates the 10 key components of effective Veterans Courts, utilizes principles of evidence-based practices, and provides frequent judicial contact to help veterans obtain access services to reduce their risk of re-offending. The Court plans to serve at least 40 new veterans, in addition to those already participating in the court (currently 45) during FY14.

You are logged in as **User Name:** debrahale

Agency Name: Travis County
Grant/App: 2339705 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Veteran's Court
Status: Application Pending Submission

Project Activities Information

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 project's treatment team and describe their role in supporting the participants. The Veterans Court team consists of: the judge, whose primary role is to provide judicial supervision and to ensure that the veteran follows court-ordered guidelines; the County Attorney, who determines which cases are appropriate for potential dismissal, ensures that each participant does not pose an imminent threat to the community; the defense counsel, who ensures that each participant's legal rights are upheld and that their interests are represented; the program manager, who is responsible for ensuring that appropriate defendants are selected, screened and assessed, structures staffing and team meetings as needed, creates policies and procedures, and develops relationships with the VA and community support organizations; the caseworker, who develops treatment plans, monitors the compliance of program participants, serves as the liason with the Veterans Administration staff and creates reports for court case staffings; the VA's Veterans Justice Outreach Specialist, who is responsible for verifying VA records and benefits, schedules assessments and reports attendance and progress in treatment; the VA benefits specialist, who assists participants in accessing VA benefits that their are eligible for and entitled to.

Provide the average caseload size for a full-time case manager/probation officer assigned to this project.
Current: 45

Provide your project's policy on drug testing participants. Participants who have demonstrated abuse of alcohol and/or use of non-prescribed drugs are required to submit to random urinalysis, SCRAM (ankle bracelet) or In-Home device alcohol monitoring and/or use of an ignition interlock device. Frequency and duration of monitoring will be determined by the participant's assessed risk level, compliance with treatment, abstinence and general progress.

Describe the process you will use to determine your project's effectiveness. Records are kept regarding the number of participants who successfully complete the program, as well as those who are unsuccessfully discharged or elect to opt out of the program. Outcome studies will examine recidivism rates at intervals of one and three years post-completion. Records are maintained to monitor the number of intakes, participants, and discharges. Additionally, reports are completed and submitted, as required by the grant.

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.)
183226

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.)
The Travis County Veterans Court Project received local funding in the amount of \$28,227 during Fiscal Year 2012.

List the treatment resources used for this project (e.g., ATR, TAIP, in-house, etc.).
Veterans Administration (PTSD, TBI, substance abuse treatment) Austin Recovery (in-house substance abuse treatment funds) and HOPE4HEROES (PTSD and family counseling-self-pay).

Provide the total fees collected in your county during the most recently completed fiscal year, 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). Note: 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:

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ACTIVITY	PERCENTAGE:	DESCRIPTION
Drug Court - Adult	100.00	Provide court supervised mental health and substance abuse treatment to veterans who have: 1. been deployed to a combat or hazardous duty area 2: been diagnosed with PTSD, TBI or other mental health issues related to their deployment 3. been arrested in Travis County for a misdemeanor or felony offense.

Geographic Area:
Travis County, TX.

Target Audience:
Veterans arrested in Travis County who are eligible for treatment services from the Veteran's Administration Health Care System or through other veterans treatment service providers. This court focuses on individuals with a diagnosis of PTSD, Traumatic Brain Injury, or other mental health disorders related to their military experience in combat or in a combat zone. Nationwide data indicates that about 79% of offenders with mental health disorders, such as these, have co-occurring substance abuse problems. Almost 100% of the Court's participants need substance abuse intervention in addition to treatment for their mental health issues.

Gender:
Male and Female

Ages:
No age restriction; although all participants in the Travis County Adult Criminal Courts system are at least 17 years of age.

Special Characteristics:
Note Target Audience Section

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Agency Name: Travis County
Grant/App: 2339705 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Veteran's Court
Status: Application Pending Submission

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 new enrollments in the program.	41	40
Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments - example: total number served.)	62	82
Number of people assessed for eligibility to participate in the program.	41	50

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 participants employed or enrolled in school at time of drug court graduation (part time or full time).	15	22
Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.	0	0
Number of participants that successfully complete the program.	15	25

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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Agency Name: Travis County

Grant/App: 2339705 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Veteran's Court

Status: Application Pending Submission

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	2% allowable by CJD	\$4,572.00	\$0.00	\$0.00	\$0.00	\$4,572.00	0
Contractual and Professional Services	Attorney	Court-Appointed Attorney Fees: Defense Attorney to represent participants in court sessions/staffings. 25 hours per month for 12 months X \$40.00 an hour.	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
Personnel	Counselor and/or Therapist (licensed)	eterans Court Program Manager/Court Coordinator: This position is responsible for the development of court program guidelines and processes. Additional duties include: Coordinating the identification and screening of possible participants; Serving as liaison between VA provider and community organizations; Developing and monitoring the court mentoring program; Coordinating the collection of program data.	\$94,120.00	\$0.00	\$0.00	\$0.00	\$94,120.00	100
Personnel	Counselor and/or Therapist (licensed)	Veterans Court Casework Manager: This position will monitor the progress of participants in the program; structures VA treatment options for participants; attends staffing and court hearings, documents participant activities; coordinates court appearances and other services for participants; works under the supervision of	\$65,282.00	\$0.00	\$0.00	\$0.00	\$65,282.00	100

		the Program Manager						
Travel and Training	In-State Incidentals and/or Mileage	Mileage to meet with various Veterans agencies in Central Texas.	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	General office supplies for Program Manager and Counselor	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	Training expenses to attend National Association of Drug Court Professionals.	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Urinalysis test cups - 300 cups x \$5.60 per cup.	\$1,680.00	\$0.00	\$0.00	\$0.00	\$1,680.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	Intensive outpatient and aftercare treatment for 15 participants at \$1,786 per person.	\$26,790.00	\$0.00	\$0.00	\$0.00	\$26,790.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	Secure Remote Alcohol Monitoring (SCRAM) services for 7 participants at \$270 per month per person.	\$22,680.00	\$0.00	\$0.00	\$0.00	\$22,680.00	0

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Agency Name: Travis County
Grant/App: 2339705 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Veteran's Court
Status: Application Pending Submission

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 Manager will monitor the billing for treatment services that may be paid from the grant to ensure that the billing accurately reflects the services provided to the veterans in the program. He will conduct periodic site visits to confirm record keeping procedures and accuracy by the vendor.

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?

Note: Pursuant to Texas Government Code §556.005, a political subdivision or private entity that receives state funds may not use the funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity that violates this provision is not eligible to receive additional state funds.

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]:

10/1/2013

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

9/30/2014

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:

Kimberly Austin-Smith, 700 Lavaca, Austin, Texas, 78701

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:

You are logged in as **User Name:** debrahale

**Travis County Resolution
FY14 Veterans Court Grant**

WHEREAS, The Travis County Commissioners Court finds it in the best interest of the citizens of Travis County, that the Veteran's Court be operated during FY14; and

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

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

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

Signed by: _____
County Judge Samuel T. Biscoe

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

Grant Application Number: 2339705



TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Travis County Criminal Courts	
Contact Person/Title:	Debra Hale, Director of Court Management	
Phone Number:	512-854-9244	

Grant Title:	Veterans Commission Grant		
Grant Period:	From: <input type="text" value="Jul 1, 2013"/>	To: <input type="text" value="Jun 30, 2014"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Veterans Commission Fund for Veterans' Assistance		
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:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 49,470	\$ 0	\$ 0	\$ 0	\$ 49,470
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 49,470	\$ 0	\$ 0	\$ 0	\$ 49,470
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ -	Applicable Departmental Measures				
1.	# of veterans screened for eligibility for court	34	41	50	50
2.	# of veterans served in the program	25	62	82	85
3.					
+ -	Measures for the Grant				
1.	Provide linkage to appropriate treatment for identified veterans	34	41	50	50
Outcome Impact Description					
2.	At least 40 veterans will receive treatment and services through the VA while prosecution is deferred to better serve the ends of justice.	25	62	82	85
Outcome Impact Description					
3.					
Outcome Impact Description					

PBO Recommendation:

The Criminal Courts is requesting approval of an application to the Texas Veterans Commission Fund for Veterans' Assistance for a grant to add a substance abuse treatment component to the existing Veterans Court grant. The grant provides \$49,470, in additional funding all for treatment services and indirect costs.

This grant requires no additional County match and no commitment to continue funding after the grant has terminated. 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?

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

A Veterans Court Implementation Grant was first received from the Office of the Governor, Criminal Justice Division (OOG/CJD) in April 2010 (partial-year FY10). The Governor's Office continued funding the Veterans Court Program in FY11, FY12 and FY13. The Veterans Court held its first docket on November 10, 2010. On November 10, 2011, the court graduated its first veteran and accepted its 34th veteran into the program.

The Travis County Veterans Court Program is again requesting that the Texas Veterans Commission fund substance abuse treatment, as well as drug and alcohol detection services during the period of July 1, 2013 - June 30, 2014. It should be noted that an application is also being submitted to the Governors Office Criminal Justice Division requesting funding to continue the Travis County Veterans Court Program for FY14.

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

There are no long term County funding requirements for 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.

There is no County match for this grant.

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

We are not requesting a 2% indirect cost allocation in this grant application. However, we have requested a 2% cost allocation in our Office of the Governor, Criminal Justice Division grant application.

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

Yes, this program will discontinue without grant funding. We will seek additional funding from other sources.

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

This is not a new program. However, the decision to start the Veterans Court stemmed from the Veterans Intervention Jail Survey report which was published in 2009. The report indicated that about 150 veterans are incarcerated in the Travis County Jail at any one time. About one-third of these veterans were arrested more than once during the 90 day survey period. It is anticipated that an increasing number of veterans will be returning from deployment to central Texas. It is hoped that with the collaboration of the local veteran's service delivery system and our Courts, this group of veterans can address their treatment needs and decrease the likelihood of their return to our jail

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

This court docket will be an additional docket scheduled in County Court at Law #4 bi-weekly. Although there are specialty dockets for defendants with mental health or substance abuse issues, the unique treatment needs of this target population has not been previously addressed.



APPENDIX I - THE APPLICATION

Organization Name: Travis County, Texas

Series XIII-A

January 2013

Applicant Information

Legal Name of Organization:	Travis County Veterans Court
Mailing Address:	509 W. 11th St, suite 2.700
City/State/Zip:	Austin, TX
Physical Address (if different):	
City/State/Zip:	78701
EIN number:	74-6000192
DUNS number:	030908842
Website Address:	www.co.travis.tx.us
Applicant Contact (Project Coordinator):	Jackson Glass
Contact Title:	Program Administrator
Phone Number:	(512) 854-3829
Fax Number:	(512) 854-4464
E-Mail Address:	Jackson.glass@co.travis.tx.us
Applicant Contact (Financial Coordinator):	Nicki Riley
Contact Title:	County Auditor
Phone Number:	(512) 854-9125
Fax Number:	(512) 854-9164
E-Mail Address:	Nicki.Riley@co.travis.tx.us
Authorized Signature: (must be original)	
Name and Title:	Samuel T. Biscoe Travis County Judge
Phone Number:	(512) 854-9555
Date:	



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All information must be in sufficient detail to ensure the project can be weighed with other proposals. Do not exceed word maximums. Refer to Section V Grant Application of the RFA document for further instructions.

Part 1: Organization Information

A. Organization Overview

Supply a brief overview of your organization including the purpose of your organization and the beneficiaries of the programs/services currently offered by your organization, the mission statement, and the core program(s)/service(s) provided by your organization. Indicate whether or not your organization currently provides services to Texas Veterans by checking Yes or No. (300 words maximum)

Overview: The Travis County Criminal Courts provides a judicial forum in which conflicts can be resolved and criminal laws can be enforced. In addition to operating the 13 general jurisdictions Criminal District and County Courts, the Travis County Criminal Courts Department operates 5 specialty courts: Veterans Court, Drug Court, Domestic Violence Court, DWI Court and Mental Health Court. The Criminal Courts has operated the Veterans Court, which serves veterans with diagnosed PTSD, TBI or other mental health issues related to their deployment to a combat or other hazardous duty area since 2010

Mission Statement: The mission of the Travis County Veterans Court is to enhance public safety by meeting the treatment needs of veterans experiencing military-related mental health issues in a judicially supervised environment.

Core Program(s)/Service(s): The Travis Veterans Court provides assessment of veteran offenders' mental health status and other needs, provides referrals for treatment services to meet these needs and to reduce the offenders' risk of recidivism, and provides supervision to ensure that offenders comply with the conditions placed upon them by the court. The Veterans Court also provides an avenue for veterans to have the record of their arrest expunged so that they may enjoy an increased opportunity for employment, housing education, etc.

Does your organization <u>currently</u> serve Texas veterans?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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B. Organizational Structure

Describe your organization's structure (ex. governing body), management roles, and what role the governing body plays in day-to-day operations.(100 words maximum)

Include in your Application Package résumés of the principal participants in the organization (**short one-paragraph bios are not acceptable**). Indicate which principal(s), if any, are Veterans.

The Veterans Court is administered by the office of the Criminal Courts Administration, which operates under the auspice of Travis County. It is led by Director Debra Hale, who has 26 years of experience in the criminal justice field.

The Veterans Court Program Manager is Jackson Glass, M.Ed., LCDC. Mr. Glass has worked in the criminal justice field for 34 years. He has spent most of that time involved in treatment and rehabilitation services, including 10 years as a probation officer in Tarrant County, over 8 years as a chemical dependency counselor with the Superior Court in Washington, DC, 10 years as the program manager of the Travis County CSCD SMART program and 2 years as the manager of the CSCD outpatient treatment facility, the Counseling Center, which he developed and staffed.



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The Veterans Court Caseworker is Jolene Grajczyk, M.Ed., LCDC. Miss Grajczyk is a 23 year veteran of the United States Air Force. She has worked in the criminal justice field for 10 years. During this time she worked with offenders struggling with addiction in a prison setting, residential setting and outpatient treatment program setting.

C. Partnerships

List partner agencies and/or organizations, if any, that would be involved with delivering the program/services involved in the project. List current address(es), main telephone number(s), and web-site address(es). Use additional page(s) if needed.

The Veterans Court operates as a separate entity, although it works in collaboration with the Veterans Administration and other local organizations to help veterans obtain diagnoses, appropriate treatment and other supportive services.

D. Previous FVA Grant Awards

List any previous grant awards from the FVA.

Amount Awarded	Begin Date	End Date	Service Category
\$40,000	09/01/2010	12/31/2011	Legal (Veterans' Court)

E. Other Grants

List all grants received by your organization within the last two (2) years. Do not list in-kind donations. Use additional space if needed.

Amount Awarded	Grantor	Begin Date	End Date	Audit Performed (Yes or No)
\$155,000	Office of the Governor, Criminal Justice Division	09/01/2011	08/31/2012	Yes
\$186,000	Office of the Governor, Criminal Justice Division	09/01/2012	08/31/2013	No



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Part 2: Grant Project Information

A. Grant Project Service Category

Check the one box that best describes the nature of the proposed project.

- Financial Assistance
- Homeless/Housing
- Counseling
- Transportation
- Employment
- Family Services
- Legal
- Referral
- Supportive Services
- Veterans' Court

B. Geographic Service Area(s)

The counties that will be served by this grant are called the Geographic Service Area(s). All Texas counties are grouped into one of eight regions. Check all counties, regardless of region, that the proposed project will serve. If the proposed project is statewide, only check the statewide box.

- Statewide

Region 1 – Panhandle

- | | | | | |
|--|-----------------------------------|---------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Armstrong | <input type="checkbox"/> Bailey | <input type="checkbox"/> Briscoe | <input type="checkbox"/> Brown | <input type="checkbox"/> Callahan |
| <input type="checkbox"/> Carson | <input type="checkbox"/> Castro | <input type="checkbox"/> Childress | <input type="checkbox"/> Cochran | <input type="checkbox"/> Coleman |
| <input type="checkbox"/> Collingsworth | <input type="checkbox"/> Comanche | <input type="checkbox"/> Crosby | <input type="checkbox"/> Dallam | <input type="checkbox"/> Deaf Smith |
| <input type="checkbox"/> Dickens | <input type="checkbox"/> Donley | <input type="checkbox"/> Gray | <input type="checkbox"/> Eastland | <input type="checkbox"/> Fisher |
| <input type="checkbox"/> Floyd | <input type="checkbox"/> Garza | <input type="checkbox"/> Hale | <input type="checkbox"/> Hall | <input type="checkbox"/> Hansford |
| <input type="checkbox"/> Hartley | <input type="checkbox"/> Haskell | <input type="checkbox"/> Hemphill | <input type="checkbox"/> Hockley | <input type="checkbox"/> Hutchinson |
| <input type="checkbox"/> Jones | <input type="checkbox"/> Kent | <input type="checkbox"/> King | <input type="checkbox"/> Knox | <input type="checkbox"/> Lamb |
| <input type="checkbox"/> Lipscomb | <input type="checkbox"/> Lubbock | <input type="checkbox"/> Lynn | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Moore |
| <input type="checkbox"/> Motley | <input type="checkbox"/> Nolan | <input type="checkbox"/> Ochiltree | <input type="checkbox"/> Oldham | <input type="checkbox"/> Parmer |
| <input type="checkbox"/> Potter | <input type="checkbox"/> Randall | <input type="checkbox"/> Roberts | <input type="checkbox"/> Runnels | <input type="checkbox"/> Scurry |
| <input type="checkbox"/> Shackelford | <input type="checkbox"/> Sherman | <input type="checkbox"/> Stephens | <input type="checkbox"/> Stonewall | <input type="checkbox"/> Swisher |
| <input type="checkbox"/> Taylor | <input type="checkbox"/> Terry | <input type="checkbox"/> Throckmorton | <input type="checkbox"/> Wheeler | <input type="checkbox"/> Yoakum |

Region 2 – West Texas

- | | | | | |
|----------------------------------|-----------------------------------|-------------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Andrews | <input type="checkbox"/> Borden | <input type="checkbox"/> Brewster | <input type="checkbox"/> Crane | <input type="checkbox"/> Culberson |
| <input type="checkbox"/> Dawson | <input type="checkbox"/> Ector | <input type="checkbox"/> El Paso | <input type="checkbox"/> Gaines | <input type="checkbox"/> Glasscock |
| <input type="checkbox"/> Howard | <input type="checkbox"/> Hudspeth | <input type="checkbox"/> Jeff Davis | <input type="checkbox"/> Loving | <input type="checkbox"/> Martin |
| <input type="checkbox"/> Midland | <input type="checkbox"/> Pecos | <input type="checkbox"/> Presidio | <input type="checkbox"/> Reeves | <input type="checkbox"/> Terrell |
| <input type="checkbox"/> Upton | <input type="checkbox"/> Ward | <input type="checkbox"/> Winkler | | |



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Region 3 - Alamo

- | | | | | |
|------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Atascosa | <input type="checkbox"/> Bandera | <input type="checkbox"/> Bexar | <input type="checkbox"/> Coke | <input type="checkbox"/> Comal |
| <input type="checkbox"/> Concho | <input type="checkbox"/> Crockett | <input type="checkbox"/> Dimmit | <input type="checkbox"/> Edwards | <input type="checkbox"/> Frio |
| <input type="checkbox"/> Gillespie | <input type="checkbox"/> Guadalupe | <input type="checkbox"/> Irion | <input type="checkbox"/> Karnes | <input type="checkbox"/> Kendall |
| <input type="checkbox"/> Kerr | <input type="checkbox"/> Kimble | <input type="checkbox"/> Kinney | <input type="checkbox"/> La Salle | <input type="checkbox"/> Mason |
| <input type="checkbox"/> Maverick | <input type="checkbox"/> McCulloch | <input type="checkbox"/> Medina | <input type="checkbox"/> Menard | <input type="checkbox"/> Reagan |
| <input type="checkbox"/> Real | <input type="checkbox"/> Schleicher | <input type="checkbox"/> Sterling | <input type="checkbox"/> Sutton | <input type="checkbox"/> Tom Green |
| <input type="checkbox"/> Uvalde | <input type="checkbox"/> Val Verde | <input type="checkbox"/> Wilson | <input type="checkbox"/> Zavala | |

Region 4 - South Texas

- | | | | | |
|---------------------------------------|-----------------------------------|------------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Aransas | <input type="checkbox"/> Bee | <input type="checkbox"/> Brooks | <input type="checkbox"/> Calhoun | <input type="checkbox"/> Cameron |
| <input type="checkbox"/> DeWitt | <input type="checkbox"/> Duval | <input type="checkbox"/> Goliad | <input type="checkbox"/> Gonzales | <input type="checkbox"/> Hidalgo |
| <input type="checkbox"/> Jackson | <input type="checkbox"/> Jim Hogg | <input type="checkbox"/> Jim Wells | <input type="checkbox"/> Kennedy | <input type="checkbox"/> Kleberg |
| <input type="checkbox"/> Lavaca | <input type="checkbox"/> Live Oak | <input type="checkbox"/> McMullen | <input type="checkbox"/> Nueces | <input type="checkbox"/> Refugio |
| <input type="checkbox"/> San Patricio | <input type="checkbox"/> Starr | <input type="checkbox"/> Victoria | <input type="checkbox"/> Webb | <input type="checkbox"/> Willacy |
| <input type="checkbox"/> Zapata | | | | |

Region 5 - Gulf Coast

- | | | | | |
|------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Austin | <input type="checkbox"/> Brazoria | <input type="checkbox"/> Chambers | <input type="checkbox"/> Colorado | <input type="checkbox"/> Fort Bend |
| <input type="checkbox"/> Galveston | <input type="checkbox"/> Harris | <input type="checkbox"/> Liberty | <input type="checkbox"/> Matagorda | <input type="checkbox"/> Montgomery |
| <input type="checkbox"/> Walker | <input type="checkbox"/> Waller | <input type="checkbox"/> Wharton | | |

Region 6 - Central Texas

- | | | | | |
|-----------------------------------|--|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Bastrop | <input type="checkbox"/> Bell | <input type="checkbox"/> Blanco | <input type="checkbox"/> Bosque | <input type="checkbox"/> Brazos |
| <input type="checkbox"/> Burleson | <input type="checkbox"/> Burnet | <input type="checkbox"/> Caldwell | <input type="checkbox"/> Coryell | <input type="checkbox"/> Falls |
| <input type="checkbox"/> Fayette | <input type="checkbox"/> Freestone | <input type="checkbox"/> Grimes | <input type="checkbox"/> Hamilton | <input type="checkbox"/> Hays |
| <input type="checkbox"/> Lee | <input type="checkbox"/> Hill | <input type="checkbox"/> Lampasas | <input type="checkbox"/> Leon | <input type="checkbox"/> Limestone |
| <input type="checkbox"/> Llano | <input type="checkbox"/> Madison | <input type="checkbox"/> McLennan Milam | <input type="checkbox"/> Mills | <input type="checkbox"/> Robertson |
| <input type="checkbox"/> San Saba | <input checked="" type="checkbox"/> Travis | <input type="checkbox"/> Washington | <input type="checkbox"/> Williamson | |

Region 7- East Texas

- | | | | | |
|------------------------------------|------------------------------------|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Anderson | <input type="checkbox"/> Angelina | <input type="checkbox"/> Bowie | <input type="checkbox"/> Camp | <input type="checkbox"/> Cass |
| <input type="checkbox"/> Cherokee | <input type="checkbox"/> Delta | <input type="checkbox"/> Franklin | <input type="checkbox"/> Gregg | <input type="checkbox"/> Hardin |
| <input type="checkbox"/> Harrison | <input type="checkbox"/> Henderson | <input type="checkbox"/> Hopkins | <input type="checkbox"/> Houston | <input type="checkbox"/> Jasper |
| <input type="checkbox"/> Jefferson | <input type="checkbox"/> Lamar | <input type="checkbox"/> Marion | <input type="checkbox"/> Morris | <input type="checkbox"/> Nacogdoches |
| <input type="checkbox"/> Newton | <input type="checkbox"/> Orange | <input type="checkbox"/> Panola | <input type="checkbox"/> Polk | <input type="checkbox"/> Rains |
| <input type="checkbox"/> Red River | <input type="checkbox"/> Rusk | <input type="checkbox"/> Sabine | <input type="checkbox"/> San Augustine | <input type="checkbox"/> San Jacinto |
| <input type="checkbox"/> Shelby | <input type="checkbox"/> Smith | <input type="checkbox"/> Titus | <input type="checkbox"/> Trinity | <input type="checkbox"/> Tyler |
| <input type="checkbox"/> Upshur | <input type="checkbox"/> Van Zandt | <input type="checkbox"/> Wood | | |

Region 8 - North Texas



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- | | | | | |
|-------------------------------------|------------------------------------|---|------------------------------------|----------------------------------|
| <input type="checkbox"/> Archer | <input type="checkbox"/> Baylor | <input type="checkbox"/> Clay | <input type="checkbox"/> Collin | <input type="checkbox"/> Cooke |
| <input type="checkbox"/> Cottle | <input type="checkbox"/> Dallas | <input type="checkbox"/> Denton | <input type="checkbox"/> Ellis | <input type="checkbox"/> Erath |
| <input type="checkbox"/> Fannin | <input type="checkbox"/> Foard | <input type="checkbox"/> Grayson Hardeman | <input type="checkbox"/> Hood | <input type="checkbox"/> Hunt |
| <input type="checkbox"/> Jack | <input type="checkbox"/> Johnson | <input type="checkbox"/> Kaufman | <input type="checkbox"/> Montague | <input type="checkbox"/> Navarro |
| <input type="checkbox"/> Palo Pinto | <input type="checkbox"/> Parker | <input type="checkbox"/> Rockwall | <input type="checkbox"/> Somervell | <input type="checkbox"/> Tarrant |
| <input type="checkbox"/> Wichita | <input type="checkbox"/> Wilbarger | <input type="checkbox"/> Wise | <input type="checkbox"/> Young | |

C. Project Summary

Provide a name for this project and a brief description of the project. Include how the services will be delivered by your organization to the Beneficiaries. (300 words maximum)

The Travis County Veterans Court program assists honorably discharged veterans arrested in Travis County who are experiencing mental health issues, such as Post Traumatic Stress Disorder (PTSD), depression, anxiety, etc. and/or Traumatic Brain Injuries (TBI), resulting from their military service in combat or in a dangerous environment. Following the National Drug Court model, the Veterans Court utilizes the 10 key components of effective courts and regular judicial contact to support the participant's motivation for change and continued involvement in treatment efforts that lead to a reduction of risk for recidivism and self-harm. Veterans are screened by the Veterans Court staff and referred to the VA for a psychiatric evaluation. After receiving the results of the evaluation, Veterans Court staff meets with each applicant to the court and develops a Strategic Action Plan (treatment plan) to address their needs and reduce their risk of re-offending. The veteran is then referred to the VA to obtain counseling services to address the needs identified in the evaluation; however, in many cases veterans are unable to access substance abuse treatment services at the VA due to the limited hours that the VA offers such treatment. Veterans who are in school during the day or who are employed and cannot take off work three mornings a week are left with no alternatives for substance abuse treatment. The Veterans Court staff will utilize TVC grant money to refer these individuals to treatment services through a community-based treatment program (Austin Recovery). Also, experience demonstrates that changing alcohol abusive behavior can be difficult for the abuser. Monitoring compliance is equally difficult for staff supervising those individual for compliance. The Veterans Court would like to utilize grant money to pay for the Secure Remote Alcohol Monitoring (SCRAM) device for veterans in the program. This monitoring device enhances motivation for veterans to avoid alcohol and also ensures the court that the individual does not pose a risk to him/herself and the community as a whole. Past experience has demonstrated that the use of this device has been highly effective in achieving both of these goals.

D. Project Eligibility

Provide a description of the Beneficiaries eligible to participate in the project described in the Project Summary. Mention any other restrictions on eligibility, if applicable. The specific government forms used for verifying Beneficiary eligibility must be listed. Describe how the government document will be retained and maintained. (100 words maximum)

In order to be eligible for the Veterans Court program, veterans or active duty service men and women must have been deployed to a combat zone or other region that poses a high level of risk. They must be diagnosed with at least one of the following: Traumatic Brain Injury (TBI), Post Traumatic Stress Disorder (PTSD), or a mental health disorder related to their military service as described above. Verification of their military service, as well as their deployment to a combat or dangerous region, is verified by the Dept. of Veterans Affairs. A diagnosis of TBI, PTSD or other mental health disorder is done through an evaluation by the VA, which is then documented by the evaluating physi-



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cian/psychiatrist. A copy of this documentation is obtained from the VA, or in cases of active duty service members, from the medical records of the military branch in which the individual is serving.

Part 3: Reporting and Management

The grant funding period is based on a 12-month calendar from July 1, 2013 to June 30, 2014. The required expenditure and program performance benchmarks (below) should be used as guidelines when completing Sections A-D.

Date	Grant Period Elapsed	Amount Expended	Performance Met
October 1	25%	15%	15%
January 1	50%	40%	40%
April 1	75%	70%	70%

A. Performance Measures

Organizations receiving grant funds must track performance by counting each individual veteran, their dependents, and survivors that receive grant-funded service(s). The number of unduplicated veterans, dependents and survivors as well as cumulative totals will be reported monthly. Projected performance should reflect the total number of **unduplicated** veterans, dependents and survivors that the applicant organization anticipates serving throughout the grant period with the proposed project.

