

# Item 13



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 04/16/2013, 9:00 AM, Voting Session

**Prepared By/Phone Number:** Victoria Ramirez, Planning and Budget, 854-6039

**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. Application to the United States Department of Agriculture to receive Farm to School program planning funds in the Juvenile Probation Department. Grant provides for community engagement and the creation of an implementation plan;
- B. Application to the National Endowment for the Humanities to receive preservation assistance funds in the Records Management Department. Grant provides for an assessment of the Travis County Archives and the purchase of archival supplies;
- C. Annual application to the US Department of Justice – Bureau of Justice Assistance for the Sheriff's Office to be reimbursed for expenses incurred under the Immigration and Naturalization Act of 1994. The reimbursement term is from July 1, 2011 to June 30, 2012;
- D. Grant contract with the Meadows Foundation to support the Pre-Doctoral Psychology Internship Program in Juvenile Probation;
- E. Memorandum of Understanding with the Austin Community Foundation, a non-profit organization acting as fiscal agent for bus passes provided by Capital Metro for the Basic Transportation Needs Fund Program in