For each Performance Measure listed, indicate which "tool" will be used to record or track that Measure. The project must have a tool that counts "first-time" beneficiaries, or an "unduplicated" number. Under Projected Performance, indicate the projected number of veterans, dependents, and surviving spouses to be served by the project.

Performance Measure	Tool Used to Measure Performance	Projected Performance
Number of veterans served. (Required performance measure for all applicants.)	Veterans Court Database	80
Number of dependents served. (Required performance measure if served.)	N/A	N/A
Number of veterans' surviving spouses served. (Required performance measure if served.)	N/A	N/A

B. Performance Reporting

Describe the tool to be used for the data collection and how the data will be consolidated to provide cumulative amounts. Case files, sign-in sheets, and phone records only address the collection of data, and not the consolidation;



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both areas must be addressed. Explain the ability to breakout all Performance Measures individually, cumulatively, and monthly. (100 words maximum)

The Veterans Court utilizes a database system called Referral and Client Management System (RACMS) to collect and maintain records of all cases referred, assessed, accepted, rejected and discharged from the program. This system provides reports documenting the numbers needed to measure figures indicative of program progress and success, such as number of veterans referred, accepted and completing the program. RACMS also allows the staff to enter notes documenting each veteran's linkage to VA and community resources.

C. Fiscal Reporting

Answer each question below and do not leave any item unanswered.

1. What software is used to record accounting transactions?

QuickBooks Sage MIP Fundware Other:

2. Does your organization have written accounting policies and procedures for:

	YES	NO
A. Procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Vendor Payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Payroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Grants Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Cash Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Answer each question.

	YES	NO
A. Has there been staff turnover or reorganization in the past 6 months?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Does the organization use a Chart of Accounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are time sheets approved by supervisory personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Has an A-133 Single Audit been performed in the past 2 years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Are travel receipts submitted for travel reimbursement requests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

D. Sustainability after the Grant

Describe how the proposed project will continue after the FVA grant funding period ends and what other funding will be available after the end of the FVA grant. (100 words maximum)



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The Travis County Criminal Courts will also submit a grant application to the Governor's Office for continued funding of this program to fund other resources needed to administer the Veterans Court Program. It will also request treatment funding from the Travis County Commissioners Court should grant funds not be available.

Part 4: Budget

Microsoft Excel tables have been inserted into this document. Use the table to the extent they apply to your proposed project. To activate the Excel tables, double-click on the table. This will open an active Excel window to be filled in. Once all information is entered into an Excel budget table, totals will calculate automatically. If additional lines are needed, they may be inserted in the tables using the Insert function.

A. Salary and Wages

Enter each employee that will be directly associated with this project. Enter their position title, employee name, percent of time allotted to the project, and employee's annual salary rate. The Total Cost will automatically total once all information is entered.

Table A

Position Title	Employee	% of Time Allocated to Grant	Annual Salary	Total Cost
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
Total Salary and Wages				\$0

B. Fringe Benefits

For each Position listed in Table A, include the annual fringe benefits for that position. Below Table B, explain what costs are covered in this category, for example, health insurance, annual leave, social security, and any other applicable fringe benefits.



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Table B

Position Title	Employee	% of Time Allocated to Grant	Annual Fringe Benefits	Total Cost
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
Total Fringe Benefits				\$0

List/describe benefits in Table B.

C. Travel

Enter employee travel in the table below.

Table C

Destination	Reason for Travel	No. of Staff	No. of Days	Total Cost
Total Travel				\$0

D. Equipment

Enter a description, unit cost and quantity for each item of equipment to be purchased for the proposed project.



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Table D

Description	Unit Cost	Quantity	Total Cost
			\$0
Total Equipment			\$0

E. Supplies

Enter a description, unit cost and quantity for each item of supplies to be purchased for the proposed project.

Table E

Description	Unit Cost	Quantity	Total Cost
			\$0
Total Supplies			\$0

F. Client Services

List each client service and the cost of each service. Client Services may include counseling services, support such as bill pay, and any contract personnel that will be providing services to Beneficiaries.

Table F

Client Service	Total Cost
Substance Abuse Outpatient Treatment and Continuing Care for 15 veterans	\$26,790
Secure Remote Alcohol Monitoring (SCRAM) devices to detect alcohol use for court participants	\$22,680
Total Client Services	\$49,470



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G. Construction

The FVA grant does not cover the cost of construction. This line is blank.

H. Other Direct Costs

List any costs not included in the above tables. The Budget Narrative must address the items listed in Other. Any item listed in Other may not be included in Indirect charges.

Table H

Other Items	Total Cost
Total Other Direct Costs	\$0

I. Total Direct Charges

All Personnel, Fringe Benefits, Travel, Equipment, Supplies, Client Services and Other are Direct Charges and should sum to Total Direct Charges on Line I of Table K below.

J. Indirect Costs

The maximum indirect charge for this grant is 7% of the total amount of the requested grant. Indirect costs cannot include any portion of a salary or direct cost included in Tables A – H above. If your organization has an indirect negotiated cost agreement with the Federal government, a copy of that must be included. You may not use an indirect rate that is higher than your federally approved rate. Enter the indirect cost item, the cost of the item, and the indirect cost rate as a percentage. The total indirect cost will calculate.

Table J

Item	Cost	Indirect Rate (%)	Total Indirect Cost
Total Indirect Costs			\$0

K. Budget Table

Enter the all Total lines from Tables A-H and J on the corresponding line below. The total of Table K MUST match the grant amount being requested.



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Table K

E.	Supplies	
F.	Client Services	\$49,470
G.	Construction	
H.	Other	
I.	Total Direct Costs	\$49,470
J.	Indirect Costs	
	Total	\$49,470

Part 5: Budget Narrative

Using the information in Table K, describe what role and impact each line will have on the proposed project. The budget narrative must support and discuss each line item (Lines A-H and J in the above Table K) in the budget in detail. For example, if there is travel in the budget, the narrative must discuss travel and the appropriateness of the travel to the project. (500 words maximum)

Additionally, discuss the following if applicable:

- If the project includes other funding sources/matching funds, as it helps to provide a complete picture of how the project will be accomplished.
- How the needs of the Beneficiaries will be determined and how those needs will be met.
- Any planned marketing/outreach efforts.

Over the past several years the effects of combat, especially multiple deployments, has led to serious mental health and behavioral problems among veterans returning from combat. Substance abuse, high risk behavior and suicide are recognized as by-products of the stress many of our soldiers endure. The Travis County Veterans Court is attempting to help these veterans regain a level of mental health that will allow them to make better decisions that are in their own best interest, the best interest of their families and the best interest of the community in which they live. Research has shown that in order to reduce an offender's risk of recidivating it is necessary to address the risk factors that contribute to the illegal and harmful behavior. The primary risk factors that the Travis County Veterans Court is targeting are: 1) mental health issues, such as PTSD, Depression, Anxiety, etc. and 2) substance abuse/dependence. While the Dept. of Veterans Affairs provides treatment services for both of these risk factors, not all veterans are able to access their services. The VA's substance abuse treatment program operates from 9:00 AM-10:00AM M-W-F. Many veterans in the court are unable to attend treatment during these times due to work and/or school. Since many are also living on VA disability or the stipend that is given with the GI Bill, they are unable to afford treatment else-



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where. The money allocated through the TVC grant will be used to pay for treatment services for those veterans who cannot access treatment through the VA. By offering them an opportunity to obtain substance abuse treatment, it is hoped that they will be able to return to more productive lives as they transition back into civilian society. Furthermore, a critical component of the Veterans Court program is the supervision of compliance with abstinence. Since standard urinalysis does not test for alcohol, the most effective way to monitor abstinence is through the use of the Secure Remote Alcohol Monitoring (SCRAM) device. This ankle monitor send a tiny beam of light into the skin of the person wearing it and, through advanced technology, records the presence of alcohol in the bloodstream every 20 minutes. This device provides the court with reliable information to guide its decisions, but also provides the veterans with increased motivation to remain alcohol-free, especially during the critical first few months of recovery. By utilizing treatment, monitoring and enhanced motivation, along with regular judicial contact, the Veterans Court will be most effective in helping combat veterans become successful citizens in the civilian world.

Assessing Needs of the beneficiaries will be performed primarily by the VA Mental Health Clinic. Each veteran screened as potentially appropriate for the program, i.e., history of deployment to a combat or hazardous duty area, will be referred to the VA for a psychiatric evaluation for PTSD, TBI or other mental health issues related to their combat. The VA will also assess for substance abuse and make recommendations for treatment. The VA psychiatrist completing the evaluation will submit an Assessment form to the Veterans Justice Outreach Specialist (VJO), who will then forward it to the Veterans Court Program Administrator. If the psychiatrist determines that the applicant to the Court has an applicable diagnosis, the Program Manager will meet with the veteran and complete a treatment plan, called a Strategic Action Plan (SAP) to address the issues and risk factors identified. The assessment form and the SAP will be forwarded to the County or District Attorney's Office for final approval to enter the Veterans Court. Once the veteran enters the Court the Caseworker will complete a further assessment called the Global Assessment of Individual Needs (GAIN) to ensure that all needs are identified. After the first court appearance, the veterans in need of the treatment and monitoring services requested in this grant will be referred for these services.

While a grant from the Governor's Office covers the salaries and supplies needed for the administration of the court, it does not provide funding for treatment and monitoring of alcohol use.



**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:	39/10 Travis County Adult Probation	
Contact Person/Title:	Lila Oshatz, Division Director Programs and Services	
Phone Number:	512-854-7602	

Grant Title:	Travis County Adult Probation DWI Court		
Grant Period:	From: <input type="text" value="Sep 1, 2013"/>	To: <input type="text" value="Aug 31, 2014"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas 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 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:	\$ 210,074	\$ 0	\$ 0	\$ 0	\$ 210,074
Operating:	\$ 13,906	\$ 0	\$ 0	\$ 0	\$ 13,906
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 4,480	\$ 0	\$ 0	\$ 0	\$ 4,480
Totals:	\$ 228,460	\$ 0	\$ 0	\$ 0	\$ 228,460
FTEs:	4.00	0.00	0.00	0.00	4.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ -	Applicable Departmental Measures				
1.	Maintain a DWI Court completion rate of 70% or higher	75%	70%	70%	70%
2.					
3.					
+ -	Measures for the Grant				
1.	Number of new enrollments	59	56	50	50
Outcome Impact Description		Recidivism Reduction			
2.	Number of Successful completions	45	33	43	43
Outcome Impact Description		As program is 12 months in duration, clients typically start treatment in one fiscal year and complete in another. Therefore, successful completions are often comprised of participants who started in the previous fiscal year.			
3.					
Outcome Impact Description					

PBO Recommendation:

This is the application to continue the DWI Court program managed by Adult Probation. This grant has no match or continuing obligations for the County. 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?

The mission of the TCAP DWI Court is to "enhance community supervision and improve lives by facilitating rehabilitation through a collaborative process, which includes treatment, supervision and judicial involvement. We foster recovery by providing support, compassion and accountability." This mission is accomplished through collaborative partnerships. The DWI Court is a pro-active approach which entails the early identification of repeat DWI offenders and providing to them the support and services needed to eliminate their repetitive involvement with the criminal justice system.

Specific program goals are as follows:

1. Participants will receive timely substance use treatment to address identified substance use needs and other criminogenic need areas.
2. Participants will receive timely judicial oversight to support and confront behavioral change through a well-defined strategy of sanctions and incentives.
3. Participants will receive timely drug/alcohol testing to insure abstinence.
4. Participants will receive case management services and will have their conditions monitored by the probation officer.

Request is for continuation funding to continue to support DWI Court operations.

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

The Department will continue to apply for grant funding to support DWI Court program needs for future fiscal years. We will explore other sustainability options as well.

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

No match requirement

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

Yes

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

No. It is the intent of the Department to identify funding sources to maintain self-sufficiency for the DWI Court through a combination of funding sources.

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

This is a continued program initiated in FY 2009.

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.

Pursuant to the Texas Health and Safety Code 469.006, counties with populations over 200,000 must implement and apply for state funds to implement a DWI/Drug Court. This request is to meet the mandated requirements of the law as well as to meet an identified community need.

The DWI Court represents another sentencing option for the judiciary, specifically the establishment of an additional "best practice" problem solving court to impact recidivism and provide continued reduction in community corrections costs. The DWI Court is consistent with the Department's Travis Community Impact Supervision (TCIS) initiative as it provides for strategic rehabilitative responses to meet the identified individualized risk and needs levels of the offender through a structured system of sanctions and incentives.

Print This Page

Agency Name: Travis County Adult Probation
Grant/App: 2067206 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Travis County Adult Probation DWI Court
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
14505886078000

Application Eligibility Certify:

Created on:1/10/2013 9:34:30 AM By:Lila Oshatz

Profile Information

Applicant Agency Name: Travis County Adult Probation
Project Title: Travis County Adult Probation DWI Court
Division or Unit to Administer the Project: Travis County Adult Probation Department
Address Line 1: 411 W. 13th Street
Address Line 2: Suite 600
City/State/Zip: Austin Texas 78701-1850
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: Geraldine Nagy
Email: Geraldine.Nagy@co.travis.tx.us
Address 1: 411 West 13th Street, Suite 600
Address 1:
City: Austin, Texas 78701
Phone: 512-854-4600 Other Phone:
Fax: 512-854-4606
Title: Ms.
Salutation: Ms.

Project Director

User Name: Lila Oshatz
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Title: Ms.
Salutation: Ms.

Financial Official

User Name: Nicki Riley
Email: nicki.riley@co.travis.tx.us
Address 1: 700 Lavaca Street Suite 1200
Address 1:
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Fax:
Title: Ms.
Salutation: Ms.

Grant Writer

User Name: Lila Oshatz
Email: Lila.Oshatz@co.travis.tx.us
Address 1: 411 W. 13th Street
Address 1: Ste. 600

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City: Austin, Texas 78701

Phone: 512-854-7602 Other Phone: 512-854-4600

Fax: 512-854-4606

Title: Ms.

Salutation: Ms.

Grant Vendor Information

Organization Type: Judicial District

Organization Option: applying to provide services through a Community Supervision and Corrections Department (CSCD)

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 14505886078000

Data Universal Numbering System (DUNS): 008498300

Narrative Information

Primary Mission and Purpose

The Drug Court Program supports projects 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.

Funding Levels

The anticipated funding levels for the Drug Court program are as follows:

- Minimum Award - \$10,000
- Maximum Award - None
- Match Required - None

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.

Program Requirements

* The requirements for this fund source are subject to change pursuant to actions of the Texas Legislature.

Preferences

Preference will be given to:

1. mandated drug courts under Texas Health and Safety Code, §469.006; and
2. non-mandated drug courts operating in counties with a population of less than 200,000.

Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income to CJD through a formal grant adjustment and to secure CJD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless CJD authorizes otherwise. Program income shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

Criminal History Reporting

Entities receiving funds from CJD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public (DPS) Safety as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

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.

The program integrates local criminal justice resources, case management, and substance abuse treatment to rehabilitate repeat DWI offenders in lieu of incarceration. The team is composed of the probation staff, counseling staff, prosecutor staff, defense attorney and Judge. At a weekly staffing, chaired by the Travis County Adult Probation DWI Court (TCAP-DC) Judge, client assessment results are reviewed and recommendations for court participation and pleadings are made by the TCAP-DC Team. Appropriate offenders are placed in the TCAP-DC as a condition of probation and are ordered to participate in a continuum of substance abuse treatment and rehabilitation services at the Department's Counseling Center. While the treatment program is a 52 week intervention, probation supervision continues on a regular probation caseload for the term of probation. The treatment includes four 10 week treatment phases followed by a 12 week recovery maintenance phase. Participants are supervised and monitored by the court, Probation Officer, and treatment counselor as part of a coordinated strategy to intervene with the DWI offender and protect against future impaired driving. The focus is on compliance with court orders through the use of field visits, sobriety verification, participation in intensive outpatient treatment/relapse prevention, and attendance at all scheduled court hearings and appointments. Also at weekly team meetings, individual client progress is reviewed and recommendations are made to the Judge for appropriate incentives for accomplishments or sanctions for program non-compliance.

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.

The TCAP-DC is, by design, a court-sanctioned program implemented according to the Ten Key Components of a Drug Court and Ten Guiding Principles for DWI Courts recommended by the National Association of the Drug Court Professionals in order to supervise adult offenders charged with a subsequent DWI arrest who, through a screening process, have been identified as needing substance abuse treatment. The court is a 52 week (or longer) program targeting repeat DWI offenders identified by the prosecutor and/or defense counsel. DWI offenders are identified as candidates for the program by the prosecutor's office at the pretrial level or probation level and referred to Adult Probation expeditiously in order for the clinical assessment to be completed. A representative from the prosecutor's office and an appointed defense attorney are members of the TCAP-DC Team providing legal oversight of the participant's case and giving input for initial placement and response to participant compliance and non-compliance. This is accomplished using a non-adversarial approach, by the prosecutor and defense counsel in order to promote public safety while protecting participants' due process rights.

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

The TCAP-DC provides early identification for eligible participants via the prosecutor's office through a process which screens potential candidates' criminal history. Initial identification occurs at both the pretrial level for a repeat DWI offense or at the probation level upon receiving a subsequent DWI arrest. Candidates are referred to the Centralized Assessment Unit of Travis County Adult Probation Department (hereinafter referred to as Department) for a clinical assessment to ascertain their degree of alcohol dependency. The Substance Abuse Evaluation (SAE), a validated and reliable modified version of the Addiction Severity Index (ASI), is administered for each applicant by a trained Department assessor. Placement into the TCAP-DC Program follows the screening and assessment process and reviewing program requirements with the participant which is coordinated by the TCAP-DC Team Supervising Probation Officer. If they are approved for admission, the offender is probated into the TCAP-DC program within one to two weeks. Offenders are placed in the TCAP-DC as a condition of probation and are ordered to participate in treatment as recommended by the TCAP-DC Team. Participants are required to begin the substance abuse treatment program within one week of admission to the TCAP-DC.

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

Access is provided to a continuum of substance use treatment and rehabilitation services at the Department's Counseling Center. The counselor(s) receives a copy of the SAE completed by Adult Probation to begin the development of the individualized treatment plan which will address substance use and other criminogenic needs contributing to a substance use-dependent life style. The supervision plan addresses these need areas to promote pro-social behavioral changes. Ongoing assessments are completed by the Supervising Probation Officer and counselor(s) to determine if the supervision and treatment plan need to be adjusted.

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

Abstinence is monitored by frequent, random alcohol and other drug testing coordinated by the TCAP-DC Probation Officer. Comprehensive written procedures are in place for completing drug testing to include direct observation of urine sample collection, verifying temperature, and response to contested drug test results. Additional monitoring occurs via breathalyzer testing, Ignition Interlock devices on the participant's vehicle as mandated by state law and the use of continual alcohol monitoring technology for some participants. Any positive results are reported to all TCAP-DC team members within 24 hours via email. The participant's positive test is addressed at the next weekly TCAP-DC court session or the Judge may require the participant to report to regular docket call prior to the next TCAP-DC docket. Participants must maintain 90 days of sobriety in order to successfully graduate from the TCAP-DC.

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

Ongoing judicial interaction with each DWI participant is essential. The TCAP-DC Team meets weekly to review individual progress and recommend to the Judge appropriate incentives for accomplishments or sanctions for program non-compliance. The judge may impose sanctions for any program violations, which may include modification of community supervision; incentives are used to reinforce program compliance and completion. Violations of any condition(s) are communicated via email and receive immediate attention from the Team.

Judicial Interaction – Ongoing judicial interaction with program participants.

The TCAP-DC is held one time weekly, and all participants scheduled to appear report to the court at the same time. Participants in the TCAP-DC are required to attend court for progress review, weekly, every other week, or monthly, depending on their progress and phase completion.

Evaluation – Monitoring and evaluation of program goals and effectiveness.

Monitoring and evaluation strategies are incorporated into service delivery strategies in order to track and measure the attainment of program goals and program effectiveness. The Department employs a researcher to complete efficacy and outcome studies for Department initiatives, including the Court. Via methodology designed by the Department's researcher, the TCAP-DC examines the following measures to review the participant's progress through the program: employment status, risk score, phase level in the program, new alcohol or drug violations, and any incentives/sanctions. The TCAP-DC tracks the DWI participant demographics as well as performance measures to ensure programming is meeting client needs/risks. Performance measure reports are generated annually or as needed. In reviewing all program participants since the program began through 12/31/2012, data is as follows. Employment: 164 (67%) full time, 48 (20%) part-time, and 31 (13%) were not employed. Risk Level at placement: 183 (75%) medium to high risk and 60 (25%) low risk. Gender: 147 (60%) male, 96 (40%) female. Ethnicity: 148 (61%) Caucasian, 75 (31%) Hispanic, and 20 (8%) African-American, Asian, and other. Age at placement: 18-25 years, 81 (34%); 26-40 years, 132 (54%); 41+, 30 (12%). Education: No high school diploma 7 (3%); High School Diploma/GED 81 (33%); Some college 90 (37%); College Degree or higher 65 (27%). As of December 31, 2012, since April 2008, only 5 of all unsuccessful discharges were the result of a new DWI offense.

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

Training among TCAP-DC Team members is ongoing. All TCAP-DC Team members have attained a specific level of basic community corrections and substance abuse treatment education and attend training specific or related to TCAP-DC function and operations annually. Training for the local criminal justice system and substance abuse treatment is on-going for all TCAP-DC agency partners. Additionally, staff receives training on Motivational Interviewing, development of supervision and treatment plans and responding to criminogenic need areas. For FY 2012, all team members attended the national NADCP conference in Nashville, Tennessee. For FY 2013, six key staff will attend the NADCP conference.

Partnerships - Development of partnerships with public agencies and community organizations.

From its inception, the TCAP-DC model was based on local criminal justice system and substance abuse treatment collaboration. A Steering Committee was developed to design and measure accountability of service delivery efforts. This partnership continues to meet as needed to provide ongoing strategic planning in order to meet participant needs and to optimize court and community safety goals. Members of the Steering Committee are the Judge, Prosecutor, Defense Counsel, County Clerk, Adult Probation staff, Law Enforcement and Pretrial Services staff. In the future, other community-based organizations may be contacted for involvement. Defense attorneys are now familiar with the program and are making appropriate referrals via an application for screening process. Pre-screenings/staffings are occurring to help sort offenders prior to formal applications being completed for screenings. It is important to note that the DWI Court program experiences about a 9% no-show rate for appearance at the assessment appointment and approximately the same no-show rate for plea appearances. Another variable in tracking data for just one fiscal year is that offenders, who were screened and/or assessed in one fiscal year, may not offer their plea until the following fiscal year. Based on data from the Travis County Attorney's Office, in 2012, 108 repeat DWI offenders were screened for DWI Court participation. Fifty five (55) DWI offenders entered into TCAP-DC in 2012.

Drug Court Program Requirements

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, including child welfare / CPS cases, child support cases, or other civil matters.

Select the **general approach(es)** that best fit this drug court.

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.

County Court at Law 7

Drug Court Date

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

Enter the date [mm/dd/yyyy]:

9/1/2008

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).
- **Veterans** - Programs serving veterans or current members of the United States armed forces, including members of the Reserves, National Guard or State Guard.

Select the type of drug court that will be operated:

- Adult
 Veterans
 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 through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over drug court, or a retired judge available as a sitting judge.

Enter the name, phone number, and email address 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. Applicant must notify CJD with this information when a judge is appointed.

Judge Elisabeth Earle, (512) 854-9679; Elisabeth.Earle@co.travis.tx.us

Drug Court Coordinator

Enter the name, phone number and email address 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. Applicant must notify CJD with this information when a coordinator is appointed.

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.

N/A

Federal Funding

Applicant agrees to apply for federal grant funding from the Bureau of Justice Assistance to support operations of the court. Applicant also agrees to notify CJD immediately of any additional state or federal grants or other funds that may become available to support operation of the court. At that time, CJD may deobligate a portion of the funds awarded under this solicitation.

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 mm/dd/yyyy], and how the funds were used or will be used if the federal grant period overlaps with the grant period for this solicitation.

Enter the federal funding description:

The Department received a three year federal grant award from the Substance Abuse and Mental Health Services Administration (SAMHSA) from 9/30/2010 – 9/29/2013. The grant award amount is as follows: Year 1 - \$184,878; Year 2 - \$206,515; and Year 3 - \$206,515. SAMHSA grant funds are being utilized to expand the court capacity. Through SAMHSA funding, the DWI Court was able to add two counselor positions and fund a percentage of the clinical supervisor, project director, and Counseling Center manager positions as well as additional alcohol monitoring services. Please note federal grant funding will end on September 29, 2013.

TDSHS - CMBHS Registration

Applicant assures that it is currently registered or will register with the Texas Department of State Health Services (TDSHS) - Clinical Management for Behavioral Health Services (CMBHS) database. Information about registration procedures can be accessed [here](#).

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:

Donna Harp

Enter the Address for the Civil Rights Liaison:

P.O. Box 2245, Austin, TX 78768

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

(512) 854-4607

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Drug Court Program Solicitation.

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:

Travis County continues to experience substantial risk to community safety due to the volume of DWI cases and motions to revoke DWI probation that are filed in our courts. With the establishment of the Travis County Adult Probation DWI Court (TCAP-DC), Travis County expanded its ability to meet the need for intensive outpatient substance abuse treatment for the DWI offender population. To optimally serve the repeat DWI offender, a comprehensive Phase system is employed including four, 10 week treatment phases followed by a 12 week recovery maintenance phase. This treatment intervention is only available as part of the DWI Court. Community-based programming does not provide this intensive level of treatment. Pursuant to the Texas Health and Safety Code 469.006, counties with populations over 200,000 must implement and apply for state funds to implement a DWI/Drug Court. This request is to meet the mandated requirements of the law as well as to meet an identified community need. TCAP-DC will be a post-adjudication court, whereby a defendant will be offered a term of community supervision by agreeing to participate in the DWI Court. The DWI Court will afford TCAP the opportunity to better respond to repeat DWI offenders through judicial oversight, access to appropriate treatment services and enhanced community supervision. The jurisdiction already operates a pre-adjudication Drug Court which targets specific non-DWI defendant populations at the felony level. TCAP-DC will be positioned to serve DWI defendants at both the misdemeanor and felony reduced levels.

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:

According to the Travis County Attorney's Office, for calendar year 2012, there were approximately 6,320 new DWI cases filed. Of those 6,320 new cases filed, approximately 1,052 were second DWIs. This is an increase from 2011 which had 6,295 new cases filed and 973 second DWIs. Data also indicates that 838 DWI probationers received a motion to revoke in 2012. As this data demonstrates, subsequent DWI cases present a public safety problem for the Travis County community. The following analysis compares Travis County DWI arrests with two other large Texas Counties, Harris County and Dallas County. According to Department of Public Safety (DPS) data, there has been a drop in DWI arrests in Travis County from 2010 when there were 7,239 arrests to 2011 when there were 6,577 arrests. This decline can be attributed in part to the success of treatment programs like the DWI Court, coordinated local prevention efforts and expanded public knowledge regarding ramped-up enforcement efforts such as a no-refusal program, requiring blood or breath tests from DWI suspects. Still in 2011, DWI arrests in Travis, Harris, and Dallas County were relatively close in number despite dramatic differences in the population. Additionally, Travis now exceeds Dallas in DWI arrests. The numbers of DWI arrests in Travis, Harris, and Dallas County in 2011 were respectively 6,577, 10,586, and 6,443. Yet, Harris and Dallas Counties had populations of 4.1 million and 2.4 million, while Travis County had just over one million residents. Travis County has a comparable number of DWI arrests to these two counties that are two and three times larger than Travis County. (Data Source Texas Department of Public Safety Uniform Crime Reporting). Additionally, once probated, continued substance abuse behavior also impacts community safety. The Travis County Adult Probation DWI Court will target medium to high risk offenders who receive a second DWI while their first DWI is pending or those probationers who receive a second DWI while serving a term of community supervision for their first DWI as well as those offenders who receive a felony DWI which has been reduced to a misdemeanor. This population demonstrates a significant substance abuse problem as their initial case did not provide the personal motivation necessary to address their substance abuse issues. As a result of their denial of substance abusing behavior, the offender often continues their alcohol and/or drug usage placing the Travis County community at continued risk. At present, community-based outpatient substance abuse treatment is a five to six week treatment intervention. This level of service is not appropriate for the repeat DWI offender. Additionally, long waiting lists exist for this level of service and an offender may wait up to four months to enter treatment. The average number of offenders waiting for outpatient substance abuse treatment in a given month during the first quarter of FY 2012 was approximately 102 with a waiting period of up to 4 months to access treatment.

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 TCAP Department has historically participated in the CAPCOG community planning process and in 2011 took on a more active role by serving on the steering committee responsible for developing the FY 2012 – FY 2015 Community Plan for our jurisdiction. It is our understanding, per CAPCOG staff, that the requirement is that a funding applicant participates in the community planning process OR submits an application that addresses one of the identified priorities in the current plan. Travis County Adult Probation (also known as

Community Supervision and Corrections) did participate in the development of the FY 2012-2015 Community Plan and is listed as a participant in the Certified Plan document.

Goal Statement:

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

Enter a description for the overall goals and objectives:

The mission of the TCAP DWI Court is to "enhance community supervision and improve lives by facilitating rehabilitation through a collaborative process, which includes treatment, supervision and judicial involvement. We foster recovery by providing support, compassion and accountability." This mission is accomplished through collaborative partnerships. The DWI Court is a pro-active approach which entails the early identification of repeat DWI offenders and providing to them the support and services needed to eliminate their repetitive involvement with the criminal justice system. Specific program goals are as follows: 1. Participants will receive timely substance use treatment to address identified substance use needs and other criminogenic need areas. 2. Participants will receive timely judicial oversight to support and confront behavioral change through a well-defined strategy of sanctions and incentives. 3. Participants will receive timely drug/alcohol testing to insure abstinence. 4. Participants will receive case management services and will have their conditions monitored by the probation officer.

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):

The Department coordinated with the Prosecutor's Office, County Clerk's Office, Criminal Court Administration, and the Travis County Defense Bar in implementing the Travis County Adult Probation DWI Court. Representatives of these county entities have formed a DWI Court Steering Committee to guide and monitor the Court's activities. Because the Probation Department is the Program administrator and completes all assessments and participant supervision/treatment and case management, no working agreements are currently necessary.

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:

Obstacle 1: Maintaining a consistent flow of high risk repeat DWI offender referrals. Proposed Resolution: TCAP-DC is working to expand identification protocols at all intercept points to ensure that the target population consists of more high risk offenders. Additionally, the Department will maintain regular contact with defense attorneys and prosecutors office to ensure they continue to make potential participants aware of the DWI court option. Obstacle 2: No Shows. Defense Attorneys have not consistently ensured that projected participants appear at assessments and/or pleadings and enter a plea to begin TCAP-DC. The TCAP-DC team has been working diligently to reinforce with local defense attorneys the importance of assessment appearance and docket appearance. Proposed Resolution: Continue education efforts with the local defense bar to clarify that commitment of client participation to TCAP-DC requires consistent assessment/docket appearance.

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:

DWI offenses impact community safety in Travis County as evidenced by the high volume of DWI arrests, cases filed, and motions to revoke DWI probation. According to the Travis County Attorney's Office, approximately 6,320 DWI cases were filed in calendar year 2012, and of those cases, 1,052 were second DWIs. Data also indicates that 838 DWI probationers received a motion to revoke in 2012. According to Texas Department of Public Safety (DPS) data for Travis County for calendar year 2011, alcohol was a contributing factor in approximately 10% of vehicular crashes. DPS data for 2011 further revealed that approximately 29% of fatal crashes in Travis County involved DWIs. This continuation grant application will address the issue of community and judicial concern regarding DWIs. The mission of the TCAP DWI Court is to "enhance community supervision and improve lives by facilitating rehabilitation through a collaborative process, which includes treatment, supervision and judicial involvement. We foster recovery by providing support, compassion and accountability." This mission is accomplished through collaborative partnerships. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights. TCAP-DC integrates alcohol/drug treatment services with justice system case processing. The Court follows the ten key drug court components as recommended by the National Association of the Drug Courts Standards Committee as well as the ten guiding principles of DWI Courts. The program's goals are to provide participants with comprehensive substance abuse treatment, provide judicial oversight to participants to aid the process of behavioral change, provide drug/alcohol testing to participants to monitor abstinence, and to provide supervision and case management services to participants. The target population for TCAP-DC is the repeat DWI offender ages 18 years and older. Both males and females are eligible to participate in the DWI Court. Offenders with violent criminal histories are being excluded from court participation. The Prosecutor's office identifies potential program participants based on established eligibility guidelines. These offenders are then referred to the Probation Department Centralized Assessment Unit where an assessment is conducted. A standardized substance abuse assessment is used. Members of the DWI Court Team meet weekly and through a collaborative staffing process review assessment results and, where appropriate, recommend to the DWI Court Judge placement of the offender in the DWI Court as a condition of probation. This team is composed of the DWI Court Judge, prosecutor, DWI Court Case Manager/Probation Officer, Treatment Staff, and Defense Attorney. Project coordination functions such as report submission and data collection will be completed by existing Department staff with oversight by the Department's Division Director for

Programs and Services who serves as Project Director. TCAP-DC consists of five phases, with the entire program lasting a minimum of 12 months. The program focuses on the offender's movement through the various stages of behavioral change necessary to insure long-term recovery. Depending on individual needs, Phase 1 lasts a minimum of 10 weeks and focuses on Primary Treatment (Intensive Outpatient). Phase 2 lasts 10 weeks and focuses on Intensive Aftercare. Phase 3 is Supportive Aftercare and lasts 10 weeks. Phase 4 serves as Continuing Care and lasts 10 weeks and Phase 5 serves as Recovery Maintenance and is 12 weeks in length. This treatment protocol is a modification from previous years which only had three phases: a 3 month primary treatment phase, a 6 month supportive treatment phase and a 3 month aftercare phase. The current treatment approach provides a realistic recovery step-down modality to encourage and support client motivation for behavioral change. As phases were modified, we are anticipating a curriculum review to ensure we have a curriculum that meets participants' needs. The Relapse Track can be accessed by participants who are having difficulty remaining alcohol free. It is noteworthy that the program continues to see an increase in the number of chronic substance abusers entering the program as evidenced by the increased use of the Relapse Track option from 6 relapse participants in FY 2009 to 25 in FY 2012. The relapse track includes moving the participant from any phase back to Phase 1. This process uses an IOP slot that could have been available for a new enrollment. This increase in relapse participants has impacted the number of possible new enrollments. Additionally, the program has seen an increase in the number of medium to high risk participants admitted to the program (as evidenced by 3% more medium to high risk participants in FY 2012 than FY 2011). All phases will include regular office/field visits with the Probation Officer, court appearances, cognitive-based substance use treatment, random drug testing, legally-mandated classes, and structured support group activity. The DWI Court Team determines on an individual basis the frequency of these activities. A coordinated strategy governs the DWI Court responses to compliance/non-compliance. The DWI Court Team meets weekly to review individual progress and recommend to the Judge appropriate incentives for accomplishments or sanctions for program non-compliance. The participant will be assessed a one-time program fee as well as co-payment for treatment and a minimal supportive continuing care treatment fee. The length of treatment/probation services that are being court-ordered are based upon the severity of the participant's substance use and criminal history. For those participants who require a higher level treatment intervention, residential substance abuse treatment will be available at the Department's residential Substance Abuse Treatment Facility. The DWI Court is led by Judge Elisabeth Earle who is the sitting Judge for Travis County Court at Law 7. The specific positions being requested in this proposal are one full-time Case Manager (Probation Officer) to provide supervision and referral services and three full-time LCDC counselors to provide targeted substance abuse group and individual counseling sessions. This is a modification from the staffing configuration from the previous year where the grant funded two probation officers and two counselors. TCAP is not requesting additional staff, rather reconfiguring the staffing pattern based on projected program activity and a modification of the treatment modality moving from 3 to 5 treatment phases. It is important to note that there has been a continued reduction in DWI cases due to improved prevention and intervention efforts. With the completion of the federal funding in FY 2014, the jurisdiction can effectively meet the needs of repeat DWI offenders with the proposed staffing pattern. The Probation Officer/Case Manager develops an individualized behavioral agreement and the counselors develop a treatment plan with the participant to address the participant's substance use and other criminogenic issues contributing to a substance-dependent lifestyle. Additionally, employment and educational services are incorporated into the participant's behavioral agreement if the assessment identifies deficits in these areas. All IOP treatment services are provided at the TCAP Counseling Center. After completing the 5 program phases, the participant will have met the following program objectives and will be eligible to successfully complete the DWI Court treatment protocol • The participant will exhibit sobriety and regular attendance at court appearances, • The participant will have completed all court-mandated treatment and classes, • The participant will exhibit ongoing participation in recovery maintenance lifestyle • The participant will have verifiable employment and positive social interaction in areas conducive to recovery efforts. Upon successful treatment program completion, the participant will be transferred to a regular probation caseload until their probation term is completed. At that point, the participant will be successfully discharged from their term of community supervision. All program participants receive recognition and acknowledgement upon completion of milestones during program phases and at program graduation. Training among DWI Court Team members will be ongoing and the county-wide DWI Court Steering Committee will continue to provide support to the DWI Court staff. The Department's researcher will implement ongoing monitoring and evaluation strategies in order to track and measure the attainment of program goals and program effectiveness. Travis County is committed to addressing the community issue of the repeat DWI offender as indicated by our implementation of a pilot DWI Court in spring 2008. Using only existing resources, the Court was limited in scope until Governor's office funding was received for FY 2009. Continuation funding from the Office of the Governor would enable the jurisdiction to continue to provide all services necessary for a specialized DWI Court and reduce risk to our community.

Project Activities Information

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 project's treatment team and describe their role in supporting the participants.

The Travis County Adult Probation DWI Court has always taken a comprehensive approach to service delivery. The project treatment team includes the Judge, County Court at Law #7, Department Probation Officer/Case Manager, Department assessment staff, prosecutor, Defense Attorney, Department treatment staff, Department Casework Manager and Project Director. The roles of the team members are as follows: The Judge administers all court proceedings including all incentives and sanctions; the Probation Officer monitors and supervises the participant and makes referrals for additional services as needed; the assessment staff provides the initial substance abuse assessment/risk level assessment to determine client need and level of treatment intervention; the prosecutor represents the prosecutor's office in the client's criminal case; the Defense Attorney ensures that the client's legal rights and needs are addressed; the treatment staff provides group and individual treatment services to the client, the Casework Manager supervises the Probation Officer/Case Manager and the Project Director provides grant coordination/oversight, planning and implementation and coordinates training for team and DWI Court activities. The project's steering committee consists of the team members referenced above and the Travis County Clerk's Office staff, Pre-trial Services, law enforcement and the Department's Evaluator/Researcher. County Clerk's staff ensures that all court proceedings are appropriately recorded; Pre-trial Services assists with case identification, law enforcement assists with arrests and the Evaluator/Researcher provides ongoing project data tracking/evaluation.

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

There is some fluctuation in the number of clients that will be served in Phase 1-3 and the number of clients that are served in Phase 4-5, but the general Caseload size will average approximately 60 clients. The total treatment/case management modality lasts for twelve months.

Provide your project's policy on drug testing participants.

The DWI Court Probation Officer will require a client in the DWI Court Program to participate in a Random Drug Testing Program. Random drug testing occurs weekly to monthly to meet the client's identified needs based on their phase in the treatment program. This screening and monitoring of the client's compliance with drug testing enables the Court Team to quickly address any relapse while in the program. An increase in the Random Drug Testing Program protocol may be used as a sanction if the DWI Court Team determines it is an appropriate response to the violation. A continuous alcohol monitoring device may also be ordered by the court to monitor for relapse. The use of a breathalyzer is also a tool to monitor abstinence.

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

TCAP will conduct a process and outcome evaluation of the DWI Court. For the process evaluation, we capture information about the number of people who apply to the program and the number who are accepted into the program. For the process evaluation, we also capture information about court attendance, probation attendance, drug/alcohol testing, treatment participation, employment-daily structure, and the time intervals each participant spends in each program phase and continuing care session. For the outcome measure, we capture information about the number of people who graduate, the number of people who are unsuccessfully discharged (and the reason why), and report the following recidivism measures for each participant: revocation, re-arrest, and re-incarceration.

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.)

229112

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.)

All DWI Court County Departments contribute existing staff to the Court operations. These staff salaries are provided by each department; FY 2013 SAMHSA grant - \$206,515 (for treatment related services, will not support court or probation services).

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

Treatment resources used for the DWI Court include the Department's SMART substance abuse treatment facility funded by TDCJ-CJAD for those needing residential treatment services. This is a five month residential treatment intervention.

Provide the total fees collected in your county during the most recently completed fiscal year, 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). Note: The party responsible for collecting court assessed fees in your county may be the treasurer, county clerk, or district clerk.

151678

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

0

Describe how your project used those fees.

The County reports approximately, \$151,678 was collected in FY 2012 for Chapter 49 and 481; however at this time none of those fees have been received by the Travis County Adult Probation DWI Court.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Drug Court - Adult	100.00	The target population will be adult repeat DWI offenders ages 18 and older, males and females without violent criminal histories. The Travis County Adult Probation DWI Court will provide early identification for eligible participants through a process that screens potential candidates' criminal history and assesses their degree of substance use dependency. With completion of an Intake staffing, the DWI Court Team will make a recommendation to the Judge to place the offender in the DWI Court as a condition of probation. The DWI Court program will consist of five phases that entail the following activities: 1. Treatment: Substance Abuse individual/group sessions to address substance abuse dependency issues. 2. Judicial Oversight: Regular court appearances for progress review. 3. Case management: Regular office visits with a probation officer to monitor program compliance and to assist with obtainment of employment/education and to address other criminogenic need areas such as attendance at mandated classes, cognitive classes and support groups to help sustain substance abuse recovery efforts. 4. Alcohol/drug testing: Alcohol/drug testing to insure abstinence. Incentives will be incorporated into the program, and as the participant successfully progresses through the phases, frequency of reporting requirements may be decreased. Sanctions will be included to address issues of non-compliance with Court requirements. A relapse track and residential treatment will be incorporated into service delivery for participants who relapse in the course of program participation or who require a higher level of treatment intervention. Participants will graduate from the DWI Court Program after successfully completing treatment plan and supervision agreement. Successful completion will include maintaining sobriety, regularly attending court, participation in a structured aftercare program, and obtaining verifiable employment.

Geographic Area:

Travis County

Target Audience:

Adult repeat DWI Offenders

Gender:

Males and females

Ages:

Ages 18 years and older

Special Characteristics:

Must be assessed to have substance abuse dependency and committed a second DWI

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 new enrollments in the program.	11	50
Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments - example: total number served.)	79	112
Number of people assessed for eligibility to participate in the program.	40	105

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 participants employed or enrolled in school at time of drug court graduation (part time or full time).	12	39
Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.	0	0
Number of participants that successfully complete the program.	12	43

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 Department has a contract compliance protocol which will be utilized that includes desktop audits and review of client documentation as needed based on a risk assessment.

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?

Note: Pursuant to Texas Government Code §556.005, a political subdivision or private entity that receives state funds may not use the funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity that violates this provision is not eligible to receive additional state funds.

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]:

9/1/2013

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

8/31/2014

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:

187500

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

11515266

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:

2/24/2012

Equal Employment Opportunity Plan (EEOB)

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 EEOB 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 EEOB and keep it on file.

- The applicant agency is required to formulate an EEOB in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOB is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOB 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 EEOB is required to be on file in the office of (enter the name and address where the EEOB is filed below):

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

Donna Harp, P.O. Box 2245, Austin, TX 78768

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 EEOB and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOB is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOB 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:

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	\$4,480.00	\$0.00	\$0.00	\$0.00	\$4,480.00	0
Personnel	Counselor and/or Therapist (licensed)	Counselor 1: This full-time LCDC position will provide targeted substance abuse group and individual counseling sessions. This line item includes salary and benefits.	\$51,726.00	\$0.00	\$0.00	\$0.00	\$51,726.00	100
Personnel	Counselor and/or Therapist (licensed)	Counselor 2: This full-time LCDC position will provide targeted substance abuse group and individual counseling sessions. This line item includes salary and benefits.	\$53,862.00	\$0.00	\$0.00	\$0.00	\$53,862.00	100
Personnel	Counselor and/or Therapist (licensed)	Counselor 3: This full-time LCDC position will provide targeted substance abuse group and individual counseling sessions. This line item includes salary and benefits.	\$53,982.00	\$0.00	\$0.00	\$0.00	\$53,982.00	100

Contractual and Professional Services	Drug Analysis or Employee Drug Testing Services	Drug testing for program participants.	\$3,906.00	\$0.00	\$0.00	\$0.00	\$3,906.00	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	Cost of DWI Court Team to attend in-state trainings	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	Cost of DWI Court Team to attend out-of-state trainings	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
Personnel	Probation Officer	Probation Officer: This full-time position will provide case management services including attending weekly staffings and court sessions, serving as a Liaison between Treatment Staff and Judge, completing client supervision tasks such as monitoring alcohol use and abstinence, conducting client contact visits, providing client documentation and tracking, completing collateral contacts, and making resource referrals to meet client needs. This line item includes salary and benefits.	\$50,504.00	\$0.00	\$0.00	\$0.00	\$50,504.00	100
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Program supplies/materials needed for treatment service delivery such as curriculum, program completion sobriety medallions, etc.	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
-------------	------------	--------

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$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	\$3,906.00	\$0.00	\$0.00	\$0.00	\$3,906.00
Indirect Costs	\$4,480.00	\$0.00	\$0.00	\$0.00	\$4,480.00

Personnel	\$210,074.00	\$0.00	\$0.00	\$0.00	\$210,074.00
Supplies and Direct Operating Expenses	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Travel and Training	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$228,460.00	\$0.00	\$0.00	\$0.00	\$228,460.00

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:** oshatzl

61

ADULT PROBATION DEPARTMENT

of Travis County

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

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

Mental Health Unit
4920 IH 35 North
Suite 110
Austin, TX 78751
512-854-1800
512-854-4612 Fax

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

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



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

www.co.travis.tx.us/AdultProbation

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

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

Resolution

WHEREAS, the Travis County District Criminal Court Judges and Criminal County Court at Law Judges find it in the best interest of the citizens of Travis County, that the Travis County Adult Probation DWI Court be operated by the Travis County Adult Probation Department for the Fiscal Year 2014; and

WHEREAS, the Travis County District Criminal Court Judges and Criminal County Court at Law Judges agree that in the event of loss or misuse of the Criminal Justice Division funds, the Travis County District Criminal Court Judges and Criminal County Court at Law Judges assure that the funds will be returned to the Criminal Justice Division in full.

WHEREAS, the Travis County District Criminal Court Judges and Criminal County Court at Law Judges designate the Director of the Travis County Adult Probation Department as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Travis County District Criminal Court Judges and Criminal County Court at Law Judges approve submission of the grant application for the Travis County Adult Probation DWI Court by the Travis County Adult Probation Department to the Office of the Governor, Criminal Justice Division.

Signed by:



Judge Julie Kocurek, 390th District Court
Administrative Judge

Passed and Approved this 23rd day of January, 2013.

Grant Number: 2067206



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

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

Grant Title:	The Eagle Soars: An Educational and Career Development Program		
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:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 113,681	\$ 0	\$ 0	\$ 0	\$ 113,681
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 2,274	\$ 0	\$ 0	\$ 0	\$ 2,274
Totals:	\$ 115,955	\$ 0	\$ 0	\$ 0	\$ 115,955
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ -	Applicable Departmental Measures				
1.	Average length of stay in job training program (in days)	n/a	59	61	63
2.	Number of program materials developed	n/a	20	21	21
3.	Number of program youth served	n/a	96	99	102
+ -	Measures for the Grant				
1.	Number of program youth completing program requirements	n/a	82	84	87
Outcome Impact Description		Youth completing the program will have the skills necessary to apply for employment.			
2.	Number of program youth employed	n/a	14	16	16
Outcome Impact Description		Youth completing the program with the skills necessary to obtain employment.			
3.	Number of program youth exhibiting an increase in obtaining a GED	n/a	25	26	27
Outcome Impact Description		Once back in the community, youth are better conditioned to attend classes to complete the required courses.			
4.	Number of program youth who offend or reoffend	n/a	4	4	4
Outcome Impact Description		To increase community safety.			
5.	Number of program youth exhibiting an increase in job skills	n/a	82	84	87
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 of an application to the Office of the Governor, Criminal Justice Division, for a new vocational and life skills development program in the department. The Eagle Soars: An Educational and Career Development Program, is an enhancement of the Eagle Resources program that was operated by the Juvenile Probation Department from 2010-2013. The program will continue to help provide opportunities for juveniles that reside in the department's Intermediate Sanctions Center that are in the process of re-integrating back into the community.

The total grant amount is \$115,955, with a required indirect cost allotment of \$2,274. There are no long-term funding requirements for this grant.

PBO recommends approval of the application.

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

The Eagle Soars: An Educational and Career Development Program is an enhancement of the Eagle Resources program that TCJPD ran from 2010-2013. The goal of this program is to provide education and career development opportunities to 13-19 year old juveniles who reside in our ISC to enable them to successfully reenter their communities. It fits into the current activities of the department because it is an enhancement of a program that TCJPD currently has.

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.

There is no county match required.

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

2% indirect costs are included for \$2,274.

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

This program will not end upon termination of grant funding. TCJPD will request subsequent funding through Federal, State, and private resources. The County will have an opportunity in the future to invest in The Eagle Soars: An Educational and Career Development Program.

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

The County should consider expanding into this area through the enhancement of services because successful reentry is critical in order to improve employment prospects of youth and prevent recidivism.

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 educational and vocational needs in order to foster successful re-integration back to the community. By doing this TCJPD will increase public safety and reduce recidivism.

The Commissioners' Court of Travis County approved the "Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY 2012-FY 2015" on December 6, 2011. Over 15 local nonprofit organizations, school districts, and government agencies (including Travis County Juvenile Probation Department) participated in the planning process, which began in March 2011. This project directly addresses the plan's section on Juvenile Justice, Priority A, which states "Travis County is in need of intervention services for juvenile offenders, gang involved youth, and their families" through "implementing a service delivery system that should include providers who help enable smooth transitions to community and adult services, if necessary."

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT



ESTELA P. MEDINA
Chief Juvenile Probation Officer

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

TO: Aerin Toussaint, PBO
Budget Analyst

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

THROUGH: Maya Duff
Maya Duff
Program Coordinator

SUBJECT: Approval of Grant Application to the Office of the Governor for The Eagle Soars: An Educational and Career Development Program

DATE: February 4, 2013

Attached is Travis County Juvenile Probation Department's grant application to the Office of the Governor, Criminal Justice Division for funding to support a new program entitled The Eagle Soars: An Educational and Career Development Program. TCJPD is requesting \$115,955 to fund educational and career development services for youth.

The goal of The Eagle Soars: An Educational and Career Development Program is to build off of the success of the Eagle Resource Project that TCJPD offered to youth from 2010-2013. This program will provide youth with opportunities to grow in their career development and advance in their education. It will prepare them for successful reentry in the community, with success in both the long and short term. This program will be offered to youth ages 13-19.

Please review this item and place it on the **February 19, 2013** 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
Lisa Eichelberger
Darryl Beatty
Jim Gobin
Sylvia Mendoza
Grant File



[Print This Page]

Agency Name: Travis County

Grant/App: 2656601 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: The Eagle Soars: An Educational and Career Development Program

Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:

17460001922000

Application Eligibility Certify:

Created on:12/26/2012 11:32:17 AM By:Estela Medina

Profile Information

Applicant Agency Name: Travis County

Project Title: The Eagle Soars: An Educational and Career Development Program

Division or Unit to Administer the Project: Juvenile Probation Department

Address Line 1: 2515 South Congress Ave.

Address Line 2:

City/State/Zip: Austin Texas 78704

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:

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: Nicki Riley

Email: nicki.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 purpose of this program is to support programs that prevent violence in and around schools and to improve the juvenile justice system and develop effective education, training, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency.

Funding Levels

The anticipated funding levels for Juvenile Justice Programs are as follows:

- Minimum Award - \$5,000
- Maximum Award - None
- Matching Funds - None

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.

Program Requirements

Preferences

Preference will be given to those applicants that demonstrate cost effective programs focused on proven or promising approaches to services provision.

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 at-risk juveniles from entering the juvenile justice system. At-risk juveniles are those having had documented discipline problems in the school system or contact with law enforcement or juvenile probation.

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.

If your program incorporates academically researched, peer reviewed, or evidence based practices, please provide any information that supports the program's approach:

N/A

Programs providing mental health services are strongly encouraged to utilize a multidisciplinary team to assist with planning and implementation of the program.

If your program is utilizing a multidisciplinary team, please provide the name and discipline(s) of each team member:

N/A

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).

Sustainability

Over the course of the past few years, funding for juvenile programs has experienced a substantial decline. For example, federal awards to Texas under the Juvenile Justice and Delinquency Prevention Act have decreased by 66% since 2010. CJD encourages applicants to consider alternative methods of sustaining grant funded services should future funding become unavailable.

Criminal History Reporting

Entities receiving funds from CJD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 60. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

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, Employment Specialist

Enter the Address for the Civil Rights Liaison:

Travis County Human Resources Management Division; 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 the Juvenile Justice Program Local and Statewide 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:

Travis County Juvenile Probation Department (TCJPD) places a priority on preparing juveniles for reentry into the community upon release. Because many juveniles lack adequate life skills, education, and job training, they are at a risk of returning to criminal behavior upon release. In order to successfully reenter their communities, these juveniles need individualized training and services to meet their needs.

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:

In FY12, 203 juveniles were served in the Intermediate Sanctions Center (ISC) of Travis County Juvenile Probation Department (TCJPD). Juveniles in the ISC attended five job training programs: Empowerment Seminar, GED program, Job Training Program, Save our Youth, and the Theater Action Group. 96 juveniles were served in job training programs and 25 juveniles were served in the GED program. 151 juveniles were discharged from the ISC in FY12. Of these, 93 were discharged from job training programs, with 88% (82 juveniles) successfully discharged. A majority of youth entering the facility do not have access to career and educational development programs; enhancing this area would greatly benefit youth involved with TCJPD.

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 Commissioners' Court of Travis County approved the "Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY 2012-FY 2015" on December 6, 2011. Over 15 local nonprofit organizations, school districts, and government agencies (including Travis County Juvenile Probation Department) participated in the planning process, which began in March 2011. This project directly addresses the plan's section on Juvenile Justice, Priority A, which states "Travis County is in need of intervention services for juvenile offenders, gang involved youth, and their families" through "implementing a service delivery system that should include providers who help enable smooth transitions to community and adult services, if necessary."

Goal Statement:

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

Enter a description for the overall goals and objectives:

The goal of this program is to prepare youth for successful reentry into the community. Objectives are: 1) to increase the employability of residents upon release into the community, 2) to develop the life skills of youth in the facility, and 3) provide education for youth to prepare them for successful reintegration. Through hands on experiences, training, and certifications, Travis County Juvenile Probation Department (TCJPD) anticipates that juveniles released from the facility will have a greater chance of successful reentry into the community.

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:

Juveniles that enter Travis County Juvenile Probation Department often lack adequate life skills, job training, and education to enable them to reenter their communities successfully; this presents a risk of returning to criminal behavior. In order to reduce the recidivism rate and enable youth to successfully reenter their communities, they must have opportunities to develop their life skills, receive job training, and advance in their education. The goal of this project is to prepare youth for successful reentry into their communities. In FY12, 203 juveniles were served in the Intermediate Sanctions Center (ISC) of Travis County Juvenile Probation Department (TCJPD). Juveniles in the ISC attended five job training programs: Empowerment Seminar, GED program, Job Training Program, Save our Youth, and the Theater Action Group. 96 juveniles were served in job training programs and 25 juveniles were served in the GED program. 151 juveniles were discharged from the ISC in FY12. Of these, 93 were discharged from job training programs, with 88% (82 juveniles) successfully discharged. A majority of youth entering the facility do not have access to career an educational development programs; enhancing this area would greatly benefit youth involved with TCJPD. Currently, TCJPD is in the third year of its Eagle Resource Project. Through this project, TCJPD was able to provide a foundation for youth ages 15-17 to successfully reenter their communities. Building off of the success of the Eagle Resource Project, TCJPD would like to enhance the services provided to youth, provide services to a wider range of youth (ages 13-19), and prepare youth for both long and short term career and academic growth. Males and females ages 13-19 from TCJPD's post-adjudication Intermediate Sanctions Center (ISC) and Halfway House will be targeted through this program. Through this project, TCJPD will offer a menu of services to address the variety of needs within its fluid population. To prepare youth academically, TCJPD will offer GED preparation and examinations for youth. Additionally, job training and certification courses will be taught to youth on-site; select youth will be able to travel off site for job training and certification courses as well. Austin Community College will be considered as the provider for these courses. TCJPD will provide on-site tutoring for youth as well, to ensure that all youth are able to succeed. TCJPD will offer onsite courses related to life skills development, from an organization such as Skillpoint, to prepare youth for reentry. Finally, TCJPD will select an instructor to lead job readiness training for youth. This training will include resume development, interview skills, and professional dress guidance, among other essential skills. If youth are released from TCJPD during the course of this project, they will still have access to some of these services, depending on availability and accessibility. The objectives of this project are: 1) to increase the employability of residents upon release into the community, 2) to develop the life skills of youth in the facility, and 3) to provide education for youth to prepare them for successful reintegration.

Project Activities Information**Reserved**

This section left intentionally blank.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Job Training	100.00	On site job training will be provided through specific certification and job training courses and job readiness workshops. Additionally, GED preparation will enable youth to enhance their employability upon release. Finally, TCJPD will provide life skills training to youth to enable them to be successful in their communities.

Geographic Area:
Travis County, TX

Target Audience:
Youth between the ages of 13-17 who are court ordered into the ISC post-adjudication facility and are re-integrating back into the community.

Gender:
male and female

Ages:
13-17 year old juveniles

Special Characteristics:

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
Average length of stay in job training program (In days).	59	63
Number of program materials developed.	20	21
Number of program youth served.	96	102

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.	82	87
Number of program youth employed.	14	16
Number of program youth exhibiting an increase in obtaining a GED.	25	27
Number of program youth who offend or reoffend.	4	4
Number of program youth exhibiting an increase in job skills.	82	87

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](#).

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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 will monitor contract compliance with all vendors used for professional services. Most program services will be provided on-site, but some youth will travel off-site for courses related to job-training. Program staff will closely monitor youths' progress and vendors' implementation of professional services. Both informal and formal monitoring tools will be used. Informal observations include walk-through data collection and feedback from staff and youth. Formal data collection and monitoring include attendance sign-in sheets for youth, formal observation of training in progress, and appropriate record-keeping of youth progress. Additionally, job/career development training will provide on-going evaluation and assessment of youths' progress and acquisition of job/career skills as well as a summative assessment of the overall program.

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 (EEO)

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 EEO 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 EEO and keep it on file.

- The applicant agency is required to formulate an EEO in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEO is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEO 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 EEO is required to be on file in the office of (enter the name and address where the EEO is filed below):

Enter the name of the person responsible for the EEO and the address of the office where the EEO 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 EEO and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEO is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEO 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	The indirect costs cover administrative expenses related to the program management which includes grant reporting requirements, financial reconciliation, etc. Travis County Juvenile Probation Department's actual indirect cost rate is 23.93% for grants.	\$2,274.00	\$0.00	\$0.00	\$0.00	\$2,274.00	0
Contractual and Professional Services	Curriculum Development and/or Implementation Services	Funds are budgeted for youth to receive vocational training in areas such as culinary arts and construction. Up to 7 youth will receive this service.	\$19,000.00	\$0.00	\$0.00	\$0.00	\$19,000.00	0
Contractual and Professional Services	Curriculum Development and/or Implementation Services	Funds are budgeted for up to 15 youth to receive guitar classes.	\$11,503.00	\$0.00	\$0.00	\$0.00	\$11,503.00	0
Contractual and Professional Services	Curriculum Development and/or Implementation Services	Individualized job readiness instruction for students who have minimal credits in high school and/or are not experiencing success in the traditional school setting.	\$29,400.00	\$0.00	\$0.00	\$0.00	\$29,400.00	0
Contractual and Professional Services	Curriculum Development and/or Implementation Services	Youth will be offered certification courses at a local community college. Up to thirty students will receive certification through this program.	\$38,010.00	\$0.00	\$0.00	\$0.00	\$38,010.00	0
Contractual and Professional Services	Curriculum Development and/or Implementation Services	Up to thirty youth will take the GED exam.	\$2,850.00	\$0.00	\$0.00	\$0.00	\$2,850.00	0
Contractual	Curriculum							

and Professional Services	Development and/or Implementation Services	GED Instruction for up to 11 youth per class.	\$9,118.00	\$0.00	\$0.00	\$0.00	\$9,118.00	0
Contractual and Professional Services	Curriculum Development and/or Implementation Services	Up to 100 youth will receive Food Handler Certification.	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Day to day operations, which includes paper, pens, printing, etc.	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
Supplies and Direct Operating Expenses	Presentation and/or Training Supplies	Funds are budgeted for costs relating to presentation and training supplies for interviews and job readiness courses. This includes items such as resume paper, easels on which to display resumes, etc.	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$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	\$112,081.00	\$0.00	\$0.00	\$0.00	\$112,081.00
Indirect Costs	\$2,274.00	\$0.00	\$0.00	\$0.00	\$2,274.00
Supplies and Direct Operating Expenses	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$115,955.00	\$0.00	\$0.00	\$0.00	\$115,955.00

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. § 7 94); 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 Eagle Soars: An Educational and Career Development Program be implemented; 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 Eagle Soars: An Educational and Career Development Program to the Office of the Governor, Criminal Justice Division.

Signed by: _____

SAMUEL T. BISCOE, County Judge

Passed and Approved this 19th of February, 2013

Grant Application Number: **2656601**



TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

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

Grant Title:	Enhancing Services for Victims of Crime		
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:	\$ 59,073	\$ 15,722	\$ 0	\$ 0	\$ 74,795
Operating:	\$ 3,813	\$ 0	\$ 0	\$ 0	\$ 3,813
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 62,886	\$ 15,722	\$ 0	\$ 0	\$ 78,608
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.	Number of restorative justice efforts provided to victims	n/a	2*	2	2
2.	Number of individuals assisted with victim notification packet	n/a	921*	949	977
3.	Number of victims participating in restorative justice efforts	n/a	106*	109	137
+ -	Measures for the Grant				
1.	Number of victims who participated in victim-offender meetings who are exhibiting an improvement in mental, emotional, and physical health	n/a	96*	99	127
Outcome Impact Description		Number of victims attending a victim offender mediation or participating in a victim impact panel. These restorative justice efforts provide victims an opportunity to address safety, security, and well-being as well as financial loss.			
2.	Number of victims returning to TCJPD as a result of a new victimization either by the same perpetrator or a different perpetrator	n/a	31*	31	31
Outcome Impact Description		A measure of efficiency of services to victims by determining the number of victims who are victimized more than once.			
3.					
Outcome Impact Description		*All FY12 figures represent actual data.			

PBO Recommendation:

The Juvenile Probation Department is requesting Commissioners Court approval of a new grant application to the US Department of Justice, through the Office of the Governor, Criminal Justice Division (OOG). The program, Enhancing Services for Victims of Crime, would address existing gaps in victim's services in the Department.

The grant funds would pay the salary of a new FTE that would communicate directly with victims, provide bilingual English/Spanish translation for victim clients, and help ensure that victims receive compensation if they participate in restitution programming. The potential grant award is \$62,886 with an additional required 20% county cost share of \$15,722. This match will be provided through a portion of a current FTE salary and benefits.

There are no long term County funding requirements for the grant.

PBO recommends approval of the application.

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

The goal of this program is to enhance the Victim Services division of TCJPD to address existing gaps. Objectives of this program are: 1) Increase direct communication with victims; 2) have a single point of contact for all Spanish speaking victims and 3) Ensure that victims receive compensation if they participate in the court ordered restitution program. Through this project, TCJPD will hire a bilingual Victim Counselor Senior that can meet all of these needs.

This grant fits into the current activities of the department because its proposed activities fit TCJPD's mission of addressing the needs of victims of crime. This grant is enhancing an existing program.

This grant will pay for a newly hired 1.0 FTE Victim Counselor Senior who will be paid for solely out of this grant. This individual will provide counseling, crisis stabilization, and support services to clients and assist with problems resulting from victimization. Additionally, this grant will pay for day-to-day office supplies.

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.

A 20% county match is required, which amounts to \$15,722. TCJPD will fund this through a portion of a current staff member's salary and benefits.

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

This grant does not allow 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.

This program will not end upon termination of grant funding. The Department intends to request subsequent continuation funding for personnel through proposals submitted to the Federal and State government, as well as private foundations. The County will have the opportunity to consider investment in the staff position as well as other areas of the Victim Services Division.

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

Travis County Juvenile Probation Department's mission statement is to "Provide for public safety while addressing the needs of juvenile offenders, families, and victims of crime." Currently, the needs of victims of crime outweigh the capacity of TCJPD. These funds will not only enhance the services that TCJPD offers to victims, but it will allow Spanish speaking victims a single point of contact to organize services.

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

This program will enhance services to victims of crime so that TCJPD is able to meet the demand for services. It will allow TCJPD to communicate more regularly with victims, ensure that all victims that desire services are able to have them, and allow Spanish speaking victims more ease with the process of Victim Services.

The Travis County Commissioners' Court approved the community plan, entitled - "Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY2012-FY2015" on December 6, 2011. Nearly 30 Travis County government agencies including Travis County Juvenile Probation Department, school districts, and nonprofit organizations participated in developing the Community Plan. This project addresses Priority A from the Victim Services section. Priority A states: "Travis County needs to increase local capacity to respond to victims of crime." To address this priority, this program will increase the capacity of TCJPD to communicate with victims. By doing this, all victims of crime will have access to high quality services and be able to achieve wholeness.



TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA
Chief Juvenile Probation Officer

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

TO: Aerin Toussaint, PBO
Budget Analyst

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

THROUGH: Maya Duff
Maya Duff
Grant Coordinator

SUBJECT: Grant Application to the Office of the Governor for Enhancing Services for Victims of Crime

DATE: February 1, 2013

Attached is Travis County Juvenile Probation Department's grant application to the Office of the Governor, Criminal Justice Division for funding to support a new project entitled Enhancing Services for Victims of Crime. \$62,886 is requested to fund the salary of a Victim Counselor Senior along with operating expenses. The match of \$15,722 is required and represents 20% of the total project cost. It will cover the personnel/fringe benefits of a current employee in the Victim Services Division.

The goal Enhancing Services for Victims of Crime is to enhance the Victim Services division of TCJPD to address existing gaps. Objectives of this program are: 1) increase direct communication with victims; 2) have a single point of contact for all Spanish speaking victims; and 3) ensure that victims receive compensation if they participate in the court ordered restitution program.

Please review this item and place it on the **February 19, 2013** 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
Darryl Beatty
Joe Chavez
Sylvia Mendoza
Lisa Eichelberger
Grant File

[Print This Page]

Agency Name: Travis County
Grant/App: 2656801 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Enhancing Services for Victims of Crime
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
746000192

Application Eligibility Certify:

Created on: 12/26/2012 4:01:12 PM By: Estela Medina

Profile Information

Applicant Agency Name: Travis County
Project Title: Enhancing Services for Victims of Crime
Division or Unit to Administer the Project: Juvenile Probation Department
Address Line 1: 2515 South Congress Ave.
Address Line 2:
City/State/Zip: Austin Texas 78702
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: Nicki Riley
Email: nicki.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 direct services to victims only**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**
746000192**Data Universal Numbering System (DUNS):****Narrative Information****Primary Mission and Purpose**

The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. Services may include the following:

- responding to the emotional and physical needs of crime victims;
- assisting victims in stabilizing their lives after a victimization;
- assisting victims to understand and participate in the criminal justice system; and
- providing victims with safety and security.

Funding Levels

The anticipated funding levels for these programs are as follows:

- Minimum Award - \$5,000
- Maximum Award - None
- Grantees, other than Native American Tribes, must provide matching funds of at least twenty percent (20%) of total project expenditures. Native American Tribes may be required to provide a five percent (5%) match. This requirement may be met through either cash or in-kind contributions or a combination of both.

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.

Program Requirements**Preferences**

Preference will be given to applicants that provide core services to victims and that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also strongly encouraged to streamline administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

Criminal History Reporting

Entities receiving funds from CJD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public (DPS) Safety as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Program Emphasis

Applicant agrees to implement comprehensive strategies that are sensitive to the concerns and safety of the victims and hold offenders accountable for their crimes. Applicants must indicate the percentage of their project that benefits Victim Services, Law Enforcement, Prosecution, Courts or other areas. Program emphasis decisions should be made based on the beneficiary of the funded activities. For example, a victim services coalition who provides training to police throughout the state would fall under the "law enforcement" category because the training is to benefit law enforcement.

Indicate the percentage (%) of your project that benefits:

Victim Services – any nonprofit, nongovernmental organization that assists victims.

10

Law Enforcement – any public agency charged with policing functions.

0

Prosecution – any public agency charged with direct responsibility for prosecuting criminal offenders.

45

Court – any civil or criminal court system.

45

Other – any initiative that indirectly affects victims (ex., developing protocols and procedures).

0

Culturally Competent Victim Restoration

Provide information in this section regarding how your organization is culturally competent when providing services to victims. Here are some guidelines to follow: Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: (1) cultural knowledge, awareness and sensitivity are integrated into action and policy; (2) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and (3) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.

Travis County Juvenile Probation Department (TCJPD) places a priority on regular employee training. In particular, TCJPD believes that all employees must be culturally competent to optimize their job performance. Included in mandatory training requirements is a series on Cultural Competence; due to this training, all TCJPD employees are made aware of the sensitivity with which different populations must be approached. There are also many optional trainings in Cultural Diversity that are open to all employees throughout the year. Additionally, staff in Victim Services attend an annual external training on mediations, which educates them about cultural sensitivity when conducting mediations. Regarding victim services, many victims referred to TCJPD are Spanish speakers. TCJPD uses the resources that it has to promote awareness of this and facilitate processes for Spanish speakers. Mailings are distributed in both English and Spanish to ensure that materials are accessible to those for whom English is not a first language. When Spanish translation is needed, personnel from the Court Services division have redistributed their time to provide translation occasionally; while this has worked in the past, it is not a sustainable way of meeting the needs of Spanish speaking victims. Hiring a full time employee who speaks Spanish is essential so that TCJPD can fully meet the needs of its victims.

Victim Referral Process

Describe how victims are referred to your agency:

Victims' names are included on reports that are written by law enforcement officers. TCJPD uses the names from these reports to contact victims. Informational packets are mailed to all victims; victims are directed to contact Travis County Juvenile Probation Department if they wish to participate in Victim Services. From communication with victims, TCJPD obtains information on the types of damages incurred, how the victim feels, and whether the victim is interested in mediation.

Services to Victims of Crime

Applicant agrees to provide services to victims of crime which include: responding to the emotional and physical needs of crime victims; assisting victims in stabilizing their lives after victimization; assisting victims to understand and participate in the criminal justice system; and providing victims with safety and security.

Effective Services

Applicant must demonstrate a record of providing effective services to crime victims. If the applicant cannot yet demonstrate a record of providing effective services, the applicant must demonstrate that at least 25 percent of its financial support comes from non-federal sources.

Volunteers

Applicant agrees to use volunteers to support either the project or agency-wide services, unless CJD determines that a compelling reason exists to waive this requirement.

Community Efforts

Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coordinated public and private efforts to aid crime victims. Coordination efforts qualify an organization to receive these funds, but are not activities that can be supported with these funds.

Crime Victims' Compensation

Applicant agrees to assist crime victims in applying for crime victims' compensation benefits.

Records

Applicant agrees to maintain daily time and attendance records specifying the time devoted to allowable victim services.

Civil Rights Information

Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability of victims served, within the timeframe established by CJD. This requirement is waived when providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

Victims of Federal Crime

Applicant agrees to provide equal services to victims of federal crime. (Note: Victim of federal crime is a victim of an offense that violates a federal criminal statute or regulation; federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)

No Charge

Applicant agrees to provide grant-funded services at no charge to victims of crime. Applicants are also prohibited from billing Crime Victims Compensation, private insurance, Medicaid, or Medicare for services provided using VOCA funds.

Confidentiality

Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law.

Discrimination

Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.

Forensic Medical Examination Payments

Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 96 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. The evidence collection portion of the exam is to be paid by law enforcement per state law. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

Protection Orders

Victims applying for a protective order or their attorney may not bear the costs associated with the filing of an order of protections.

Nondisclosure of Confidential or Private Information

Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed; or, reveal individual client information without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary will be taken to protect the privacy and safety of the persons affected by the release of information.

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:

Kimberly Austin-Smith

Enter the Address for the Civil Rights Liaison:

Travis County Human Resources Management Division; 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 must certify to the specific criteria detailed above under **Program Requirements** to be eligible for General Victim Assistance - Direct Services Program 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:

Travis County Juvenile Probation Department (TCJPD) experiences a steady growth in the number of victims to whom it provides services. TCJPD prides itself in the quality of services that it is able to provide; unfortunately, the small staff size limits the number of victims to whom TCJPD can provide high quality services. Victims that achieve the greatest outcomes are often those that are able to directly communicate with TCJPD staff. Upon receiving the names of victims of crime, TCJPD sends out a notification packet. Victims then must respond if they wish to participate in services. Therefore, victims only personally communicate with TCJPD if they initiate contact upon receiving their notification packet. Navigating the process of Victim Services can be a daunting task, particularly for victims who are from foreign countries and may be unfamiliar with laws in the United States. TCJPD believes that more victims would receive services if it had the capacity to personally reach out to victims. Among victims referred to TCJPD there is a growing population of Spanish speakers with limited English abilities. While TCJPD addresses this issue through bilingual mailings, there is a great need for a Spanish speaking staff member who can directly communicate with victims to guide them through the process. TCJPD juveniles participate in a court ordered restitution program where they reimburse victims of crime monetarily. At times, the money that is sent to victims as part of this program is returned to TCJPD due to changes in the victims' contact information. Presently, TCJPD does not have the capacity to follow up with these victims in order to ensure that they receive their compensation. TCJPD needs a dedicated person to ensure that victims' needs are met, questions regarding criminal justice processes are answered, and consistent communication is maintained. Hiring a full time Victim Counselor Senior will address all of these problems. If no response to an informational packet is received, the Victim Counselor Senior will call victims to follow up. A bilingual Victim Counselor Senior will enable TCJPD to have one point of contact for all Spanish speaking victims. Finally, a Victim Counselor Senior could implement the use of a search tool to follow up with victims whose compensation is returned.

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:

In FY12, Travis County Juvenile Probation Department (TCJPD) notified 921 property crime victims, via a notification packet, that they were eligible to participate in Victim Services programs. 42 victims had a primary language of Spanish. In FY12, 96 victims participated in Victim-Offender Mediations and 10 participated in Victim-Impact Panels. 40 Victim-Offender Mediations were conducted in Spanish. TCJPD estimates that currently 50% of victim notification packets are returned to the department. Employing a full-time Victim Counselor Senior will give TCJPD the ability to follow up on all mailouts with phone calls. TCJPD anticipates that these efforts will result in a 75% return rate of notification packets and approximately 31 additional mediations, for a total of 127.

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 Commissioners' Court approved the community plan, entitled - "Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY2012-FY2015" on December 6, 2011. Nearly 30 Travis County government agencies including Travis County Juvenile Probation Department, school districts, and nonprofit organizations participated in developing the Community Plan. This project addresses Priority A from the Victim Services section. Priority A states: "Travis County needs to increase local capacity to respond to victims of crime." To address this priority, this program will increase the capacity of TCJPD to communicate with victims. By doing this, all victims of crime will have access to high quality services and be able to achieve wholeness.

Goal Statement:

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

Enter a description for the overall goals and objectives:

The goal of this program is to enhance the Victim Services division of TCJPD to address existing gaps. Objectives of this program are: 1) increase direct communication with victims; 2) have a bilingual single point of contact for victims of crime and 3) ensure that victims receive compensation if they participate in the court ordered restitution program.

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):

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:

Travis County Juvenile Probation Department (TCJPD) believes in providing high quality services to victims of crime; doing so promotes positive outcomes among victims receiving services and reduces the rate of recidivism among juvenile offenders. However, the quantity of victims that are referred to TCJPD is too large to be accommodated by the small staff of the Victim Services Division. Due to a higher demand than TCJPD is able to meet, TCJPD is unable to personally contact each victim and must depend on victims responding to a preliminary informational packet that is sent in the mail. Victims of crime currently do not have a single point of contact with whom to communicate, since the demand for services outweighs the capacity of current staff. This particularly presents a problem for Spanish speaking victims of crime; various staff members redistribute their time in order to translate or respond to concerns for victims who do not speak English. Finally, occasionally victims that participate in TCJPD's court ordered restitution program do not receive their compensation because their contact information changes and TCJPD does not have the resources to follow up with them. Hiring a bilingual Victim Counselor Senior will enable TCJPD to meet all of these concerns and enhance the quality of services that it provides to victims. In FY12, 96 victims participated in Victim-Offender Mediations and 10 participated in Victim-Impact Panels. 40 of Victim-Offender Mediations were conducted in Spanish. TCJPD estimates that currently 50% of victim notification packets are returned to the department. Employing a full-time Victim Counselor Senior will give TCJPD the ability to follow up all mail outs with phone calls. TCJPD anticipates that this ability will result a 75% return rate of notification packets and approximately 31 additional mediations, for a total of 127. Currently, the Victim Services division achieves strong outcomes despite the small size of the staff. A court ordered restitution program allows juveniles to perform community service in order to provide compensation to victims of crime. Victim-Offender mediations are available to victims who are interested, and serve as part of the healing process for both victims and juveniles. They also help to ensure the safety and security of victims. These mediations are conducted through the Dispute Resolution Center, which is comprised of volunteers. Victim Impact Panels are conducted multiple times a year as well. These panels are an opportunity for victims to meet with other victims and offenders; it gives juveniles a chance to develop empathy for victims and is part of the healing process for victims. While victims benefit from the services that TCJPD provides to them, TCJPD believes that more victims would be involved with these programs if 1) TCJPD staff were able to increase communication to victims and 2) if TCJPD had a full-time Spanish speaking Victim Counselor Senior. The goal of this program is to enhance the Victim Services division of TCJPD to address existing gaps. The target group of this project is victims of crime; victims will be of all ages. One particular group that will benefit from this program is Spanish speaking victims of crime, since TCJPD currently does not have a Spanish speaking staff member in the Victim Services division. However, all victims will benefit from the enhancement in services TCJPD will provide. TCJPD anticipates that it will continue to provide the services currently available to victims and that more victims will choose to participate because of enhanced communication. The Victim Counselor Senior (VCS) will follow up with victims if no response is received to the notification packet sent. This will ensure that victims do not miss out on an opportunity to receive services if they want them. The VCS will coordinate all aspects of victim services for the victims with whom they work, including Court ordered restitution, Victim-Offender Mediations and Victim Impact Panels. The VCS will serve on various Task Forces in the community, such as the Domestic Violence Review Team and the Hate Crimes Task Force. The VCS will also educate crime victims on how to apply for crime victims' compensation benefits when applicable. Finally, the VCS will implement a search tool so that victims whose contact information has changed will still be able to receive compensation through the court ordered restitution program. The first objective is to increase direct communication with victims. When TCJPD does not receive a response to the informational packet that is sent to victims, the Victim Counselor Senior will follow up with a phone call. This will help ensure that all victims that desire services can have their needs met. A second objective is to have a single point of contact for all Spanish speaking victims. This will provide the Spanish speaking population with support and consistency as they navigate the process of receiving services. The third objective of this program is to ensure that victims receive compensation if they participate in the court ordered restitution program. Occasionally TCJPD receives checks that are returned if a victim's contact information changes after they go through the court ordered restitution program at TCJPD. Hiring a Victim Counselor Senior will enable TCJPD to implement a new search tool to ensure that victims receive the compensation they are due. Through providing these services, TCJPD anticipates an increase in the number of victims that are able to achieve wholeness in the victim services process.

Project Activities Information

Type of Crime Victim

Select the type(s) of crime victim this project targets and provide the percentage of time dedicated to serving each category of crime victim. You may select more than one type; however, the sum of the percentages may not exceed 100%.

Sexual Assault Percentage (%):

0

Domestic Abuse Percentage (%):

2

Child Abuse Percentage (%):

0

DUI / DWI Crashes Percentage (%):
0

Survivors of Homicide Percentage (%):
0

Assault Percentage (%):
0

Adults Molested as Children Percentage (%):
0

Elder Abuse Percentage (%):
0

Robbery Percentage (%):
3

Stalking Percentage (%):
0

Dating/Acquaintance Violence Percentage (%):
0

Human Trafficking Percentage (%):
0

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Victim-Offender Meetings	100.00	Mediations between the victim and the offender will be conducted. These meetings will be performed in a culturally competent way, ensure the safety and security of victims, and serve as part of the healing process for both victims and juvenile offenders. These mediations will be given to all victims who wish to participate in this activity; they may withdraw at any time. Victims will be provided with support and accompaniment and be given a debriefing following the mediation.

Geographic Area:
Travis County

Target Audience:
victims of crime

Gender:
male and female

Ages:
all ages

Special Characteristics:

Measures Information

Progress Reporting Requirements

Outcomes Reported to Texas A&M University, Public Policy Research Institute (PPRI):

In addition to the measures listed below, all programs will be required to report the number of victims/survivors who returned to the agency as a result of a new victimization either by the same perpetrator or a new perpetrator. Note: This does not include victims returning to your agency to continue their treatment. This measure will be used to measure the efficacy of the services provided in the restoration of the victim to full mental, physical, and emotional health.

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of restorative justice efforts provided to survivors.	2	2
Number of survivors assisted with crime victim compensation applications.	0	0
Number of survivors participating in restorative justice efforts.	106	137

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 survivors who participated in victim-offender meetings who are exhibiting an improvement in mental, emotional, and physical health.	96	127

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:

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/%
Personnel	Community / Social Service Specialist	A bilingual Victim Counselor Senior will be hired to address the needs of victims of crime and guide them through the process of receiving services.	\$59,073.00	\$0.00	\$0.00	\$0.00	\$59,073.00	100

Personnel	Community / Social Service Specialist	Match is provided through a portion of the salary for TCJPD's current Victim Counselor Senior. This individual will work with the new Victim Counselor Senior to ensure that all victims' needs are addressed.	\$0.00	\$15,722.00	\$0.00	\$0.00	\$15,722.00	12
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Funds are budgeted to for day-to-day office supplies as well as a computer and printer for the new employee.	\$3,813.00	\$0.00	\$0.00	\$0.00	\$3,813.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

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

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$59,073.00	\$15,722.00	\$0.00	\$0.00	\$74,795.00
Supplies and Direct Operating Expenses	\$3,813.00	\$0.00	\$0.00	\$0.00	\$3,813.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$62,886.00	\$15,722.00	\$0.00	\$0.00	\$78,608.00

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. § 7 94); 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 Enhancing Services for Victims of Crime be implemented; 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 Enhancing Services for Victims of Crime to the Office of the Governor, Criminal Justice Division.

Signed by: _____

SAMUEL T. BISCOE, County Judge

Passed and Approved this 19th of February, 2013

Grant Application Number: **2656801**



**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:	854-7046	

Grant Title:	Drug Court & In-Home Family Services		
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:	\$ 0	\$ 20,111	\$ 0	\$ 0	\$ 20,111
Operating:	\$ 181,000	\$ 0	\$ 0	\$ 0	\$ 181,000
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 181,000	\$ 20,111	\$ 0	\$ 0	\$ 201,111
FTEs:	0.00	0.23	0.00	0.00	0.23

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+	-	Applicable Departmental Measures			
1.	Number of new enrollments in the program.	37	51	29	55
2.	Number of Drug Court participants in the program	69	80	45	87
3.	Number of youth assessed for eligible to participate in the Drug Court program	83	99	56	107

		Measures for the Grant			
1.	Number of eligible program youth served using Graduated Sanctions approaches	59	72	41	78
Outcome Impact Description		To demonstrate improved compliance to rules of probation and other outcomes of substance abusing juvenile offenders by maintaining accountability-based sanctions and increased family involvement in the supervision and treatment processes			
2.	Number of new enrollments in the program.	37	51	29	55
Outcome Impact Description		To increase the number of drug court participants receiving substance abuse, case management and in home counseling services			
3.	Number of participants in the program	69	80	45	87
Outcome Impact Description		To successfully identify potential candidates for the program.			
4.	Number of youth assessed for eligible to participate in the Drug Court program	83	99	56	107
Outcome Impact Description		To improve access to substance abuse and co-occurring treatments and related services.			
5.	Number of participants employed or enrolled in school at time of graduation (part time or full time).	27	23	13	25
Outcome Impact Description		To increase the number of participants that are employed or enrolled in school at graduation			
6.	Number of participants that earn a GED, high school diploma, or vocational training credential while in the program	5	2	3	5
Outcome Impact Description		To improve educational and vocational competency of juveniles			
7.	Number of participants that successfully complete the program	27	23	13	25
Outcome Impact Description		To increase the number of juveniles that are alcohol and drug free			
8.	Number of program youth completing program requirements	27	23	13	25
Outcome Impact Description		To increase the number of juveniles that maintain a lifestyle free of alcohol and drug abuse			
9.	Number of Drug Court Slots	45	45	45	45
Outcome Impact Description		To increase the number of drug court participants receiving substance abuse, case management and in home counseling services			
10.	Number of program youth who reoffend	7	35	20	38
Outcome Impact Description		To increase community safety.			
11.	Number of youth to test positive for drug use.	47	57	32	62
Outcome Impact Description		To increase the number of drug court participants receiving substance abuse, case management and in home counseling services in order to reduce the number of positive urinalysis.			

PBO Recommendation:

The Juvenile Probation Department is requesting Commissioners Court approval of the FY 14 annual continuation application to the Office of the Governor, Criminal Justice Division (OOG), for the Drug Court and In Home Family Services Grant. The grant enhances the department's existing Drug Court Program, by providing State and County resources that allow the department to contract with a provider for intensive in-home family services for Drug Court participants and pay for part of an FTE (0.23 of one FTE). This portion of an FTE contributes a 20% county cost share of \$20,111.

The grant does not require the program to be continued upon termination.

PBO recommends approval of the 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?

Travis County Juvenile Probation Department is requesting approval of the continuing grant award for the OOG JABG Drug Court and In Home Family Services grant. This grant totals \$201,011 which includes the grant request of \$181,000 and match of \$20,111.

This grant will allow an increase in the number of offenders who can participate in the existing Juvenile Treatment Drug Court program by increasing the availability of substance abuse services for participating youth and their families. Specifically, the grant application is for contractual services. The project goal is to improve the outcome for substance abusing juveniles by improving family support and participation in treatment for the offender.

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

There is no long term County funding requirement 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.

Yes, a 10 % match is required. General-funds from an existing position will be utilized for the required match as this staff member is the Drug Court Casework Manager on the grant. Total salary and benefits for this staff person is \$89,151. The match requirement of 10% for this grant application comes to \$20,111, which translates to approximately 10% or .1 cash to be matched with County funds (allocated through TCJPD General Fund).

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 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 Special Services Division. There is no provision in this grant for indirect costs.

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

N/A This is an established 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.

Improving family support and participation leads to improve outcome for substance abusing juvenile offenders. According to the most recent Annual Evaluation, a total of 53% (23/43) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. The proposed project reflects the efforts as demonstrated under the Community Plan's funding priorities and supports the following: a continuation of the comprehensive assessment process; services for juveniles with both substance abuse and mental health treatment needs; and continuum of care initiatives, and research- and outcome-based programming.

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT



ESTELA P. MEDINA
Chief Juvenile Probation Officer

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

TO: Aerin Toussaint, PBO
Budget Analyst

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

THROUGH: *Maya Duff*
Maya Duff
Grant Coordinator

SUBJECT: Approval of Grant Application to Continue FY14 Drug Court & In-Home Family Services

DATE: February 4, 2013

Attached is Travis County Juvenile Probation Department's grant application to the Office of the Governor, Criminal Justice Division to continue the Drug Court & In-Home Family Services program. Total funding requested is \$181,000; this award comes with a 10% required match which amounts to \$20,111. This funding will allow an increase in the number of juveniles who can participate in the existing Juvenile Treatment Drug Court program by increasing the availability of substance abuse services for participating youth and their families. The project goal is to improve the outcome for substance abusing juveniles by improving family support and participation in treatment for the offender.

Please review this item and place it on the **February 19, 2013** Commissioner's Court agenda for their consideration and signature. 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
Darryl Beatty
Gail Penney-Chapmond
Kathy Smith
Sylvia Mendoza
Lisa Eichelberger
Grant File

[Print This Page]

Agency Name: Travis County
Grant/App: 1731810 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Drug Court and In-Home Family Services
Status: Application Pending Submission

Eligibility Information

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

Application Eligibility Certify:
Created on:12/27/2012 10:54:50 AM By:Estela Medina

Profile Information

Applicant Agency Name: Travis County
Project Title: Drug Court and In-Home Family Services
Division or Unit to Administer the Project: Juvenile Probation Department/Special Services Division
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: Nicki Riley
Email: nicki.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:

111
707

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.

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.

Travis County Juvenile Probation Department (TCJPD) screens all eligible youth for potential substance abuse problems upon referral to the juvenile justice system. Once a youth has been referred to TCJPD, the Intake Unit of the Court Services Division will initiate the data collection activities. The Court Services Division is responsible for addressing the legal needs and initial processing of pre-adjudicated juveniles and their families. The Intake Unit provides twenty-four hour, seven day a week processing of youth referred for Class A and B misdemeanor and felony offenses. Each youth referred to TCJPD will be administered two screening instruments, the Massachusetts Youth Screening Inventory, 2nd version (MAYSI-2; Grisso & Barnum, 2000), and the Substance Abuse Use Survey (SUS; Wanberg, 1991). The MAYSI-2 is the mental health screening instrument mandated for use in all Texas Juvenile Probation Departments beginning September 1, 2001. It indicates need for further assessment of alcohol/substance use, aggression, depression, anxiety, somatic concerns, suicide ideation, and thought disturbance. The SUS is used to identify youth at risk for substance abuse and dependence. Scores from the screening instruments will guide the assessment process, determining whether the focus is on mental health concerns, substance use concerns, both or neither. After the completion of the SUS, if the score indicates the need for a Comprehensive Adolescent Severity Inventory (CASI) assessment, the youth is linked to Juvenile Assessment Center (JAC) services. This linkage typically occurs within the first six hours of being referred to TCJPD. The Intake Unit determines whether a youth will be detained or released to parents/guardians, which will indicate the need to complete the assessment prior to release. The information collected during these processes will be used to help ascertain whether or not a youth is eligible for the Travis County Juvenile Drug Court (JDC).

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.

Travis County Juvenile Drug Court (JDC) has developed and continues to maintain an interdisciplinary, non-adversarial work team. A key feature of the JDC is the non-adversarial relationship between the defense attorney and the prosecutor. This non-traditional approach allows for the emergence of a team concept focused on the best possible outcome for the youth and family. Additional strengths of the JDC include the aforementioned integrated concepts of treatment, supervision, sanctions and incentives in judicially supervised drug treatment court. Further, the required participation of the family in the drug treatment court provides an opportunity to bolster the team concepts. The family is a part of the "team" and work in harmony to ensure successful discharge from the drug treatment court program. Because of the integration concept there will need to be a convergence of disciplines, failure to do so, results in obstacles and barriers for the operation of a successful JDC. Each member of the JDC represents a discipline with its own philosophy for addressing the substance abusing offender and family that cannot be ignored. Fortunately, the goals of the disciplines are very similar however; the methods to accomplish the goals may vary. The effective operation of the integrated model requires substantial negotiations and agreement, then effective training and team building. The JDC have established guidelines and procedures that are agreed upon by all members and are documented in a Memorandum of Understanding resulting in a policy procedure manual. These guidelines and procedures enhance continuity and allows for the implementation of a team concept, which will prevent putting lawyer against lawyer, treatment against supervision with the child and family spiraling through the juvenile justice system and perhaps institutionalization. This integrated model of the JDC will take advantage of the best practices to include the utilization of the JJIN.

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

The target population will be identified, recruited for prompt placement and participation in the JDC by the assessment process utilized by Travis County Juvenile Probation Department (TCJPD). Each youth entering TCJPD will be screened and if indicated, referred to the JAC for a CASI. The JAC staff makes recommendations for the type of services. The Juvenile Probation Officer (JPO) staffs the case with the case work manager. A referral is made to the JJIN for the appropriate level of treatment. An intake date is given to the assigned JPO and services are linked in a short period of time no longer than a week. The JPO makes a referral to staff this case for the JDC. The JDC Screening Team meets weekly to review potential participant's files to ensure they meet the JDC criteria. If a youth is eligible for the program, this information is presented in court. If the youth is court ordered to participate in the program, the youth will be added to the drug court docket to participate in the program. Therefore, linkage to the JDC is a rapid process whereby once treatment recommendations are provided to the team and the case is staffed with the JDC screening team, the amount of time from JDC screening and the JDC court review can be within 24 hours. Screenings for the JDC take place on Tuesdays of each week and court takes place on Wednesday of each week. In most instances, admission to treatment and JDC occurs almost immediately.

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

The JDC tailor interventions to the complex and varied needs of youth and their families. Services to youth in the JDC are provided through the Juvenile Justice Integrated Network, a coordinated continuum of care. The Network is an integration of multiple providers that are able to meet many service needs of the youth and family. The programs offer a full continuum of on-site services, family services, education and counseling for adolescents needing outpatient and day or residential treatment. By integrating the treatment levels of each independent treatment program, the Network provides the JDC a seamless step up/down operation, which ultimately improves the effectiveness and efficiency of treatment. A key to achieving success is flexibility and responsiveness to the needs of each individual, understanding that "one size does not fit all", in a treatment regimen. Depending upon the recommendations of the clinicians, each youth and family will have their own goals and plans for treatment. Individualized service plans are developed to help address the myriad of needs presented by the youth and family. Employing strength based concepts, the Network members will seek to utilize family strengths to build competency even though many family units present multiple issues. Comprehensive screening and assessment initiated are completed at TCJPD. Treatment matching occurs through a staffing that is convened weekly with a casework manager.

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

The design of drug testing for the JDC is frequent, random and observed. The JDC participants undergo frequent, random, observed and regular drug testing by the treatment providers and the probation officers. Tests are conducted weekly until a clean specimen is provided which represents the benchmark for the offender. The frequency of testing changes as a result of progress or lack of progress. Drug testing will be administered anytime the juvenile is detained or after adjudication; testing also occurs during weekly probation office visits, randomly after advancement to the second phase of treatment and according to judicial orders. Treatment providers will test at their own discretion. The process for testing includes instructing the youth to wash hand before specimen collection; and ensuring that same sex staff will observe the juvenile by entering the restroom stall or by standing next to the urinal during collection. The JDC has procedures in place if a youth challenges a test result.

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

Goal Oriented Incentives and Sanctions are coordinated strategies to govern program responses to participants' compliance. The positive reinforcement valued by participants is embodied in the advancements made in the treatment model. In addition, the valued words of encouragement from the Judge and the recognition and accolades from the peer group and probation officer further demonstrate incentives. Other incentives used by the JDC include but is not limited to early release from probation, reduced appearances for status hearings and consistent recognition of progress. Incentives: Incentives include advancement in levels of supervision and phases of treatment, certificates, passes to recreational activities, gift cards, recognition from Judge, reductions in drug testing frequency, "stepping-down" into less intense treatment, early discharge from probation. Sanctions: A system of graduated sanctions is utilized to enhance compliance. The foundation for success includes a strong system of support from the judiciary, probation services and to the community-based providers. By developing a fully integrated Network, the juvenile offender will have a better opportunity to reverse the progression of criminal and substance abusing behavior while addressing other social, mental and educational issues. Sanctions will be applied for non-compliance. Criteria for sanctions include continued alcohol and/or drug use, failure to appear for Court, negative behavior, failure to advance through the phases in the treatment program and levels of supervision and missed treatment programs. Treatment providers will apply treatment sanctions as necessary; however, can recommend the need for JDC sanctions. A wide-range of sanctions are used in order to take into account the nature of substance abusing juvenile offenders. Many times these youth will be defiant as a result of adolescent behavior, as well as the inappropriate thinking and performance in the Network and JDC program. Therefore, a wide-range of sanctions provides adequate flexibility to ensure that youth are not expelled from the program until sanctions are exhausted. Sanctions include admonishment from the Judge, changes in level of supervision and or treatment, increased drug testing, increased community service, detention (length determined by JDC team) and termination from JDC. Participants failing to appear in the JDC can result in a directive to apprehend (warrant) being issued for arrest. Relapse or continued drug use may require a process of "stepping-up" into a more intense treatment setting to include residential.

Judicial Interaction – Ongoing judicial interaction with program participants.

The JDC has frequent judicial interaction with the program participants. The JDC team meets weekly to staff drug court juvenile probation officer caseloads. Each officer presents his or her caseload each week. This allows the JDC team an opportunity to review case information regularly and allows the JDC team staffing to move quickly and efficiently. The JDC convenes immediately following these meetings. The youth and the family are expected to appear regularly before the Juvenile Drug Court Judge. The frequency of appearances is based on the Phase and Level of Supervision, a participant has earned or if the Judge finds it necessary to require additional appearances. Appearances begin weekly until the participant has earned the privileges to have them reduced. Hearings are held with the entire JDC Team and appropriate service provider(s). Drug Court is convened in the evenings in order to allow for maximum parental participation.

Evaluation – Monitoring and evaluation of program goals and effectiveness.

The Travis County Juvenile Probation Department's Research Unit oversees the collection, management, analysis, interpretation of statistical information for evaluation purposes for the JDC. Process evaluations are conducted on an ongoing basis that documents both the history of the program's development and progress on implementation of the program. The outcome evaluation is determined by completion of treatment or the drug court program, reduction in positive urine drug screens, reduction in recidivism, increase in school participation and other factors that contribute to the program's success. Data comes from various agency databases and from semi-structured interviews with team members and key court personnel. The evaluation results, including suggestions for improvement indicated by the data, will be shared with the JDC team to highlight areas of challenge and success. This enables team members to continually assess progress on goals and objectives, identify needed changes in program policies and procedures, and address problematic areas and continue/strengthen program components that are working well. The Evaluator serves as the project manager and will coordinate operations of the evaluation. The Evaluator continually assesses progress on goals and objectives; identify needed changes in program policies and determining the degree to which a program is meeting its objectives, the problems it is encountering and the side effects it is creating. The evaluator offers self-adjusting information designed to enhance the operation of the JDC.

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

Travis County Juvenile Drug Court coordinates with the school system to ensure that each participant enrolls in and attends an educational program that is appropriate for his or her needs. Educational services are provided by the Austin Independent School District (AISD) and a liaison also participates in the JDC by helping to integrate educational services into the substance abuse treatment programs and by utilizing its resources to enhance the development of continuity in the area of education. Residential and the Day Enrichment programs host the education and vocational programs on-site. Each youth will be screened upon entry to develop an Individual Education Plan with assistance from former teachers and counselors. When a participant completes residential or the Day Enrichment program, the AISD liaison coordinates with the school district to ensure that each participant enrolls and attends an educational program that is appropriate for his or her needs.

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

The JDC has built partnerships with community organizations to expand the range of opportunities available to youth and their families. The Juvenile Justice Integrated Network (JJIN) has already established a wide variety of relationships in the community. Efforts to Increase community links is an on-going activity for the Network which enhances the service provision by leveraging existing services to expand or enhance services. The Drug Court Coordinator will provide a group of community representatives designed to help guide the team on matters that have direct linkage to culture and community-based services. These Representatives include members of the faith community, community based social service agencies, representation from the business community that can offer employment opportunities, also community and local government sponsored recreational and alternative service providers. The objective is to keep a viable group of participants who can bring in fresh and innovative recommendations to the JDC.

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 CJJ.

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.

N/A

Drug Court Date

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

5/21/2001

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.

The Honorable Texanna Davis

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.

Kathy Smith

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 mm/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:

The funds received from the Federal Funding will not replace existing funds received from CJD. Award Amount-\$198,200 Grant Period 9/30/2012 to 9/29/2013 from the Department of Health and Human Services/Substance Abuse Mental Health Administration (SAMHSA) The purpose of the Juvenile Treatment Drug Court grant is to provide funds to be used by treatment providers and the courts to provide alcohol and drug treatment, wrap-around services supporting substance abuse treatment, assessments, case management, and program coordination to those in need of treatment drug court services. Priority for the use of the funds should be given to address gaps in the continuum of treatment. Award Amount \$424,797 Grant Period 10/1/2010 through 9/30/2014 from the Office of Juvenile Justice program department. This grant will be paying for staff in order to expand the program. The Travis County Juvenile Probation Department seeks funds from CJD that will allow an increase in the number of offenders who can participate in the Drug Court program by increasing the availability of substance abuse services for participating youth and their families. Specifically, the grant will allow Juvenile Probation to contract with a provider to provide intensive in-home family services. This collaboration will provide the opportunity to improve the functioning of the juvenile's family system.

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, Employment Specialist

Enter the Address for the Civil Rights Liaison:

Travis County Human Resources; 700 Lavaca Street; Suite 420; Second Floor, Austin, TX 78701

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

512-854-9165

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:

A large number of youth are using or abusing substances. Intervention, treatment, and case management are critical in the area of substance abuse when working with youth who are in contact with the juvenile justice system. These youth appear to cycle through the justice system creating a strain on the court system, probation department, the family, and the community at large; in the form of a repetitive pattern of drug use and criminal behavior. Compounding the problem is inadequate parenting and lack of parental involvement which increases a child's likelihood of engaging in delinquent behavior. The ability to demonstrate success with this population is contingent upon therapeutic services available to not only delinquent youth, but also their families.

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:

In FY05, substance abuse screenings conducted with juveniles referred to the Department determined that 43% (1206/2779) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. In FY06, substance abuse screenings determined that 45% (1030/2301) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. In FY07, substance abuse screenings determined that 46% (1227/2649) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. In FY 07, a total of 43.6% (17/39) youth successfully completed the Juvenile Drug Court Program. In FY08, substance abuse screenings determined that 44.4% (1093/2461) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. In FY08, a total of 47.4% (18/38) youth successfully completed the Juvenile Drug Court Program. In FY09, substance abuse screenings determined that 41% (927/2260) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. In FY09, a total of 55.9% (38/68) youth successfully completed the Juvenile Drug Court Program. In FY10, substance abuse screenings determined that 48% (588/1219) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. According to the most recent Annual Evaluation, a total of 55.9% (38/68) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. Improving family support and participation leads to improve outcome for substance abusing juvenile offenders. In FY11, substance abuse screenings determined that 48% (661/1388) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. According to the most recent Annual Evaluation, a total of 70% (28/40) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. Improving family support and participation leads to improve outcome for substance abusing juvenile offenders. In FY12, substance abuse screenings determined that 35% (688/1993) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. According to the most recent Annual Evaluation, a total of 53% (23/43) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. Improving family support and participation leads to improve outcome for substance abusing juvenile offenders.

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 FY09-FY11 Community Plan under Juvenile Justice Delinquency Prevention states in priority #5, "Program or other initiatives designed to provide prevention, intervention, and treatment services to at-risk youth". The proposed project reflects the efforts as demonstrated under the Community Plan's funding priorities and supports the following: a continuation of the comprehensive assessment process; services for juveniles with both substance abuse and mental health treatment needs; and continuum of care initiatives, research-based, and outcome-based programming.

Goal Statement:

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

Enter a description for the overall goals and objectives:

The project goal is to improve outcome for substance abusing juvenile offenders by improving family support and participation in treatment services for the offender.

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 - The current year's project is on schedule in accomplishing the stated objectives.

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:

A large number of youth are using or abusing substances. Intervention, treatment, and case management are critical in the area of substance abuse when working with youth who are in contact with the juvenile justice system. These youth appear to cycle through the justice system creating a strain on the court system, probation department, the family, and the community at large; in the form of a repetitive pattern of drug use and criminal behavior. Compounding the problem is inadequate parenting and lack of parental involvement which increases a child's likelihood of engaging in delinquent behavior. The ability to demonstrate success with this population is contingent upon therapeutic services available to not only delinquent youth, but also their families. Improving family support and participation leads to improve outcome for substance abusing juvenile offenders. According to the most recent Annual Evaluation, a total of 53% (23/43) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. The proposed project reflects the efforts as demonstrated under the Community Plan's funding priorities and supports the following: a continuation of the comprehensive assessment process; services for juveniles with both substance abuse and mental health treatment needs; and continuum of care initiatives, and research- and outcome-based programming. TCJPD seeks funds that will allow an increase in the number of offenders who can participate in the Drug Court program by increasing the availability of substance abuse services for participating youth and their families. Specifically, the grant will allow TCJPD to contract with a provider of intensive in-home family services. This collaboration will increase opportunities to improve the functioning of the juvenile's family system by engaging the family construct in more positive approaches to living. Upon acceptance into the Drug Court Program, youth will be supervised by the Travis County Juvenile Probation Officers (JPO), placed in an appropriate outpatient substance abuse program, and provided in-home family counseling services. The youth and a family member will go before the Judge weekly, or as determined by the level the youth is on in the program. The JPO makes up to 3 contacts weekly with the youth in school, at home, in the probation office, in the community, or at the substance abuse treatment location. Drug screens will be completed weekly. A range of services, sanctions, and incentives are blended together to enhance a successful outcome. Family support and participation in services is enhanced through in-home family counseling designed to strengthen the family.

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.

Diversions - 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:

- Diversions
- 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.

The Juvenile Drug Court team consists of a Judge, an Assistant District Attorney, a Juvenile Public Defender, the Drug Court Coordinator, Juvenile Probation Officers, and Treatment Providers. The JDC team encourages participation by all of the team members during the team meetings and during court. The Judge is considered the drug court Team Leader, who is responsible for facilitating weekly reviews, supervise and reinforce treatment requirements and rules of probation. The Judge uses the Court as a therapeutic tool to support the improved and successful behavior of the juvenile offender. The Judge uses both sanctions and incentives to encourage compliance and successful completion of the drug court program. The Judge's role includes being the taskmaster, the head cheerleader, mentor and even special confidante. The Judge rewards successes during interaction with the youth and family and immediately employs sanctions for non-compliance. The Judge serves as mediator between the defense attorney and prosecutor to ensure that a team-effort is at the root of all decisions. Prior to status reviews, the Judge reviews treatment and probation data as generated in a report from an Access database by the Drug Coordinator or designee. The Assistant District Attorney (DA) serves as a member of the team and works cooperatively to assess cases that appear appropriate for the Drug Court program. The responsibility of the DA is to protect the public's safety by ensuring that each candidate is appropriate for the program and complies with all the drug court requirements. The DA will file petitions for program expulsions when deemed necessary, while taking a non-adversarial approach to serving as a drug court team member. The DA will participate in weekly hearings and will review treatment and probation data as generated in Access. The DA is a member of the screening team. The Juvenile Public Defender (JPD) has the responsibility to protect the participant's due process rights while encouraging full participation. The JPD serves the client by getting them to recognize the best outcome for an improved life not simply the best legal result. As a team member, the JPD uses a non-adversarial approach in order to help the client to remain compliant. The JPD regularly participates in weekly reviews; explains requirements to the youth and family. The JPD monitors sanctions imposed by the program. When a youth is successful, the JPD represents the youth at the final Court appearance. The JPD review treatment and probation data as generated in Access. JPD is a member of the screening team. Drug Court Casework Manager coordinates and monitors the operation of the Drug Court, supervises Drug Court staff, participates in Drug Court judicial staff meetings, 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. Juvenile Probation Officers (JPOs) supervise all of the participants in the program to ensure that they are complying with all of the requirements of the program and court orders. JPOs conduct random urinalysis tests on participants, conduct field visits, home visits, school visits, treatment visits, office visits and curfew checks on participants based on their level of probation. Participate in weekly court reviews. The Treatment Representative is the liaison between substance abuse treatment and juvenile probation. The treatment providers are responsible for generating weekly treatment reports for the team and responding to the Drug Court team as the substance abuse treatment professional. The School Representative serves as a liaison for the Drug Court and the school district. The representative works to help the Drug Court overcome barriers and move to elicit cooperation throughout the school district. Provide the average caseload size for a full-time case manager/probation officer assigned to this project.

15

Provide your project's policy on drug testing participants.

Participants on level I in the program receive 3 random drug tests a week. Participants on level II in the program receive 2 random drug tests a week. Participants on level III in the program receive 1 random drug test a week.

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

Travis County Juvenile Drug Court effectively serves post-adjudicated juveniles with co-occurring disorders and substance abuse issues. The strength based program utilizes accountability by providing weekly reviews, intensive supervision, and immediate linkage of substance abuse services to increase the participation in treatment, education, and compliance with conditions of probation.

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.)

894493

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.)

In FY12, Travis County Juvenile Probation Department (TCJPD) used the County's general funds of \$369,934 to pay for the Drug Court program as well as state grant funding of \$250,811 from TJJD. In addition, TCJPD receives \$198,923 from OJJDP and \$175,971 from SAMHSA.

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

Association for the Advancement of Mexican America's (AAMA), Austin Child Guidance Center (ACGC), Austin Travis County Mental Health and Mental Retardation, Travis County Day Enrichment Program, CHOICES, Choosing How I Live Life (C.H.I.L.L.), Clean Investments Counseling Center (CICC), Creating Lasting Family Connections (CLFC), Phoenix Academy, Providence of Texas, Riverside General Hospital, Houston Texas, Young Women's Christian Association (YWCA), Youth Advocacy, Inc. (YAP), American Youth works, Work source, Austin Can Academy, Lifeworks, Eagle Academy, Nexus, Reed Adolescent Center, Austin Urban League, and Southwest Keys Program.

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.)

151678

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

0

Describe how your project used those fees?

Fees are collected by the County Treasurer at the county level and used for General Revenue.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
		The Travis County Juvenile Probation Department will screen and then assess youth through the Juvenile Assessment Center. Youth determined to be in need of substance abuse services, family services, and specialized supervision will be referred to the Drug Court Program. Upon acceptance into Drug Court Program, youth will be supervised by the Drug Court Supervision Unit, placed In-Home Family Counseling

Drug Court - Juvenile	100.00	Services. Youth and a family member will go before the Judge weekly or as determined by the phase of completion. Travis County Juvenile Probation Officers makes up to 3 contacts weekly with the youth in school, at home, in the probation office, in the community, or at the substance abuse treatment location. Drug screens are completed weekly. A range of services, sanctions, and incentives are blended together to enhance a successful outcome. Family support and participation in services are encouraged through In Home Family Counseling designed to strengthen the family. After successful completion, graduation ceremonies are held and the community supporters as well as the team of professionals are invited to witness the commencement activity for the youth and family that successfully complete the Program and terms of Probation.
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Geographic Area:
Travis County, Texas

Target Audience:
Substance abusing juvenile offenders

Gender:
Males and females

Ages:
Youth aged 10 through 17

Special Characteristics:
The Drug Court includes services to youth with substance abuse and co-occurring 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.	72	78
Number of new enrollments in the program.	51	55
Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments - example: total number served.)	80	87
Number of people assessed for eligibility to participate in the program.	99	107
Number of drug court slots.	45	45

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 participants employed or enrolled in school at time of graduation (part time or full time).	23	25
Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.	2	5
Number of participants that successfully complete the program.	23	25
Number of program youth completing program requirements.	23	25
Number of program youth who reoffend.	35	38

Number of program youth with whom a best practice was used.	80	84
Number of programs / initiatives employing best practices.	7	7
Number of youth to test positive for drug use.	57	62

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/%
Personnel	Manager	Drug Court Casework Manager	\$0.00	\$20,111.00	\$0.00	\$0.00	\$20,111.00	23
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Urinary Analysis Kits- 1,875 kits @ \$3,20 each for drug testing juveniles in the program. This will allow staff to ensure youth in the program are following their treatment plans.	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	Contracted Services will include case management, family strengthening and preservation counseling, problem solving, intervention, and case coordination of needed additional services. The contractor will also participate in multidisciplinary staff and administer strength based assessments of families. The contractual funds may	\$175,000.00	\$0.00	\$0.00	\$0.00	\$175,000.00	0

		also include in home service sand substance abuse treatment for Drug Court clients.						
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Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Drug Court Casework Manager - Travis County general account funds	Cash Match	\$20,111.00

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$20,111.00	\$20,111.00	\$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	\$175,000.00	\$0.00	\$0.00	\$0.00	\$175,000.00
Personnel	\$0.00	\$20,111.00	\$0.00	\$0.00	\$20,111.00
Supplies and Direct Operating Expenses	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$181,000.00	\$20,111.00	\$0.00	\$0.00	\$201,111.00

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. § 7 94); 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 Drug Court and In-Home Family Services program 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 Drug Court and In-Home Family Services program to the Office of the Governor, Criminal Justice Division.

Signed by: _____

SAMUEL T. BISCOE, County Judge

Passed and Approved this 19th of February, 2013

Grant Application Number: **1731810**



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:	Pretrial Services - Drug Court #4220	
Contact Person/Title:	Rosie Ramon-Duran - Assistant Director	
Phone Number:	(512) 854-7601	

Grant Title:	Drug Diversion Court		
Grant Period:	From: <input type="text" value="9/1/2013"/>	To: <input type="text" value="8/31/2014"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor 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 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:	\$ 119,533	\$ 0	\$ 0	\$ 0	\$ 119,533
Operating:	\$ 33,250	\$ 0	\$ 0	\$ 0	\$ 33,250
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 3,055	\$ 0	\$ 0	\$ 0	\$ 3,055
Totals:	\$ 155,838	\$ 0	\$ 0	\$ 0	\$ 155,838
FTEs:	2.00	0.00	0.00	0.00	2.00

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.	# of people assessed for eligibility to participate in the program.	60	400	400	250
2.	# of new enrollments in the program.	53	200	200	120
3.	# of participants that have graduated from the program.	25	35	80	83
+ -	Measures for the Grant				
1.	Provide intensive case management for African American participants	45	35	35	35
Outcome Impact Description		On a monthly basis, at least 35 African American participants will receive treatment and counseling services while prosecution is deferred for their drug charge.			
2.	Provide intensive case management for dually diagnosed participants	21	20	20	20
Outcome Impact Description		On a monthly basis at least 20 dually diagnosed participants will receive treatment and counseling services while prosecution is deferred for their drug charge.			
3.					
Outcome Impact Description					

PBO Recommendation:

This is an application to continue the Drug Diversion Court program managed by Pretrial Services. This grant has no match requirements. 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?

The Criminal Justice Division (CJD) of the Governor's Office announced the availability of ongoing funds for eligible drug court programs. Eligible applicants are counties in Texas that have incorporated the ten essential characteristics as outlined in section 469.01 Health and Safety Code. This grant is available to jurisdictions to improve the delivery of services or to enhance the existing Drug Diversion Court Program with additional services that will allow the Travis County Drug Diversion Court to more fully meet the goals of the Drug Diversion Court Program.

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

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

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

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

A County match is not required.

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

Yes, the grant allows 2% indirect cost reimbursement.

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

No, the Drug Diversion Court program will not discontinue upon discontinuance of grant funding. If the grant is not awarded, the department may request to incorporate the grant funded FTE into the County Budget. If, however, funding for enhanced treatment and case management services is unavailable, the department would reduce the static capacity, which could create a waiting list for potential participants and discontinue services for specialized populations (or look for other funding sources).

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

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

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

In an effort to improve service delivery to participants of the program in according to Evidenced Based Practices; this ongoing grant will allow the Drug Diversion Court program to continue to serve two specific populations in need of drug treatment services. A specialized population of up to 35 African American offenders will continue to receive intensive case management, referral and monitoring of in-house treatment coordination services through grant funded Counselor. Additionally, the grant will provide funding for one Chemical Dependency Counselor which will provide case management and will conduct in-house treatment to 20 co-occurring disorder offenders.

Print This Page

Agency Name: Travis County
Grant/App: 1604313 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Drug Diversion Court
Status: Application Pending Submission

Profile Information

Applicant Agency Name: Travis County
Project Title: Drug Diversion Court
Division or Unit to Administer the Project: Pretrial Services
Address Line 1: Post Office Box 2245
Address Line 2:
City/State/Zip: Austin Texas 78768-2245
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: Rosie Ramon-Duran
Email: Rosie.Ramon-Duran@co.travis.tx.us
Address 1: PO Box 2245
Address 1:
City: Austin , Texas 78768
Phone: 512-854-4608 **Other Phone:**
Fax: 512-854-4606
Title: Ms.
Salutation: Chief Deputy

Financial Official

User Name: Nicki Riley
Email: nicki.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: Rosie Ramon-Duran
Email: Rosie.Ramon-Duran@co.travis.tx.us
Address 1: PO Box 2245
Address 1:
City: Austin , Texas 78768
Phone: 512-854-4608 **Other Phone:**
Fax: 512-854-4606

Title: Ms.

Salutation: Chief Deputy

You are logged in as **User Name:** ramondr

Print This Page

Agency Name: Travis County

Grant/App: 1604313 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Drug Diversion Court

Status: Application Pending Submission

Grant Vendor Information

Organization Type: County

Organization Option: applying to provide services to all others

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

You are logged in as **User Name:** ramondr

Print This Page

Agency Name: Travis County
Grant/App: 1604313 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Drug Diversion Court
Status: Application Pending Submission

Narrative Information

Primary Mission and Purpose

The Drug Court Program supports projects 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.

Funding Levels

The anticipated funding levels for the Drug Court program are as follows:

- Minimum Award - \$10,000
- Maximum Award - None
- Match Required - None

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.

Program Requirements

* The requirements for this fund source are subject to change pursuant to actions of the Texas Legislature.

Preferences

Preference will be given to:

1. mandated drug courts under Texas Health and Safety Code, §469.006; and
2. non-mandated drug courts operating in counties with a population of less than 200,000.

Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income to CJD through a formal grant adjustment and to secure CJD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless CJD authorizes otherwise. Program income shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

Criminal History Reporting

Entities receiving funds from CJD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public (DPS) Safety as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

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.

The Travis County Drug Diversion Court provides an opportunity for defendants in the Travis County judicial system to access alcohol and other drug treatment services. Qualified participants in the program are given substance abuse assessments and are referred to appropriate residential and/or in house outpatient substance abuse treatment. The Travis County Drug Diversion Court has an integrated team, including: judges, prosecutors, defense attorneys, intake officers, case managers and counselors.

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.

The Travis County Drug Diversion Court employs a balanced, non-adversarial approach by including the prosecution and the defense counsel as part of the drug court team, along with the case managers, counselors and the judge, in pre-chambers meetings to discuss the participant's progress. They are also all present in all court sessions.

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

The Travis County Adult Drug Diversion Court provides early identification for eligible participants via the District Attorney's office through a process which screens potential candidates' criminal history. Initial identification occurs when a defendant is arrested for a felony drug related offense. Candidates are referred to the Intake Assessment Department of Travis County Adult Drug Diversion Court to determine offenders Risk Level and for a clinical assessment to ascertain their degree of alcohol dependency. The RANT and GAIN Q3 Assessment are validated and reliable tools that are administered for each applicant by a trained Department assessor. Placement into the Travis County Adult Drug Diversion Court follows the screening and assessment process and reviewing program requirements with the participant which is coordinated by the Travis County Adult Drug Diversion Court Coordinator. If they are approved for admission, the offender is accepted into Travis County Adult Diversion Court within one to two weeks. Offenders are placed in the Travis County Adult Diversion Court as a condition of personal bond and are ordered to participate in treatment as recommended by the Travis County Adult Diversion Court Team. Participants are required to begin the substance abuse treatment program within one week of admission to the Travis County Adult Diversion Court.

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

Participants in the Travis County Drug Diversion Court are given access to services based on an assessed level of care, including: outpatient individual and group treatment sessions, recovery activities, detoxification, residential treatment, mental health counseling, housing and employment assistance.

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

Abstinence is randomly monitored on a weekly basis through breathalyzers and urinalysis coordinated by the Travis County Adult Diversion Court Monitors. Comprehensive written procedures are in place for completing drug testing to include direct observation of urine sample collection, verifying temperature, and response to contested drug test results. Any positive results are entered into the Travis County Adult Diversion Court database system within 24 hours. The participant's positive test is addressed at the next weekly Travis County Adult Diversion Court session. Participants must maintain 90 days of sobriety in order to successfully graduate from the Travis County Adult Drug Diversion Court.

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

Members of the Travis County Drug Diversion Court Team work together to determine an effective, coordinated response to participants' compliance. There is a system of rewards and sanctions, and decisions about these rewards and sanctions are made by the full drug court team during pre-chambers meetings prior to court.

Judicial Interaction – Ongoing judicial interaction with program participants.

Participants have frequent contact with the judge in the Travis County Drug Diversion Court. They typically attend drug court sessions once a week in the beginning of the program, with court attendance reducing over time with compliant behavior to once per month. The judge speaks directly to participants during their court appearances, with positive reinforcement for those doing well and clear directions for those who are struggling.

Evaluation – Monitoring and evaluation of program goals and effectiveness.

The Travis County Drug Diversion Court collects data electronically for participant tracking and uses this data for program reviews and planning. There have been several outside evaluations of the program in order to refine the system and track results.

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

The Travis County Drug Diversion Court is dedicated to providing education to team members on a regular basis. All new drug court staff members are trained on the drug court model before or soon after starting work. Training among Travis County Adult Drug Diversion Court Team members is ongoing. All Travis County Adult Drug Diversion Court Team members have attained a specific level of basic community correction and substance abuse treatment education and attend training specific or related to Travis County Adult Diversion Court function and operations annually. Training for the local criminal justice system and substance abuse treatment is on-going for all Travis County Adult Diversion Court agency partners. Additionally, staff receives training on Motivational Interviewing, Rant Risk Level, GAIN Q3 Assessment, URICA Stages of Change, and Roles of Team as it is related to Drug Court Members, development of supervision and treatment plans and responding to criminogenic need areas. For FY 2012, several team members attended the National Association of Drug Court Professionals (N.A.D.C.P) conference in Nashville, Tennessee. For FY 2013, five key staff will attend N.A.D.C.P.

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

From its inception, the Travis County Drug Diversion Court model was based on the collaborative efforts of local criminal justice system and substance abuse treatment agencies working towards a common goal for individuals with substance abuse needs. The Travis County Drug Diversion Court has developed and maintained relationships with Austin Housing Authorities, ANEW Transitional Halfway Housing, Developmental Counseling, Outreach, Screening, Assessment and Referrals, and Goodwill all have provided services for participants in the community. Some of these services include employment assistance/job training, housing assistance and educational services. A Process Committee was developed to design and measure accountability of service delivery efforts. This partnership continues to meet monthly as needed to provide ongoing strategic planning in order to meet participant needs and to optimize court and community safety goals. Members of the Process Committee are the Judges, Prosecutors, Defense Counsel, Adult Diversion Court staff, and Pretrial Services staff. In the future, other community-based organizations may be contacted for involvement. Meetings have been held with the Defense attorneys and they are familiar with the program and its application referral process.

Drug Court Program Requirements

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, including child welfare / CPS cases, child support cases, or other civil matters.

Select the **general approach(es)** that best fit this drug court.

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.

N/A - Two State District Court Judges preside over the Drug Court which are the 299th and the 403rd District Criminal Courts.

Drug Court Date

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

Enter the date [mm/dd/yyyy]:

8/1/1993

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).
- **Veterans** - Programs serving veterans or current members of the United States armed forces, including members of the Reserves, National Guard or State Guard.

Select the type of drug court that will be operated:

- Adult
- Veterans
- 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 through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over drug court, or a retired judge available as a sitting judge.

Enter the name, phone number, and email address 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. Applicant must notify CJD with this information when a judge is appointed.
Honorable Brenda P. Kennedy 512-854-9808 brenda.kennedy@co.travis.tx.us Honorable Karen Sage 512-854-9442 karen.sage@co.travis.tx.us

Drug Court Coordinator

Enter the name, phone number and email address 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. Applicant must notify CJD with this information when a coordinator is appointed.

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.

Sharon Caldwell-Hernandez 512-854-4646 sharon.caldwell-hernandez@co.travis.tx.us

Federal Funding

Applicant agrees to apply for federal grant funding from the Bureau of Justice Assistance to support operations of the court. Applicant also agrees to notify CJD immediately of any additional state or federal grants or other funds that may become available to support operation of the court. At that time, CJD may deobligate a portion of the funds awarded under this solicitation.

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 mm/dd/yyyy], and how the funds were used or will be used if the federal grant period overlaps with the grant period for this solicitation.

Enter the federal funding description:

6/1/1993: Center for Substance Abuse Treatment \$400,090; 5/1/1998: OJP Drug Court Enhancement - \$229, 850; 6/1/1998: OJP Drug Court Enhancement Initiative - \$209,196; 10/1/2002: US Department of Justice LLEBG: \$70,000; The Travis County Drug Court Diversion Court has not applied for a federal grant in several years. The initiatives funded by the CJD Grant have been funded by the CJD Grant since their inception.

TDSHS - CMBHS Registration

Applicant assures that it is currently registered or will register with the Texas Department of State Health Services (TDSHS) – Clinical Management for Behavioral Health Services (CMBHS) database. Information about registration procedures can be accessed [here](#).

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:

Kimberly Austin-Smith, Human Resource Manager II - Interim Liaison

Enter the Address for the Civil Rights Liaison:

700 Lavaca Sulte 420 Austin, Texas 78701

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

512-854-9165

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Drug Court Program Solicitation.

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:

The Travis County Drug Diversion Court seeks to continue to provide specialized services for African American offenders. Historically, African Americans are the largest segment of the population arrested for felony drug charges in Travis County, Texas. Additionally, given the special needs of the dually diagnosed participants, these participants continue to need specialized intensive case management and treatment coordination services.

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:

According to the NAACP Criminal Justice FACT Sheet Report (2008), African Americans constituted nearly 1 million of the total 2.3 million incarcerated populations. African Americans are incarcerated at nearly six times the rate of whites. The report also cited about 14 million Whites and 2.6 million African Americans report using an illicit drug in the United State. Five times as many Whites are using drugs as African Americans, yet African Americans are sent to prison for drug offenses at 10 times the rate of Whites. African Americans represent 12% of the total population of drug users, but 38% of those arrested for drug offenses, and 59% of those are in state prison for a drug offense. Furthermore, it is estimated 26.2 percent of American adults (about one in four) will suffer from a diagnosable mental disorder in a given year. The Gains Center on Jail Diversion cited the Bureau of Justice Statistics (BJS) 2002 report that estimated 16.3 percent of jail inmates either had a 'mental condition' or had an overnight stay in a mental hospital during their lifetime. While, the National Institute of Mental Health (NIMH) noted, local jail numbers are higher than state and federal institutes. It is estimated that 64.4 percent or two thirds of jail inmates in 2004 had a diagnosable mental disorder. During FY 12, the Travis County Sheriff's Office jail staff reported an average of 400 newly identified inmates that were in need of mental health services per month. It is safe for one to present the hypothesis of our jail population is in need of both mental health and substance abuse treatment. Without effective treatment interventions which address mental health and substance abuse issues, these two populations are likely to become members of the revolving door cycle.

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:

Travis County facilitates the community planning process that is required by the Texas Administrative Code as a prerequisite for applying for funding through the Governor's Office, CJD.

Goal Statement:

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

Enter a description for the overall goals and objectives:

The mission of the Travis County Adult Drug Diversion Court is to "work hand and hand with our community, team, and participants to address substance misuse and individual needs. We inspire and support commitment to recovery and behavior change. Our efforts lead to graduation and law abiding behavior." This mission is accomplished through collaborative partnerships. The Travis County Drug Diversion Court utilizes a pro-active approach which entails the early identification of felony drug related offenders and providing to them the support and services needed to eliminate their repetitive involvement with the criminal justice system. Specific program goals are as follows: 1. Participants will receive timely substance use treatment to address identified substance use needs and other criminogenic need areas. 2. Participants will receive timely judicial oversight to support and confront behavioral change through a well-defined strategy of sanctions and incentives. 3. Participants will receive timely drug/alcohol testing to insure abstinence. 4. Participants will receive case management services and will have their treatment plans monitored by the case manager.

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):

The Travis County Adult Drug Diversion Court coordinated with the District Attorney's Office, Criminal Court Administration, and the Travis County Defense Bar in implementing the Travis County Adult Drug Diversion Court. Representatives of these county entities have formed a Travis County Adult Drug Diversion Process Committee to guide and monitor the Court's activities. Because the Travis County Adult Drug Diversion Program completes all assessments and participant treatment and case management services, no working agreements are currently necessary.

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:

Obstacle: Maintaining a consistent flow of Travis County Adult Drug Diversion offender referrals. Proposed Resolution: Travis County Adult Drug Diversion Court is working to expand identification protocols at all intercept points to ensure that the target populations are referred offenders. Additionally, the Department will maintain regular contact with defense attorneys and prosecutors office to ensure they continue to make potential participants aware of the Travis County Adult Drug Diversion court option.

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:

Felony Drug related offenses impact community safety in Travis County as evidenced by the high volume of Drug arrests. According to the Travis County Sheriff's Office, approximately 6,000 booking arrests in calendar year 2012. There were approximately 4,000 booking arrests in calendar year 2011. During calendar year 2012, approximately 400 jail arrests involved offenders who were in need of mental health services. The mission of the Travis County Adult Drug Diversion Court is to "work hand and hand with our community, team, and

participants to address substance misuse and individual needs. We inspire and support commitment to recovery and behavior change. Our efforts lead to graduation and law abiding behavior." This mission is accomplished through collaborative partnerships. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights. Travis County Adult Drug Diversion Court integrates alcohol/drug treatment services with justice system case processing. The Court follows the ten key drug court components as recommended by the National Association of the Drug Courts Standards Committee. The program's goals are to provide participants with comprehensive substance abuse treatment, provide judicial oversight to participants to aid the process of behavioral change, provide drug/alcohol testing to participants to monitor abstinence, and to provide supervision and case management services to participants. The target populations for the Travis County Adult Drug Diversion Court are African Americans and offenders with co-occurring disorders. Both males and females are eligible to participate in the Travis County Adult Drug Diversion Court. The Prosecutor's office identifies potential program participants based on established eligibility guidelines. These offenders are then referred to the Travis County Adult Drug Diversion Court Intake Assessment Department where an assessment is conducted. Each offender is administered the RANT. Those offenders who are Medium and High Risk Level are immediately referred for a standardized substance abuse assessment (GAIN Q3). Members of the Travis County Adult Drug Diversion Court Team meet weekly and through a collaborative staffing process review assessment results and, where appropriate, recommend to the Travis County Adult Drug Diversion Court Judge placement of the offender in the Adult Drug Diversion Court as a condition of personal bond. This team is composed of the Travis County Adult Drug Diversion Court Judge, Prosecutor, Drug Diversion Court Case Manager, Treatment Staff/Coordinator, and Defense Attorney. Project coordination functions such as report submission and data collection will be completed by existing Department staff. The Travis County Adult Drug Diversion Court consists of three treatment levels, with the entire program lasting a minimum of 12 months. The program focuses on the participant's movement through the various stages of behavioral change necessary to insure long-term recovery. Depending on individual needs, Treatment Level 1 lasts a minimum of five months and focuses on Primary Treatment (Intensive Outpatient). Treatment Level 2 lasts four months and focuses on Supportive Aftercare. Level 3 is Continuing Care / Recovery Maintenance and lasts three months. This treatment protocol is a modification from previous years three phases. This enhancement is more in alliance with providing the necessary services to participants based upon Evidenced Based Practices. The current treatment approach provides a realistic recovery step-down modality to encourage and support participant motivation for behavioral change. The relapse component can be accessed by participants who are having difficulty remaining illicit and alcohol free. The relapse track includes moving the participant from any Treatment Level back to Treatment Level 1. All treatment levels will include regular office visits with the Case Manager, court appearances, in-house cognitive-based substance use treatment, random drug testing, and structured support group activity. The Travis County Adult Drug Diversion Court Team determines on an individual basis the frequency of these activities. A coordinated strategy governs the Travis County Adult Drug Diversion Court responses to compliance/non-compliance. The Travis County Adult Drug Diversion Court Team meets weekly to review individual progress and recommend to the Judge appropriate incentives for accomplishments or sanctions for program non-compliance. The participant will be assessed a one-time program fee as well as co-payments for in-house treatment and a fee for drug screens. This would be based on the participant's ability to pay as determined by a financial study. The Travis County Adult Drug Diversion Court provides its own in-house random drug testing protocol for all participants on a weekly basis. The Program has extended testing hours to include late evenings and has also incorporated Sunday breathalyzers. Another measure the program has taken was to reconstruct participant court appearances based upon Risk Level, and employment status. The length of treatment/participant services that are being court-ordered are based upon the severity of the participant's substance use and criminal history. For those participants who require a higher level treatment intervention, residential substance abuse treatment will be available at the Probation Department's residential Substance Abuse Treatment Facility. The Travis County Adult Drug Diversion Court is led by State District Judge Brenda Kennedy of the 403rd Criminal District Court and State District Judge Karen Sage of the 299th Criminal District Court. The specific positions being requested in this proposal are two full-time Case Managers. One case manager will provide case management, in-house treatment and provide necessary referrals to 20 co-occurring participants. While the second, Case Manager will provide case management and coordinate and monitor in-house treatment services to 35 African American participants. This staff member will have a caseload of 35 as opposed to 40 in order to serve as a backup for the Department's Intake Assessor. By moving treatment in-house we will no longer need the case management services of outside contracted vendors. This is a modification from the staffing configuration from the previous year where the grant funded two contracted vendors to provide case management and treatment referrals to entities that were not following Evidenced Based Practices. Travis County Adult Drug Diversion Court is requesting to reallocate these existing funds to provide an additional staff member who will provide case management. The counselors will continue to develop a treatment plan with the participant to address the participant's substance use and other criminogenic issues contributing to a substance-dependent lifestyle. Additionally, employment and educational services are incorporated into the participant's behavioral agreement if the assessment identifies deficits in these areas. All Intensive Outpatient treatment services are provided by Travis County Adult Drug Diversion Court Counseling Center. Travis County Drug Court requests additional funds to send staff to the annual NADCP and to allow for funding for three participants to alternative 90-day inpatient treatment. After completing the 3 program treatment levels, the participant will have met the following program objectives and will be eligible to successfully complete the Travis County Adult Drug Diversion Court treatment protocol • The participant will exhibit sobriety and regular attendance at court appearances, • The participant will have completed all court-mandated treatment and classes, • The participant will exhibit ongoing participation in recovery maintenance lifestyle • The participant will have verifiable employment and positive social interaction in areas conducive to recovery efforts. Upon successful treatment program completion, the participant's case will be dismissed by the District Attorney's Office. All program participants receive recognition and acknowledgement upon completion of milestones during program treatment levels and at program graduation. Training among the Travis County Adult Drug Diversion Court Team members will be ongoing and the county-wide Adult Drug Diversion Court Process Committee will continue to provide support to the Travis County Adult Drug Diversion Court staff. The Department's researcher will implement ongoing monitoring and evaluation strategies in order to track and measure the attainment of program goals and program effectiveness. Travis County is committed to addressing the community issue of the Felony Drug Related offender as indicated by our Implementation of the Travis County Adult Drug Diversion Court in August 1993. Using only existing resources, the Court was limited in scope until Governor's office funding was received. Continuation funding from the Office of the Governor would enable the jurisdiction to continue to provide all services necessary for a specialized Adult Drug Diversion Court and reduce risk to our community. In an effort to improve service delivery to participants of the program according to Evidenced Based Practices; this ongoing grant will allow the Drug Court program to continue to serve two specific populations in need of drug treatment services. A specialized population of up to 35 African American offenders will continue to receive intensive case management, referral and monitoring of in-house treatment coordination services through grant funded Counselor. Additionally, the grant will provide funding for one Chemical Dependency Counselor which will provide case management and will conduct in-house treatment to 20 co-occurring disorder offenders.

You are logged in as **User Name:** ramondr

Print This Page

Agency Name: Travis County
Grant/App: 1604313 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Drug Diversion Court
Status: Application Pending Submission

Project Activities Information

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 project's treatment team and describe their role in supporting the participants. The members of the treatment team are as follows: The Drug Court Judge, prosecutor, defense attorney, case manager, counselor, intake officer, program coordinator and program manager. The treatment team meets prior to each Drug Court docket to discuss the status of each participant on the docket. During this staffing, the team members are able to contribute information and offer suggestions. A group decision is reached regarding sanctions, referrals, and rewards.

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

The average caseload size is 28 participants per counselor.

Provide your project's policy on drug testing participants.

The Adult Drug Diversion Court will require a participant in the Program to participate in a Random Drug Testing Program. Random drug testing occurs weekly to meet the recommended level of drug testing according to 10 Key Components of Drug Court. Drug Tests are scheduled based upon identified needs and treatment levels while in the program. This screening and monitoring of the participant's compliance with drug testing enables the Court Team to quickly address any relapse while in the program. An increase in the Random Drug Testing Program protocol may be used as a sanction if the Adult Drug Diversion Court Team determines it is an appropriate response to the violation. The use of a breathalyzer is also a tool to monitor abstinence.

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

On a regular basis, performance goals are set by the Judge and management staff. On a monthly basis, a statistical report containing the current status of the Drug Court performance measures is reviewed to determine if we are on track with meeting set goals. Process or procedure changes are made if necessary.

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.)

938538

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.)

Local Funds: \$825,150.00 Special Funds: \$137,111.00

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

Treatment resources used for the Travis County Adult Drug Diversion Court include the Department's in-house Primary intensive outpatient treatment, supportive in-house treatment, Aftercare, Community Recovery Activities in conjunction with Outreach, Screening, Assessment and Referrals, Lifetime Recovery 90-day inpatient substance abuse treatment facility and SMART substance abuse treatment facility funded by TDCJ-CJAD for those needing residential treatment services. This is a five month residential treatment intervention.

Provide the total fees collected in your county during the most recently completed fiscal year, 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). Note: The party responsible for collecting court assessed fees in your county may be the treasurer, county clerk, or district clerk.

151678

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

75858

Describe how your project used those fees.

The funds were used for operating expenses such as educational equipment, office supplies, contract services, and training.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Drug Court - Adult	100.00	Provide intensive case management, outreach services, and treatment coordination for 35 African American participants through a grant funded Chemical Dependency Counselor. Also, provide intensive case management, treatment coordination and referrals to mental health services for 20 dually diagnosed participants through a contract with Austin Travis County Integral Care.

Geographic Area:
Travis County, Texas

Target Audience:
The target audience served by the Travis County Diversion Court is non-violent felony adult offenders who have been arrested for possession of small amounts of a controlled substance and who are assessed as being addicted to drugs.

Gender:
Both males and females participate in the Travis County Drug Diversion Court.

Ages:
17 years of age and up

Special Characteristics:
High Risk populations include African American and dually diagnosed offenders.

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Agency Name: Travis County
Grant/App: 1604313 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Drug Diversion Court
Status: Application Pending Submission

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 new enrollments in the program.	19	120
Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments - example: total number served.)	203	203
Number of people assessed for eligibility to participate in the program.	54	250

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 participants employed or enrolled in school at time of drug court graduation (part time or full time).	35	79
Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.	0	3
Number of participants that successfully complete the program.	45	83

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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Agency Name: Travis County
Grant/App: 1604313 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Drug Diversion Court
Status: Application Pending Submission

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	2% of grant total before indirect cost.	\$3,055.00	\$0.00	\$0.00	\$0.00	\$3,055.00	0
Personnel	Case Manager	One staff member to provide case management to a caseload up to 35 African Americans.	\$62,129.00	\$0.00	\$0.00	\$0.00	\$62,129.00	100
Personnel	Counselor and/or Therapist (licensed)	One licensed counselor to provide treatment to 20 individuals with co-occurring disorders.	\$57,404.00	\$0.00	\$0.00	\$0.00	\$57,404.00	100
Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	Both grant funded employees will attend the annual National Association of Drug Court Professional Conference.	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	To purchase office supplies and drug testing kits.	\$11,250.00	\$0.00	\$0.00	\$0.00	\$11,250.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	To provide 90-day long term inpatient treatment to three identified grant participants.	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0

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Agency Name: Travis County
Grant/App: 1604313 Start Date: 9/1/2013 End Date: 8/31/2014

Project Title: Drug Diversion Court
Status: Application Pending Submission

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

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

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Agency Name: Travis County
Grant/App: 1604313 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

Project Title: Drug Diversion Court
Status: Application Pending Submission

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00
Indirect Costs	\$3,055.00	\$0.00	\$0.00	\$0.00	\$3,055.00
Personnel	\$119,533.00	\$0.00	\$0.00	\$0.00	\$119,533.00
Supplies and Direct Operating Expenses	\$11,250.00	\$0.00	\$0.00	\$0.00	\$11,250.00
Travel and Training	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$155,838.00	\$0.00	\$0.00	\$0.00	\$155,838.00

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Agency Name: Travis County
Grant/App: 1604313 Start Date: 9/1/2013 End Date: 8/31/2014

Project Title: Drug Diversion Court
Status: Application Pending Submission

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 Travis County Drug Diversion Court Program Manager monitors contract compliance with the vendors use for professional services. This includes conducting site visits and having weekly contact with the vendors to monitor participant services and progress.

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?

Note: Pursuant to Texas Government Code §556.005, a political subdivision or private entity that receives state funds may not use the funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity that violates this provision is not eligible to receive additional state funds.

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 EEO and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEO is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEO 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:

You are logged in as **User Name:** ramondr

PSO

Fund: NON-GRANT-FUNDS

Fund Source: 1420150131 Pretrial Drug Court-Dry Ct Pg Pd

Funded Program: *

Functional Area: *

013

Account	Actual	Encumbrance	Original Budget	Remaining Budget
420280 Participant Payments				75,113.00
420380 Incent & Drug Conviction 504 Pp				67,473.47
500050 Salaries-Regular Employees	28,767.00		28,767.00	0.14
505011 Compensation Allowances	1,533.00		1,533.00	
506010 FICA Tax-OSDI	1,784.00		1,784.00	8.40
506020 FICA Tax-Medicare	417.00		415.34	1.66
506030 Medical Insurance Benefit	5,918.00		5,918.00	
506040 Life Insurance Benefit	90.00		90.75	-0.75
506050 Retirement Contribution	3,544.00		3,544.00	36.65
506060 Worker's Compensation	56.00		56.00	-0.08
510050 Clothing & Uniforms	1,000.00		1,000.00	365.00
510060 Communication Supplies & Equip	1,700.00		1,700.00	740.00
510080 Custodial Supplies & Equipment	127.00		127.00	0.64
510140 Hardware Supplies & Equipment	100.00		100.00	-32.98
510150 Institutional Equipment	12,536.00		12,536.00	-62.77
510170 Laboratory Supplies & Equipment	1,165.00		1,165.00	-1,213.30
510190 Medical/Physical Supplies & Equi	1,000.00		1,000.00	1,060.10
510200 Office Equipment	7,233.00		7,233.00	912.82
510230 Office Supplies	40.00		40.00	946.37
510230 Office Supplies/Equipment-Conv				5.49
510260 Other Supplies & Equipment				375.55
510270 Recreational Supplies & Equip				8.82
510320 Textile and Linen Supplies				133.40
510310 Consulting Services				-1,824.00
511120 Other Medical Services				
511670 Rent-Other Machinery & Equipm				
511720 Long distance				
511971 Other Purchased Services-Conv				
512010 Travel Subscriptions				
512030 Professional Licenses				
512040 Professional Membership				
512050 Registration Conferences/Semin				
512060 Subscriptions & Publications				
512090 Travel-Lodging Meals & Other				
512100 Travel-Mileage				
580010 Reserves-Allocated				
580015 Reserves-Unallocated				
* Expenditures	307,986.00		307,986.00	923.00
				169,952.00
				4,998.98
				185.53
				8,217.14
				-1,168.14
				2,158.49
				169,952.00
				923.00
				331,774.10
				-23,979.12
				35,000.00
				-0.17
				237.17
				3,432.00
				1,823.00
				500.00
				3,146.00
				200.00
				7,049.00
				7,343.00
				169,952.00
				923.00
				307,986.00

307,986
 (169,952)
 (923)
 137,111



Travis County Drug Diversion Court
a division of Pretrial Services & Adult Probation Department
PO Box 1748 Austin, TX 78767
2201 Post Road So. Bldg. Austin, TX 78704
512-854-4646 & 512-854-4200
512-854-4643 Fax

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

**Travis County Resolution
FY 14 Drug Diversion Court Grant**

WHEREAS, The Travis County Commissioners Court finds it in the best interest of the citizens of Travis County, that the Drug Diversion Court be operated during FY 14; and

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

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

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

Signed by: _____
County Judge Samuel T. Biscoe

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

Grant Application Number: 16043-13



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Criminal Justice Planning (Justice & Public Safety Division)	
Contact Person/Title:	Cathy McClagherty, Senior Planner	
Phone Number:	854-4713	

Grant Title:	Justice Reinvestment Initiative		
Grant Period:	From: <input type="text" value="Mar 1, 2013"/>	To: <input type="text" value="Feb 28, 2015"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Center for Effective Public Policy		
Will County provide grant funds to a sub-recipient?	Yes: <input checked="" type="checkbox"/>	No: <input 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:	Bureau of Justice Assistance		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 300,000	\$ 0	\$ 0	\$ 0	\$ 300,000
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 300,000	\$ 0	\$ 0	\$ 0	\$ 300,000
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"/>	JM	
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.	See attached.				
2.	See attached.				
3.	See attached.				
+ -	Measures for the Grant				
1.	See attached.				
Outcome Impact Description					
2.	See attached.				
Outcome Impact Description					
3.	See attached.				
Outcome Impact Description					

PBO Recommendation:

This is a contract for a new grant program in Criminal Justice Planning to assist with permanent supportive housing for the chronically homeless and mentally ill. CJP briefed the Commissioners Court on this program on February 4, 2013. Please note that this program will be funded by two grants- one is federal funding passed through to the Center for Effective Public Policy and the second is a donation from the Arnold Foundation. The Arnold Foundation grant will be submitted for Commissioner Court approval on 2/26/13. There is no grant match or continuing obligations to the County. PBO recommends approval of this grant contract.

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

This new program will provide permanent supportive housing (PSH) and support services (intensive case management and ancillary services) for twenty-two (22) chronically homeless, mentally ill men and women who are "frequent fliers" in our County Jail. Eligibility is determined by a Jail Impact Score, measured by frequency of bookings and number of jail bed days consumed in a two-year period. Travis County will contract with a local non-profit agency to provide the PSH and support services. Our target population is one that overlaps with current programs within CJP, including MHPDO, and fits with our mission to work with offenders and ex-offenders as they reenter the community from a period of incarceration.

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

There are no requirements or obligations beyond the two-year grant period (please refer to #5).

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 required.

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

Yes.

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

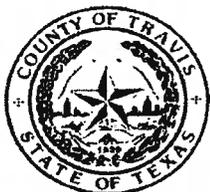
Yes, but if the program proves to be successful (as measured internally and via an external evaluation to be conducted by the Urban Institute), CJP will seek additional funding to continue the program and has asked community JRI partners to do the same of their representative governing bodies (City and local nonprofits that also work with our target population).

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

The County has already committed to addressing homelessness/housing, recidivism, and the needs of ex-offenders, including those that are mentally ill. This program addresses all of these needs at once and, while a new initiative, it is one that tackles existing social issues the County is involved with.

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.

Criminal Justice Planning has several programs/budget items that work with similar populations: MHPDO, IOTC, Offender Workforce Development, CTC, and transitional housing. This program furthers our department's mission to work towards addressing offender and ex-offenders needs upon re-entry into our community.



JUSTICE & PUBLIC SAFETY DIVISION

Roger W. Jefferies, County Executive
P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417

January 15, 2013

Ms. Denise E. O'Donnell
Director
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

**Criminal Justice
Planning**
Roger W. Jefferies
(512) 854-4415

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

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

Dear Ms. O'Donnell:

Please accept the revised budget and budget narrative for the Travis County, Texas, Justice Reinvestment Initiative (JRI) Phase II application. The original application, including a full scope of work, requested \$451,812 in grant funding from BJA. It was submitted to BJA through our technical assistance provider, The Center for Effective Public Policy, in mid-August 2012. In a letter dated October 24, 2012, BJA authorized \$300,000 in pass-through funding to support our initiative. The attached budget and budget narrative reflect this fiscal change.

Travis County stands ready to work with a community partner, identified through a competitive Request for Services, to implement our justice reinvestment pilot program. Funding for this two-year long program will be used to provide permanent supportive housing and case management and support services for twenty-two chronically homeless, mentally ill, frequent users of the Travis County Jail.

Sincerely,

Roger Jefferies
County Executive
Travis County Justice & Public Safety

Enclosure

C: Peggy Burke, Principal, The Center for Effective Public Policy
Becki Ney, Principal, The Center for Effective Public Policy

Attachment E Revised Budget Narrative Summary

In October 2012, Travis County, Texas, was notified by the U.S. Department of Justice, Office of Justice Planning, Bureau of Justice Assistance (BJA) that \$300,000 in pass-through funding was authorized for our Justice Reinvestment Initiative (JRI) Phase II permanent supportive housing/support services pilot program. The original program budget was \$451,812, to be used to supplement housing vouchers for the pilot's target population and to pay for support services offered in tandem with housing.

In order to fully fund this initiative and maintain initial program design, Travis County sought other means of making up the difference in the housing pilot program's budget. One of our JRI Phase II partners, the Housing Authority of Travis County (HATC), generously offered to fully fund the housing vouchers for the pilot program's participants, thereby eliminating an \$82,800 item in the budget. HATC is assuming full responsibility for paying for these vouchers, which means less money is available for other individuals and/or programs. This move demonstrates a strong commitment to the JRI pilot program. Please note that while a maximum of twenty-three housing vouchers was initially promised to the JRI pilot program, twenty-two vouchers are actually available at this time. HATC has a limited number of housing vouchers to distribute and has made commitments to other housing initiatives within the community, which limits the number of vouchers available to any one program.

The amount remaining to make the pilot program's budget "whole" was **\$69,012**. It was brought to Travis County's attention by our JRI technical assistance provider, the Center for Effective Public Policy, that the Laura and John Arnold Foundation was willing to consider a request to supplement our funding if Travis County agreed to add an external evaluation to the initiative. Travis County reached out to the Urban Institute in Washington, D.C., as our evaluator of choice, based on our extensive work history with them and their stellar reputation as evaluators, specifically in the area of permanent supportive housing, and they agreed to partner with us. In mid-December 2012, Travis County submitted a request for \$69,012 to the Arnold Foundation; this request was

approved the following week. Funding received from the Arnold Foundation will pay for a portion of the case management and support services package for program participants during the first year of the pilot program. The Urban Institute submitted a separate budget request for the external evaluation component of this initiative to the Arnold Foundation during this same timeframe; it was also approved.

The \$300,000 award from BJA will pay for the majority of the case management and support services package for program participants during the first year of the pilot program and will fund the entire pilot program during the second year of the pilot program. Travis County has entered into contract negotiations with a respected and seasoned local housing and service provider, Foundation Communities (www.foundcom.org), identified through release of a competitive Request for Services. The proposed budget submitted by Foundation Communities, which is subject to fine tuning during the negotiation process, is \$369,012. The bulk of their proposal (\$222,620) will fully fund two case managers for the two-year pilot program. Pilot program participants will benefit from Foundation Communities years of experience and established ties within the community. Via intensive case management, participants will be able to access

- ✓ Housing stability support services
- ✓ Individualized treatment planning
- ✓ Primary medical care
- ✓ Psychiatric assistance
- ✓ Licensed psychotherapy
- ✓ Employment readiness support
- ✓ Application assistance for mainstream benefits
- ✓ Health and wellness programming and education
- ✓ Community building and outreach/engagement activities

A portion of the proposed budget (\$58,960) includes transitional housing financial support; household set-up expenses; substance abuse treatment (as needed); assistance with daily living expenses (laundry, clothing, cleaning supplies, representative payee services, and transportation); and medication and medical co-

pays. The remainder of the proposed budget (\$87,432) is earmarked for operating expenses, to include a portion of the expense for 24/7 front desk staff (Foundation Communities' PSH locations have controlled entry and exit); case manager travel and mileage; and one-time office expenses.

This revised budget represents full funding for the Travis County JRI Phase II pilot program. Funding at 100% of our original request enables us to implement the pilot program as originally intended and avoid significant cuts in the number of participants served, duration of the pilot, and/or level of case management and services offered, while maintaining the energy and focus we feel is necessary to be successful.

	Program Year 1	Program Year 2	Program Total	BJA Contribution	Arnold Foundation Contribution	HATC Contribution
A. PERSONNEL (2 FTE Case Managers)						
Salaries (2 FTEs @ \$45,000 salary/year; 3% cost of living/merit increase in year 2)	\$90,000	\$92,700	\$182,700	\$113,688*	\$69,012**	N/A
Benefits + Payroll Taxes (3% increase in year 2)	\$19,526	\$20,394	\$39,920	\$39,920	N/A	N/A
SUBTOTALS	\$109,526	\$113,094	\$222,620	\$153,608	\$69,012	N/A
B. OPERATING EXPENSES						
Front Desk Staffing (17% of 24/7 Operations @ 2 properties)	\$38,000	\$38,000	\$76,000	\$76,000	N/A	N/A
Local Staff Travel (\$45/month x 2 staff x 12 months)	\$1,080	\$1,080	\$2,160	\$2,160	N/A	N/A
Program Supplies (2 computers in year 1)	\$6,420	\$2,852	\$9,272	\$9,272	N/A	N/A
SUBTOTALS	\$45,500	\$41,932	\$87,432	\$87,432	N/A	N/A
C. CLIENT DIRECT ASSISTANCE						
PSH Vouchers (22 clients X 12 months)	\$82,800	N/A	\$82,800	N/A	N/A	\$82,800
Transitional Housing Support (\$150/week X 4 weeks X 22 clients)	\$13,200	N/A	\$13,200	\$13,200	N/A	N/A
Household Set-up Items (\$200 x 22 clients)	\$4,400	N/A	\$4,400	\$4,400	N/A	N/A

Substance Abuse Treatment	\$8,200	\$25,800	\$34,000	\$34,000	\$34,000	N/A	N/A
Daily Living Expenses (Laundry, Clothes, Cleaning Supplies, Representative Payee Services, Transportation, On-Site Food Pantry Access)	\$2,200	\$2,200	\$4,400	\$4,400	\$4,400	N/A	N/A
Medication and Medical Co-Pays	\$1,480	\$1,480	\$2,960	\$2,960	\$2,960	N/A	N/A
SUBTOTALS	\$112,280	\$29,480	\$141,760	\$58,960	\$141,760	N/A	\$82,800
GRAND TOTALS	\$267,306	\$184,506	\$451,812	\$300,000	\$451,812	\$69,012	\$82,800

* This amount funds .47 FTE in Year 1 and 2.0 FTE in Year 2.

** This amount funds 1.53 FTE in Year 1.

Attachment G

[JUSTICE REINVESTMENT PERFORMANCE MEASURE PLAN – TRAVIS COUNTY, TEXAS]

June 20, 2012

The goals and objectives that follow are indicators by which the Travis County Justice Reinvestment Initiative will be measured. The primary objective of this initiative is to study the impact permanent supportive housing and wrap around services, including intensive case management, will have on the jail resources currently expended on the target population. For this initiative, the target population is a specific portion of the mentally ill population that is both, chronically criminally involved and chronically homeless.

The target population was identified through an analysis of county jail data. All people booked two or more times during a three year period (ending 12-31-2011) that were identified as both mentally ill and reporting chronic homelessness were identified. A list of 107 of the individuals with the highest jail bed day consumption was compiled. Individuals on the Target Population List were then ranked by a jail impact score, weighting frequency of arrest and jail bed days consumed.

Case managers and housing providers will identify, assess and make program placements for individuals based on their rank on the list. Once placed in housing the client will be removed from the list. The list will be updated annually and provided to consortium members.

Goal A: Reduce the use of jail resources for the mentally ill and chronically homeless population

→ Objective 1a (At Program Start-Up)

Within **three months** of program implementation, **100%** of eligible program participants identified from the Target Population List will be assessed by the program case managers. Those identified as eligible for permanent supportive housing will continue to receive case management and wrap around services while waiting for available housing to ensure the client has the support necessary to remain stable and secure while awaiting housing.

→ Objective 1b (Ongoing)

As housing slots become available, program case managers will fill the available slots with the next highest priority client from the Target Population List. Within **one month** of housing/program availability, the next eligible client will be assessed for program participation and the housing eligibility process started.

→ Objective 2

Within one year of program implementation, 60% of program participants will have a meaningful reduction in both frequency of arrest and jail bed day consumption. In the second year of implementation, 90% of program participants will have a meaningful reduction in frequency of arrest and jail bed days consumed.

→ Objective 3

To ensure continuous service and low vacancy rate within available housing units, program case managers will actively manage the Target Population List. Individuals higher on the list choosing not to participate at this time will be maintained on the list and provided an opportunity to participate at each available point based on individual ranking. Program Case Managers will contact the Justice and Public Safety program liaison when there are only 15 individuals remaining in the top 50 so that an updated list can be provided. Otherwise, an updated list will be generated annually by way of Travis County Jail data, ranked and provided to Consortium members.

→ Objective 4

Within one year of program implementation, the number of jail admissions for program participants demonstrating poor functioning and/or psychiatric crisis will be reduced by 40%. In year two the percentage of program participants entering the jail with poor functioning or psychiatric crisis will be reduced by 80% from the baseline.

Goal B: Reduce the use of emergency medical resources for the mentally ill and chronically homeless population

→ Objective 5

Within one year of program implementation, the number of emergency room (ER) visits and ambulance transports will be reduced by 30% for the program participants. In the second year of program implementation a 60% reduction will be achieved. This objective will be measured by establishing a baseline of participant usage in the 365 and 720 days prior to program participation.

→ Objective 6

Within one year of program implementation, medical hospitalization costs will be reduced for program participants by 20%. Within the second year of program implementation a 40% reduction will be achieved. Because this target population tends to be less healthy and may have long-term medical issues, a lower target is set. Program administrators will evaluate successes at year one and may establish a higher target for year two.

Goal C: Improve housing stability among the criminally-involved, mentally ill and chronically homeless target population

→ Objective 7a (At Program Start-Up)

Within six months, 100% of available housing units will be filled with the clients identified in Objective 1a.

→ Objective 7b (Ongoing)

As new housing units become available, program participants identified in Objective 1b will have completed the eligibility process and be placed in housing within 30 days.

→ Objective 8

The program case managers will track the number and duration of housing placements. All participants in housing for at least 30 days will demonstrate a 50% reduction in annual homeless days within the first year.

Goal C: Improve medical and social stability among the mentally ill and chronically homeless population

→ Objective 9

Within one year of program implementation, 100% of program participants will participate in at least one medical, social, family, educational or therapeutic service.

→ Objective 10

Case managers will report improved social and psychiatric functioning among 80% of the clients served between the beginning and the end of their program participation.

→ **Objective 11**

80 % of the Program participants will report improved social and psychiatric functioning between the beginning and the end of their program participation.

PLAN TO ACHIEVE PROGRAM GOALS AND OBJECTIVES

The following outlines a plan, including data sources, how each objective will be measured, person(s) responsible and the frequency in which outcomes will be reported.

Objective	How it will be measured	Frequency of Reporting	Responsible
Objective 1a	Time between program initiation and client acceptance.	Program additions and drops will be reported monthly.	Program Case Managers
Objective 1b	Time between availability and filling of the slot.	Days available housing is vacant and/or filled should be reported with 1a/	Program Case Managers
Objective 2	Baseline and ongoing frequency of arrest and jail bed day consumption.	Annually	Program Case Managers are responsible for reporting participants regularly. Travis County Justice and Public Safety will measure baseline and post program participation.
Objective 3	Master Target Population List with participating clients	Monthly	Program Case Managers and Justice & Public Safety
Objective 4	Collected with Objective 2, via TRAG scores as assessed by jail psychiatric staff	Annually	Justice and Public Safety

Objective 5	Participant lists and Indigent Community Care Data. (Releases may need to be obtained by program participants).	Annually	Justice and Public Safety, Program Case Managers, ICC and TCSO psychiatric staff.
Objective 6	Same as Objective 5.		
Objective 7a	Measured from Objective 1a	Monthly	Program Case Managers
Objective 7b	Measured from Objective 1b	Monthly	Program Case Managers
Objective 8	Master list	Annually	Program Case Managers
Objective 9	Master list	Annually	Program Case Managers
Objective 10	Survey of each participant	Annually or upon discharge	Program Case Managers
Objective 11	Participant Survey	Annually or upon discharge	Program Case Managers

**SUBAWARD AGREEMENT
BETWEEN THE CENTER FOR EFFECTIVE PUBLIC POLICY AND
TRAVIS COUNTY, TEXAS**

March 1, 2013 – February 28, 2015

This constitutes the agreement between the Center for Effective Public Policy (the Center) and Travis County, Texas (Travis County) regarding the responsibilities of each in their roles as recipient and subawardee under the Criminal Justice Improvement and Recidivism Reduction through State, Local and Tribal Justice Reinvestment: Category 3: Local and Tribal Justice Reinvestment Program Implementation, Cooperative Agreement #2010-RR-BX-K069, funded by the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA).

1. *Subaward Documents:* This subaward agreement shall consist of this agreement and 8 attachments, incorporated by reference into this agreement.
 - a) Attachment 1 contains the budget detail worksheet submitted as part of Travis County's request to BJA for funding in the amount of \$300,000 as well as the budget outlining all funds to be used for Travis County Justice Reinvestment Initiative: Phase II Strategies.
 - b) Attachment 2 contains information on applicable federal regulations and grant award special conditions.
 - c) Attachment 3 is an electronic funds transfer (EFT) approval form and instructions for its completion.
 - d) Attachment 4 is a copy of the OJP Financial Status Report (FFS-425) and instructions for its completion.
 - e) Attachment 5 contains Certifications by Travis County and instructions for completion.
 - f) Attachment 6 is a copy of the Justice Reinvestment Initiative: Phase II Strategies worksheet, the required quarterly progress report form and instructions for its completion.
 - g) Attachment 7 is a copy of a Subawardee Drawdown Request form and instructions for its completion.
 - h) Attachment 8 contains administrative requirements for subcontracting the activities authorized under this agreement to a subcontractor.

2. *Scope of Work:* As part of Travis County's management of this funding, and its involvement in the JRI initiative, Travis County, through its Justice & Public Safety Division, will:
 - a) Conform with federal administrative agreement for subrecipients referenced in the Office of the Chief Financial Officer (OCFO) Financial Guide available in electronic form at: <http://www.ojp.usdoj.gov/financialguide/toc.htm>.
 - b) Continue its efforts to support the Community Consortium and its implementation plan for Phase II of the JRI Initiative.
 - c) Support and facilitate a feasible referral process for targeting the homeless population having the greatest impact on the criminal justice system—and work to facilitate a consensus among Community Consortium members to support this process.
 - d) Involve all necessary agencies in the effort and keep representatives informed and knowledgeable about the vision and goals for the effort.

- e) Work with the Community Consortium and outside evaluators to establish performance indicators to measure the effectiveness of the effort.
- f) Engage the community and other stakeholders as appropriate.
- g) Conduct progress reporting, data collection and analysis to inform planning, implementation and evaluation. See section 7 below for additional requirements.
- h) Develop a plan for sustaining the effort beyond the grant period, documenting outcomes and potential savings, and working to develop a consensus among the Community Consortium as to possible reinvestment of savings resulting from lowered use of jail capacity and other criminal justice and health resources by the target population.
- i) Facilitate access to housing vouchers supplied by the Housing Authority of Travis County (HATC) for the population participating in the pilot.
- j) Oversee the contracting of funds to Foundation Communities as the identified service organization to provide case management and other services.
- k) Ensure that Foundation Communities carries out specific tasks as outlined in the budget and complies with requirements passed down to Travis County as a result of the use of federal funds (including compliance regarding allowable expenses such as travel) and:
 - i. Employs two case managers to oversee the provision of human and social service assistance to 22 individuals identified to participate in this pilot program.
 - ii. Provides direct client assistance to include intensive case management that will provide access to housing stability support services, individualized treatment planning, primary medical care, psychiatric assistance, licensed psychotherapy, employment readiness support, application assistance for mainstream benefits, health and wellness programming and education, community building and outreach/engagement services. A portion of the budget will also support transitional housing financial support, household set-up expenses, substance abuse treatment, medication and medical co-pays, and daily living expenses (i.e., laundry, clothing, cleaning supplies, representative payee services, transportation, on-site food pantry access) for 22 program participants. Case management services will also be directed toward assisting program participants in the use of housing vouchers provided by the Housing Authority of Travis County to access permanent housing in which supportive services will continue.
 - iii. Ensures adequate operational support such as appropriate staffing levels, procurement guidelines for the acquisition of program supplies, and travel requirements in accordance with funding protocols.
 - iv. *Complies with Travis County and Other Required Financial and Progress Reporting Procedures.* Travis County will enforce and ensure that Foundation Communities follows the statutes and procedures for progress and financial reporting. Additionally, Travis County will require Foundation Communities to report on a quarterly basis the information needed to complete the Justice Reinvestment Initiative: Phase II Strategies worksheet.

Travis County staff designated for the administration and oversight of these funds include Cathy McClaugherty (Cathy.McClaugherty@co.travis.tx.us), who will provide programmatic oversight, and Nicki Riley (Nicki.Riley@co.travis.tx.us), who will provide fiscal oversight.

3. *Subaward Amount:* \$300,000.

4. *Subaward Period:* This agreement covers the period from March 1, 2013 – February 28, 2015.

5. *State-Non-Profit Certification:* Travis County certifies that the County is not prohibited by local or state regulations from accepting funding from a non-profit organization.
6. *Alterations:* Any alterations to this agreement or future amendments must be submitted in writing to and approved by the Center and the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.
7. *Progress Reports:* Travis County is required to file quarterly progress reports to the Center with information regarding its progress using the Justice Reinvestment Initiative: Phase II Strategies worksheet provided with this agreement. Travis County agrees to work with the Center and Urban Institute, its outside evaluator, to tailor the Justice Reinvestment Initiative: Phase II Strategies worksheet to capture the activities and outcome measures funded under this agreement before the initial progress report is due. Progress reports should include a recap of activities performed over the previous ninety (90) days and a summary of any unexpected outcomes or complications in the delivery of services. In order to meet BJA's reporting deadlines, Travis County will submit progress reports to be received by the Center no later than the 5th day of each month to cover the periods noted below:

<u>Reporting Period</u>	<u>Due Date</u>
First Quarter (January 1-March 31)	April 5
Second Quarter (April 1-June 30)	July 5
Third Quarter (July 1-September 30)	October 5
Fourth Quarter (October 1-December 31)	January 5

The Center will not process payment requests if progress reports have not been submitted on schedule. Progress reports may be delivered via email to sfogg@cepp.com or via regular mail to:

Stevyn Fogg
 Senior Associate
 Center for Effective Public Policy
 8403 Colesville Road
 Suite 720
 Silver Spring, MD 20910

Travis County also agrees to provide the Center with information regarding its progress as necessary to inform the Center in the completion of the Center's quarterly TTARS and semi-annual GMS reporting requirements.

8. *Payment:* Travis County shall submit requests for advances or reimbursement of expenses incurred. Travis County will:
 - a) At least 12 days prior to a first request for advance or reimbursement, submit a completed electronic funds transfer (EFT) form as shown in Attachment 3 to initiate authorization for transfer of funds under this agreement.
 - b) Provide detail through the use of the Subawardee Drawdown Request along with any additional attachments and include an authorizing signature (e-signatures accepted). See Attachment 7.

Requests for payment may be submitted as necessary or at a minimum of every thirty (30) days. The Center will render payment within fifteen (15) days of receipt of the invoice unless authorized to withhold payment under another section of this agreement. Requests for payment shall be delivered via email to amann@cepp.com or via regular mail to:

Anke Mann
Accounting Manager
Center for Effective Public Policy
8403 Colesville Road, Suite 720
Silver Spring, MD 20910

9. *Implementation of the Subaward:* This Subaward shall be implemented on ____ / ____ / 2013.

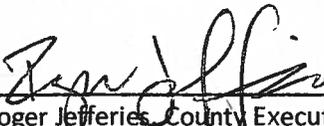
As the direct recipient of funds under this grant, the Center is responsible for the management of the grant and is ultimately responsible for ensuring compliance with all federal requirements. Travis County will cooperate with the Center in achieving compliance with the specific terms and conditions of the award, as well as the other terms and conditions specified in this agreement.

10. *Execution of Subaward:*

Execution of this subaward is contingent upon the approval by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance of a "no-cost extension" Grant Adjustment Notice (GAN) for Grant Number 2010-RR-BX-K069. Approval of the GAN (which would extend the end date of the grant from April 30, 2013 to February 28, 2015) is currently pending. Should the Center's request for a no-cost extension be disallowed, this subaward will be considered null and void. Travis County is prohibited from disbursing funds under this subaward until formal written notice of approval of the no-cost extension has been supplied by the Center.

Samuel T. Biscoe, Judge
Travis County Commissioners Court

Date



Roger Jefferies, County Executive
Travis County Justice & Public Safety Division

2-13-13
Date

Peggy Burke, Principal
Center for Effective Public Policy

Date

Attachment 1

Budgets

Instructions: Please review and initial where indicated on each page of this attachment.

The attached Budget Detail Worksheet prepared and submitted by Travis County contains the BJA-approved description of budgeted funds under this subaward agreement. Travis County is authorized under this agreement to transfer 10% of category totals without prior approval of the Center. Expenditures that require transfer or shifting funds by more than 10% of the categorical subtotal will require prior approval by the Center.

A second budget outlines the line items within the subcontract budget which the JRI funds will support. It also provides information, by line item, regarding the private Arnold Foundation funding and housing voucher funding to be provided by the Housing Authority of Travis County; all of which will support the JRI efforts directed at creating permanent, supportive housing for the target population that constitutes the Justice Reinvestment Initiative: Phase II Strategies.



Budget Detail Worksheet

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

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

Name/Position	Computation	Cost
Position 1, each position entry limited to one line		
Position 2		
Position 3		
Position 4		
Position 5		
Position 6		
SUB-TOTAL		\$0.00

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

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

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

Purpose of Travel	Location	Item	Computation	Cost
Travel entry 1, two lines per entry				
Travel entry 2				
Travel entry 3				
Travel entry 4				
Travel entry 5				
Travel entry 6				
Travel entry 7				
TOTAL				\$0.00

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

Item	Computation	Cost
Equipment entry 1, one line per entry		
equipment entry 2		
equipment entry 3		
equipment entry 4		
equipment entry 5		
TOTAL		\$0.00

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

Supply Items	Computation	Cost
Supply item 1, one line per entry		
supply item 2		
supply item 3		
supply item 4		
supply item 5		
supply item 6		
supply item 7		
supply item 8		
supply item 9		
TOTAL		\$0.00

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

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

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

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

Name of Consultant	Service Provided	Computation	Cost
Supply item 1, one line per entry	maximum of three lines		
Supply item 1, one line per entry			
Supply item 1, one line per entry			
Supply item 1, one line per entry			
<i>Subtotal</i>			\$0.00

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

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

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

Item	Cost	
	\$0.00	
Case management; support services (medication; substance abuse treatment; household set-up expenses; daily living expenses); and operating expenses.	\$300,000.00	
<i>Subtotal</i>		\$300,000.00
TOTAL		\$300,000.00

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

Description	Computation	Cost
four lines per entry, use boxes below or an additional page for more space if required		
TOTAL		\$0.00

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

Description	Computation	Cost
one line per entry		
one line per entry		
TOTAL		\$0.00

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

Budget Category	Amount
A. Personnel	\$0.00
B. Fringe Benefits	\$0.00
C. Travel	\$0.00
D. Equipment	\$0.00
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$300,000.00
H. Other	\$0.00
Total Direct Costs	\$300,000.00
I. Indirect Costs	\$0.00
TOTAL PROJECT COSTS	\$300,000.00
Federal Request	\$300,000.00
Non-Federal Amount	\$151,812.00

	Program Year 1	Program Year 2
A. PERSONNEL (2 FTE Case Managers)		
Salaries (2 FTEs @ \$45,000 salary/year; 3% cost of living/merit increase in year 2)	\$90,000	\$92,700
Benefits + Payroll Taxes (3% increase in year 2)	\$19,526	\$20,394
SUBTOTALS	\$109,526	\$113,094
B. OPERATING EXPENSES		
Front Desk Staffing (17% of 24/7 Operations @ 2 properties)	\$38,000	\$38,000
Local Staff Travel (\$45/month x 2 staff x 12 months)	\$1,080	\$1,080
Program Supplies (2 computers in year 1)	\$6,420	\$2,852
SUBTOTALS	\$45,500	\$41,932
C. CLIENT DIRECT ASSISTANCE		
PSH Vouchers (22 clients X 12 months)	\$82,800	N/A
Transitional Housing Support (\$150/week X 4 weeks X 22 clients)	\$13,200	N/A
Household Set-up Items (\$200 x 22 clients)	\$4,400	N/A
Substance Abuse Treatment	\$8,200	\$25,800
Daily Living Expenses (Laundry, Clothes, Cleaning Supplies, Representative Payee Services, Transportation, On-Site Food Pantry Access)	\$2,200	\$2,200
Medication and Medical Co-Pays	\$1,480	\$1,480
SUBTOTALS	\$112,280	\$29,480
GRAND TOTALS	\$267,306	\$184,506

* This amount funds .47 FTE in Year 1 and 2.0 FTE in Year 2.

** This amount funds 1.53 FTE in Year 1.

Program Total	BJA Contribution	Arnold Foundation Contribution	HATC Contribution
\$182,700	\$113,688*	\$69,012**	N/A
\$39,920	\$39,920	N/A	N/A
\$222,620	\$153,608	\$69,012	N/A
\$76,000	\$76,000	N/A	N/A
\$2,160	\$2,160	N/A	N/A
\$9,272	\$9,272	N/A	N/A
\$87,432	\$87,432	N/A	N/A
\$82,800	N/A	N/A	\$82,800
\$13,200	\$13,200	N/A	N/A
\$4,400	\$4,400	N/A	N/A
\$34,000	\$34,000	N/A	N/A
\$4,400	\$4,400	N/A	N/A
\$2,960	\$2,960	N/A	N/A
\$141,760	\$58,960	N/A	\$82,800
\$451,812	\$300,000	\$69,012	\$82,800

Attachment 2

Federal Regulations

Instructions: Please review and initial where indicated on each page of this attachment.

As subawardees of funds under this agreement, Travis County is subject to and agrees to abide by:

1. *OMB Circulars/Code of Federal Regulations:* The requirements of all applicable OMB Circulars/Code of Federal Regulations, including Title 2 CFR, Part 215 formerly known as OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements With Institutions of High Education, Hospitals, and Other Non-Profit Organizations;" OMB Circular A-122, "Cost Principles for Non-Profit Organizations;" Uniform Administrative Requirements known as "common rule;" OMB Code Title CFR, Part 225, "Cost Principles for State or Local Unit of Government, or Tribal Organization;" and OMB Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations."
2. The financial and administrative requirements set forth in the current edition of the OJP Grant Guidelines as outlined in the Office of the Chief Financial Officer (OCFO) Financial Guide along with information for obtaining assistance is available at <http://www.ojp.usdoj.gov/financialguide/toc.htm>.
3. All federal statutes, regulations, policies, guidelines, and requirements that govern the application, acceptance, and use of federal funds for this federally assisted project.
4. *Financial Status Reporting:* Travis County is required to submit a quarterly Financial Status Report to the Center, using the form (FFS-425) attached to this agreement along with instructions for its completion. Financial Status Reports are due no later than 15 days following the end of the calendar quarter for which reporting is due. In order to meet BJA's reporting deadlines, Travis County will submit financial status reports to be received by the Center no later than the 5th day of each month to cover the periods noted below:

<u>Reporting Period</u>	<u>Due Date</u>
First Quarter (January 1-March 31)	April 5
Second Quarter (April 1-June 30)	July 5
Third Quarter (July 1-September 30)	October 5
Fourth Quarter (October 1-December 31)	January 5

The Center will not process payment requests if Financial Status Reports have not been submitted on schedule. Financial Statue Reports may be delivered via email to amann@cepp.com, or via regular mail to:

Anke Mann
Accounting Manager
Center for Effective Public Policy
8403 Colesville Road
Suite 720
Silver Spring, MD 20910

Initial here: 

5. *Financial Records:* Travis County agrees to maintain accurate records of all costs incurred in the performance of this work and agrees to allow the Center and BJA, and their duly appointed representatives, reasonable access to their records to verify the validity of the expenses reimbursed under this agreement. Travis County agrees to maintain their financial records, supporting documents, and other information pertaining to this agreement for a period of three (3) years from the end date of this agreement.

To comply with federal regulations, Travis County agrees to maintain a financial management system that provides accurate, current, and complete disclosure of the financial status of the sub-award. This means the financial system must be capable of generating regular financial status reports which indicate the dollar amount allocated for the award (including any budget revisions), the amount obligated, and the amount expended for each activity. The system must permit the comparison of actual expenditures and revenues against budgeted amounts.

Accounting records must be supported by source documentation. Invoices, bills of lading, purchase vouchers, payrolls, and the like must be secured and retained for three (3) years in order to show for what purpose funds were spent. Payments should not be made without invoices and vouchers physically in hand.

6. *Audit:* Travis County agrees to conduct audits as required by OMB circulars, federal cost principles, or cost accounting standards applicable to their performance as recipients of U.S. government funds. Copies of Travis County's A-133 audits and the accompanying Auditor's Letters of Compliance will be provided to the Center no later than nine (9) months after the close of the fiscal year during the term of this agreement.

If an audit discloses findings or recommendations, Travis County agrees to include with the audit report a corrective action plan containing the following:

- a) The name and number of the contact person responsible for the corrective action plan.
- b) Specific steps to be taken to comply with the recommendations.
- c) A timetable for performance and/or implementation dates for each recommendation.
- d) Descriptions of monitoring to be conducted to ensure implementation.

Copies of Circular A-133 can be found at

http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf.

7. *Allowable and Unallowable Costs:* Travis County agrees to follow federal regulations as put forth in applicable OMB Circulars as published by the Office of the Comptroller, Office of Justice Programs, U.S. Department of Justice, and the most current edition of the BJA Grant Guidelines, in determining allowable costs under this agreement. Travis County agrees not to use funds provided under this agreement for any cost which has been determined to be unallowable under these regulations. Reimbursement by the Center for any cost that is later determined to be unallowable does not constitute sanction by the Center for the unallowable use of these funds.

Initial here: 

8. *Indemnification*: Travis County agrees to indemnify the Center against all losses for expenses incurred by Travis County that are, or are later held to be, unallowable. Reimbursement by the Center to Travis County for such costs does not negate nor in any way nullify Travis County's responsibility under the provision.

Grant Special Conditions

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal 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 written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by –

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530
e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

Initial here:



or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.
8. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
9. The recipient agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions on subawards to first-tier sub recipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ccr.htm> (Award condition: Central Contractor Registration and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
10. All program authority and responsibility inherent in the Federal stewardship role shall remain with the Bureau of Justice Assistance (BJA). BJA will work in conjunction with the recipient to routinely review and refine the work plan so that the program's goals and objectives can be effectively accomplished. BJA will monitor the project on a continual basis by maintaining ongoing contact with the recipient and will provide input to the program's direction, in consultation with the recipient, as needed.
11. The recipient agrees to budget funds for one staff representative to attend BJA's Annual Training and Technical Assistance Providers' Meeting once a year for two to three (2-3) days in Washington, D.C. In addition, the recipient agrees to participate in BJA training events, technical assistance events, or conferences held by BJA or its designees, upon request.
12. The recipient agrees to track and report to BJA on its training and technical assistance activities and deliverables progress using the guidance and format provided by BJA.
13. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

14. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
15. To support public safety and justice information sharing, OJP requires the grantee to use the National Information Exchange Model (NIEM) specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas generated as a result of this grant to the component registry as specified in the guidelines. For more information on compliance with this special condition, visit <http://www.niem.gov/implementationguide.php>.
16. The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.
17. Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:
 - 1) name of event;
 - 2) event dates;
 - 3) location of event;
 - 4) number of federal attendees;
 - 5) number of non-federal attendees;
 - 6) costs of event space, including rooms for break-out sessions;
 - 7) costs of audio visual services;
 - 8) other equipment costs (e.g., computer fees, telephone fees);
 - 9) costs of printing and distribution;
 - 10) costs of meals provided during the event;
 - 11) costs of refreshments provided during the event;
 - 12) costs of event planner;
 - 13) costs of event facilitators; and
 - 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV));
and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

OJP will provide further instructions regarding the submission of this data at a later time.

18. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

19. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the *OJP Financial Guide*.
20. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
21. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

Initial here: 

22. The recipient acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.

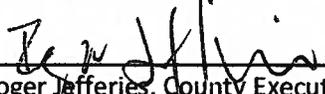
The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 14 (Rights in Data -General).

It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement question without further authorization from the OJP program office.

23. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
24. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
25. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
26. The recipient understands and acknowledges that for purposes of this award, food and/or beverages expenses are deemed reasonable and allowable for training sessions, meetings, conferences, or other similar functions only to the extent that the 1) break or other refreshment costs, plus any hotel service costs (e.g., labor cost for room setup), do not exceed 23 percent of the current General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate per attendee per day; and 2) the cost of any individual meal, plus any hotel service costs (e.g., labor cost for room setup), does not exceed 150 percent of the GSA M&IE rate for that meal in that locality per attendee. Current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>.

I have read and acknowledge the information in this document.



Roger Jefferies, County Executive
Travis County Justice & Public Safety Division

_____ 2-13-13 _____
Date

FFR Number	Reporting Item	Instructions
		information on the <i>FFR</i> Attachment. <i>Do not complete this box if reporting on multiple awards.</i>
6	Report Type	Mark appropriate box. <i>Do not complete this box if reporting on multiple awards.</i>
7	Basis of Accounting (Cash/Accrual)	Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this <i>FFR</i> . Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project period that is funded in increments or budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period. <i>Do not complete this line if reporting on multiple awards.</i>
	Project/Grant Period, To: (Month, Day, Year)	See the above instructions for "Project/Grant Period, From: (Month, Day, Year)."
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final <i>FFRs</i> , the reporting period end date shall be the end date of the project or grant period.
10	Transactions Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants. Use Line 12, Remarks, to provide any information deemed necessary to support or explain <i>FFR</i> data.	
Federal Cash (To report multiple grants, also use <i>FFR</i> Attachment)		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors. For multiple grants, report each grant separately on the <i>FFR</i> Attachment. The sum of the cumulative cash disbursements on the <i>FFR</i> Attachment must equal the amount entered on Line 10b, <i>FFR</i> .
10c	Cash On Hand (Line 10a Minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency may require an explanation

FFR Number	Reporting Item	Instructions
		on Line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash.
Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)
10f	Federal Share of Unliquidated Obligations	<p>Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions.</p> <p><i>Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.</i></p>
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
Recipient Share: Do not complete this section if reporting on multiple awards.		
10i	Total Recipient Share Required	Enter the total required recipient share for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost

FFR Number	Reporting Item	Instructions
		sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
10k	Remaining Recipient Share to be Provided (Line 10i Minus Line 10j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.
Program Income: Do not complete this section if reporting on multiple awards.		
10l	Total Federal Program Income Earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j.
10m	Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10n	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10o	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	Indirect Expense: Complete this information only if required by the awarding agency. Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9.	
11a	Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c	Period From; Period To	Enter the beginning and ending effective dates for the rate(s).
11d	Base	Enter the amount of the base against which the rate(s) was applied.
11e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f	Federal Share	Enter the Federal share of the amount in 11e.
11g	Totals	Enter the totals for columns 11d, 11e, and 11f.
Remarks, Certification, and Agency Use Only		
12	Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a	Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	E-mail Address	Enter the e-mail address of the individual listed in Line 13a.

FFR Number	Reporting Item	Instructions
13e	Date Report Submitted (Month, Day, Year)	Enter the date the <i>FFR</i> is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.

Attachment 3

THE CENTER

EFT Approval Form

Payee Information

Name	
Address	
City, State, Zip	
Federal Tax ID	
Financial Contact Person Name	
Phone	
Email	

Bank Account Information

Bank Name and Address	
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other
Account Number	
9-Digit Routing Number	
Signature of Company Official	
Date	

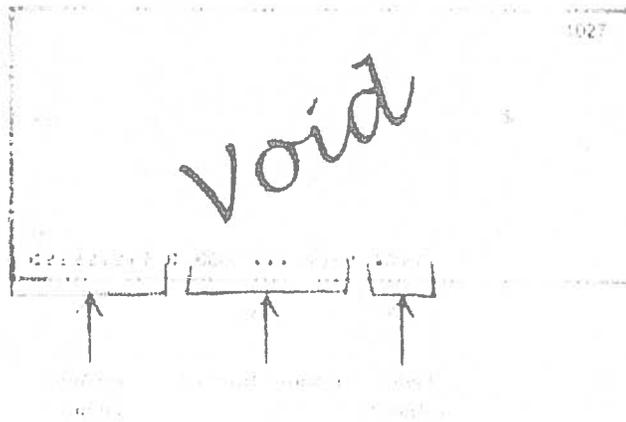
Instructions:

In order to arrange for electronic transfer of funds to your bank account, the CEPP requires the above information at least 12 days prior to the first payment. Please email this form to Anke Mann at amann@cepp.com to set up the process. Hard copies of this completed form must be mailed to:

Center for Effective Public Policy
 Attn: Anke Mann
 8403 Colesville Road, Suite 720
 Silver Spring, MD 20910

Please complete all fields above. Note that account and routing numbers must be listed including all leading zeros. The check example to the right shows where the routing and account numbers can be found on a check. Please provide a copy of a voided check with this form as well.

Initial here: _____



Attachment 4

OJP Financial Status Report (FFS-425)

Instructions: Please review and initial where indicated on each page of this attachment.

Initial here: 

Federal Financial Report Instructions

Report Submissions

- 1) Recipients will be instructed by Federal agencies to submit the *Federal Financial Report (FFR)* to a single location, except when an automated payment management reporting system is utilized. In this case, a second submission location may be required by the agency.
- 2) If recipients need more space to support their *FFRs*, or *FFR Attachments*, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal grant or other identifying number (if reporting on a single award), recipient organization, Data Universal Numbering System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

Reporting Requirements

- 1) The submission of interim *FFRs* will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final *FFR* shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final *FFRs*, the reporting period end date shall be the end date of the project or grant period.
- 2) Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.

Note: For single award reporting:

1) Federal agencies may require both cash management information on lines 10(a) through 10(c) and financial status information lines 10(d) through 10(o).

2) 10(b) and 10(e) may not be the same until the final report.

Line Item Instructions for the Federal Financial Report

FFR Number	Reporting Item	Instructions
Cover Information		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the <i>FFR Attachment</i> . <i>Do not complete this box if reporting on multiple awards.</i>
3	Recipient Organization	Enter the name and complete address of the recipient organization including zip code.
4a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency. For multiple awards, report this

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page	1	of	
pages								
3. Recipient Organization (Name and complete address including Zip code)								
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year)				9. Reporting Period End Date (Month, Day, Year)				
10. Transactions						Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>								
Federal Cash (To report multiple grants, also use FFR Attachment):								
a. Cash Receipts								
b. Cash Disbursements								
c. Cash on Hand (line a minus b)								
<i>(Use lines d-o for single grant reporting)</i>								
Federal Expenditures and Unobligated Balance:								
d. Total Federal funds authorized								
e. Federal share of expenditures								
f. Federal share of unliquidated obligations								
g. Total Federal share (sum of lines e and f)								
h. Unobligated balance of Federal funds (line d minus g)								
Recipient Share:								
i. Total recipient share required								
j. Recipient share of expenditures								
k. Remaining recipient share to be provided (line i minus j)								
Program Income:								
l. Total Federal program income earned								
m. Program income expended in accordance with the deduction alternative								
n. Program income expended in accordance with the addition alternative								
o. Unexpended program income (line l minus line m or line n)								
11. Indirect Expense		a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
		g. Totals:						
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:								
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)								
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)				
				d. Email address				
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)				
				14. Agency use only:				

Standard Form 425 - Revised 6/28/2010
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

Attachment 5

Certifications

Instructions: Please review and initial where indicated on each page of this attachment.

Initial here: 

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

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

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

1. LOBBYING

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

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

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

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

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

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

A. The applicant certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

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

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

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

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

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

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

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

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

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

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

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

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

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

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

1. Grantee Name and Address:

2. Application Number and/or Project Name:

3. Grantee IRS/Vendor Number _____

4. Type/Print Name and Title of Authorized Representative

5. Signature

6. Date

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 4061/2, 4061/3 AND 4061/4 WHICH ARE OBSOLETE.
OFFICE OF JUSTICE PROGRAMS BJA NIJ OJJDP BJS OVC

Attachment 6
Justice Reinvestment Initiative: Phase II Strategies Worksheet

Instructions: Please review and initial where indicated on each page of this attachment.

Initial here: 



Justice Reinvestment Initiative: Phase II Strategies

JRI SITE

Travis County

Justice Reinvestment Initiative: Phase II Strategies

JRI SITE

Travis County

BUDGET & EXPENSES INFORMATION

<u>Budget</u>	<u>Budgeted Expenditures</u>	<u>Spending to Date</u>	<u>% of funds spent</u>
Salary			
Fringe Benefits			
<i>Sub-Total: Personnel</i>			
Travel			
Equipment			
Supplies			
Construction			
Consultants / Contracts			
Other Costs			
Indirect Costs			
<i>Sub-Total: Non-Personnel</i>			
Total Budget			

Instructions

This worksheet was designed as a tool for sites participating in **Phase II** of the Justice Reinvestment Initiative to provide information to their Technical Assistance providers on the status of JRI strategies. Each site will be asked to fill in the "Strategy" tabs for as many justice reinvestment strategies as they plan to pursue throughout this initiative. Sites will need to complete quarterly performance information **once per quarter**.

For each worksheet, fill in only the golden cells. Other cells will auto-populate with relevant information. To give you an example, click on the "Summary" tab (to the immediate left of this tab) and notice that information on the JRI site is blank.

Now, fill in the following golden cell...

Site Name

Travis County

And return to the "Summary" tab. Do you notice that your jurisdiction is now listed? The worksheet will continue to auto-populate fields with information that you have already entered, which we hope makes filling out this form a bit easier.

Two examples of JRI strategies are provided on the last two tabs of this worksheet. If you need extra assistance, please contact your TA provider.

BASIC INFORMATION

Strategy Name

Lead Agency

Status

New Existing

Strategy Description:

Training	<input type="checkbox"/>
Technology / Infrastructure	<input type="checkbox"/>
Facilities	<input type="checkbox"/>
Programming	<input type="checkbox"/>
Support	<input type="checkbox"/>
Other	<input type="text"/>

Type ('X' all that apply)

BUDGET INFORMATION

Funding

Fines / Fees	<input type="text"/>
General Fund	<input type="text"/>
Other Funds	<input type="text"/>
JRI Pass Through	<input type="text"/>
Total Funding	\$ -

QUARTERLY EXPENSE DATA

	Q1	Q2	Q3	Q4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select a reporting period from the drop-down menu

Program FTE

Budget

Salary	<input type="text"/>
Fringe Benefits	<input type="text"/>
Sub-Total: Personnel	\$ -

Expenses

Salary	<input type="text"/>
Fringe Benefits	<input type="text"/>
Sub-Total: Personnel	\$ -

Total Budget

Travel	<input type="text"/>
Equipment	<input type="text"/>
Supplies	<input type="text"/>
Construction	<input type="text"/>
Consultants / Contracts	<input type="text"/>
Other Costs	<input type="text"/>
Indirect Costs	<input type="text"/>
Sub-Total: Non-Personnel	\$ -

Travel
Equipment
Supplies
Construction
Consultants / Contracts
Other Costs
Indirect Costs
Sub-Total: Non-Personnel

Travel	<input type="text"/>
Equipment	<input type="text"/>
Supplies	<input type="text"/>
Construction	<input type="text"/>
Consultants / Contracts	<input type="text"/>
Other Costs	<input type="text"/>
Indirect Costs	<input type="text"/>
Sub-Total: Non-Personnel	\$ -

Total Expenses

PERFORMANCE INFORMATION

DRIVERS

Applicable Phase 1 identified driver(s) of CJS population and related costs

Driver 1
Driver 2

ACTIVITIES

Activity 1

Measures

Year 1 Goal
or %

Progress:

Q1 Q2 Q3 Q4

Activity 2

Measures

Year 1 Goal
or %

Progress:

Q1 Q2 Q3 Q4

Activity 3

Measures

Year 1 Goal
or %

Progress:

Q1 Q2 Q3 Q4

Activity 4

Measures

Year 1 Goal
or %

Progress:

Q1 Q2 Q3 Q4

PUBLIC SAFETY
OUTCOMES

Measures

Year 1 Goal
or %

Progress:

Q1 Q2 Q3 Q4

PERFORMANCE INFORMATION

DRIVERS

Applicable Phase / Identified driver(s) of CJS population and related costs

Driver 1
Driver 2

ACTIVITIES

Activity 1

Measures

Year 1 Goal
or %

Progress: Q1 Q2 Q3 Q4

Activity 2

Measures

Year 1 Goal
or %

Progress: Q1 Q2 Q3 Q4

Activity 3

Measures

Year 1 Goal
or %

Progress: Q1 Q2 Q3 Q4

Activity 4

Measures

Year 1 Goal
or %

Progress: Q1 Q2 Q3 Q4

PUBLIC SAFETY
OUTCOMES

Measures

Year 1 Goal
or %

Progress: Q1 Q2 Q3 Q4

BASIC INFORMATION

Strategy Name

Lead Agency

Status

New Existing

Strategy Description:

- Training
- Technology / Infrastructure
- Facilities
- Programming
- Support
- Other

Type ('X' all that apply)

BUDGET INFORMATION

Funding

Fines / Fees	
General Fund	
Other Funds	
JRI Pass Through	
Total Funding	\$ -
Program FTE	

QUARTERLY EXPENSE DATA

	Q1	Q2	Q3	Q4

Select a reporting period from the drop-down menu

Budget

Salary	
Fringe Benefits	
Sub-Total: Personnel	\$ -
Expenses	%

Current Program FTE

Total Budget

Travel	
Equipment	
Supplies	
Construction	
Consultants / Contracts	
Other Costs	
Indirect Costs	
Sub-Total: Non-Personnel	\$ -

Salary	
Fringe Benefits	
Sub-Total: Personnel	\$ -

Total Expenses

Travel	
Equipment	
Supplies	
Construction	
Consultants / Contracts	
Other Costs	
Indirect Costs	
Sub-Total: Non-Personnel	\$ -
Total Expenses	\$ -

Travel	
Equipment	
Supplies	
Construction	
Consultants / Contracts	
Other Costs	
Indirect Costs	
Sub-Total: Non-Personnel	\$ -

PERFORMANCE INFORMATION

DRIVERS

Applicable Phase 1 Identified driver(s) of CJS population and related costs

Driver 1
Driver 2

ACTIVITIES

Activity 1

Measures	Year 1 Goal # or %	Progress:			
		Q1	Q2	Q3	Q4

Activity 2

Measures	Year 1 Goal # or %	Progress:			
		Q1	Q2	Q3	Q4

Activity 3

Measures	Year 1 Goal # or %	Progress:			
		Q1	Q2	Q3	Q4

Activity 4

Measures	Year 1 Goal # or %	Progress:			
		Q1	Q2	Q3	Q4

PUBLIC SAFETY OUTCOMES

Measures	Year 1 Goal # or %	Progress:			
		Q1	Q2	Q3	Q4

BASIC INFORMATION

Strategy Name: _____ Lead Agency: _____

Status: New Existing

Strategy Description: _____

Type ('X' all that apply):

Training	<input type="checkbox"/>
Technology / Infrastructure	<input type="checkbox"/>
Facilities	<input type="checkbox"/>
Programming	<input type="checkbox"/>
Support	<input type="checkbox"/>
Other	<input type="checkbox"/>

BUDGET INFORMATION

		QUARTERLY EXPENSE DATA			
		Select a reporting period from the drop-down menu			
		Q1	Q2	Q3	Q4
Funding					
Fines / Fees					
General Fund					
Other Funds					
JRI Pass Through					
Total Funding	\$ -				
Program FTE					
Budget					
Salary					
Fringe Benefits					
Sub-Total: Personnel	\$ -				
Travel					
Equipment					
Supplies					
Construction					
Consultants / Contracts					
Other Costs					
Indirect Costs					
Sub-Total: Non-Personnel	\$ -				
Total Budget	\$ -				
Total Expenses	\$ -				

PERFORMANCE INFORMATION

DRIVERS

Applicable Phase I identified driver(s) of CJS population and related costs

Driver 1

Driver 2

ACTIVITIES

Activity 1

Measures	Year 1 Goal # or %	Progress:	Q1	Q2	Q3	Q4

Activity 2

Measures	Year 1 Goal # or %	Progress:	Q1	Q2	Q3	Q4

Activity 3

Measures	Year 1 Goal # or %	Progress:	Q1	Q2	Q3	Q4

Activity 4

Measures	Year 1 Goal # or %	Progress:	Q1	Q2	Q3	Q4

PUBLIC SAFETY OUTCOMES

Measures	Year 1 Goal # or %	Progress:	Q1	Q2	Q3	Q4

BASIC INFORMATION	
Strategy Name EBP Training [EXAMPLE]	Lead Agency Department of Corrections
Status New <input checked="" type="checkbox"/> Existing <input type="checkbox"/>	Strategy Description: <div style="border: 1px solid black; padding: 5px; min-height: 100px;">This strategy focuses on training parole officers on the use of a new graduated sanctions grid for responding to technical violations.</div>
Type ('X' all that apply)	
Training <input checked="" type="checkbox"/> Technology / Infrastructure <input type="checkbox"/> Facilities <input type="checkbox"/> Programming <input type="checkbox"/> Support <input type="checkbox"/> Other <input type="checkbox"/>	
BUDGET INFORMATION	

		Q1	Q2	Q3	Q4
		<i>Select a reporting period from the drop-down menu</i>			
		1/1 - 3/31			
Funding					
Fines / Fees					
General Fund					
Other Funds					
JRI Pass Through					
Total Funding	\$ 49,000				
Program FTE					
Budget					
Salary					
Fringe Benefits					
Sub-Total: Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Travel		\$ 1,000			
Equipment		\$ 1,000			
Supplies		\$ 5,000			
Construction					
Consultants / Contracts		\$ 30,000			
Other Costs					
Indirect Costs					
Sub-Total: Non-Personnel	\$ 49,000	\$ 37,000	\$ -	\$ -	\$ -
Total Budget	\$ 49,000	\$ 37,000	\$ -	\$ -	\$ -
Total Expenses		\$ 37,000	\$ -	\$ -	\$ -

PERFORMANCE INFORMATION

DRIVERS

Applicable Phase I identified driver(s) of CJS population and related costs

Driver 1

Number of persons in prison for violation of parole

Driver 2

Number of persons in prison for technical violation of parole

ACTIVITIES

Activity 1

Training officers

Measures	Year 1 Goal # or %	Progress:	Q1 1/1 - 3/31	Q2	Q3	Q4
number of officers trained	400		150			
% officers trained	100%		37.50%			

Activity 2

Measures	Year 1 Goal # or %	Progress:	Q1 1/1 - 3/31	Q2	Q3	Q4

Activity 3

Measures	Year 1 Goal # or %	Progress:	Q1 1/1 - 3/31	Q2	Q3	Q4

Activity 4

Measures	Year 1 Goal # or %	Progress:	Q1 1/1 - 3/31	Q2	Q3	Q4

Measures	Year 1 Goal # or %	Progress:	Q1 1/1 - 3/31	Q2	Q3	Q4
Decrease % technical violators rev	25% (from 60%)		60%			
Prison admissions for revocation	1800 (from 2400)		2400			
Crimes by parolees	no change		60%			

PUBLIC SAFETY OUTCOMES

PERFORMANCE INFORMATION

DRIVERS

Applicable Phase I identified driver(s) of CJS population and related costs

Driver 1

Driver 2

ACTIVITIES

Activity 1

Enroll MH inmates in program

Measures	Year 1 Goal # or %	Progress: 4/1 - 6/30	Q1	Q2	Q3	Q4
# MH inmates enrolled	100		20			
% MH inmates enrolled						

Activity 2

Graduate inmates from program

Measures	Year 1 Goal # or %	Progress: 4/1 - 6/30	Q1	Q2	Q3	Q4
# participants graduating	75		0			
% participants graduating						

Activity 3

Prepare program graduates for release

Measures	Year 1 Goal # or %	Progress: 4/1 - 6/30	Q1	Q2	Q3	Q4
# MH inmates released with MH reentry	50		0			
% MH inmates released with MH reentry						

Activity 4

Measures	Year 1 Goal # or %	Progress: 4/1 - 6/30	Q1	Q2	Q3	Q4

PUBLIC SAFETY OUTCOMES

Measures	Year 1 Goal # or %	Progress: 4/1 - 6/30	Q1	Q2	Q3	Q4
Average length of stay for MH pop	40 days (from 60)		60 days			
Average # bookings for MH pop	2 (from 4.2)		4.2			

Administrative Requirements for Subcontractors

Instructions: Please review and initial where indicated on each page of this attachment.

Travis County may subcontract with another party to provide services under this subaward provided:

1. All requirements in this agreement are passed through to the subcontractor, including progress and financial reporting requirements.
2. All OJP Subrecipient Monitoring is conducted as detailed below and referenced in the OJP Financial Guide at <http://www.ojp.usdoj.gov/financialguide/PostawardRequirements/chapter13page1.htm>.

Subawards

"Subawards, also known as subcontracts or subgrants, refer to the award of financial assistance in the form of money (or property in lieu of money), made by you under your award to an eligible subrecipient or by a subrecipient to a lower-tier subrecipient.

- Subawards are used when the intent is to have another organization help carry out a portion of the scope of work described in your award application.
- It does not matter what the legal agreement between your organization and the subrecipient is called (subaward, subcontract, subgrant, purchase order). A subaward is designed to help you carry out the program for which you were awarded funding.
- A subaward does not apply to the procurement of goods or services.

None of the principal activities of the award or project-supported effort can be subawarded to another organization without specific prior approval by the awarding agency. If you included the intention to make subawards in your application, the approval may be considered given, if these activities are funded as proposed.

All such arrangements must be formalized in a contract or other written agreement between the parties involved. The contract or other written agreement must not affect your overall responsibility and accountability to the Federal Government as the original award recipient for the duration of the project. As the primary recipient of the award, you are responsible for monitoring the subrecipient and ascertaining that all fiscal and programmatic responsibilities are fulfilled.

Subrecipient Monitoring

The purpose of subrecipient monitoring is to ensure that federal program funds are being spent in accordance with the federal program and grant requirements, laws, and regulations. Subrecipient monitoring requirements apply equally to state, local and tribal governments as well as for-profit and non-profit organizations. The requirements for subrecipient monitoring can be found in:

- Title 28 CFR Part 66 and Title 28 CFR Part 70 [

- 31 U.S.C. Section 7502

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- Office of Management and Budget (OMB) Circular A-133
- OMB Circular A-102
- Title 2 CFR Part 215_(formerly OMB Circular A-110)
- Title 2 CFR Part 176_(for American Recovery and Reinvestment Act of 2009 Section 1512 awards)

Additional requirements can be found in the program legislation and the terms and conditions of your award.

As part of your organization’s subrecipient monitoring process, you need to develop systems, policies, and procedures to ensure that subrecipient activities are conducted in accordance with Federal program and grant requirements, laws, and regulations.

Additionally, your organization should develop, implement, and perform procedures to ensure that the subrecipient obtains the required audits, and that audit findings identified in subrecipient audit reports are timely and effectively resolved and corrected.

Subrecipient Agreements

When you make an award to a subrecipient, you must ensure the identifying Federal award information and applicable compliance requirements, including applicable special conditions, are clearly designated in the subrecipient award agreement. The award or agreement must, at a minimum, include the following information:

- Catalog of Federal Domestic Assistance (CFDA) title and number
- Award name and number
- Name of the Federal awarding agency.
- Activities to be performed
- Period of Performance
- Project policies
- Original award flow-through requirements that are applicable to the subrecipient
- Other policies and procedures to be followed
- Dollar limitation of the agreement
- Cost principles to be used in determining allowable costs”.

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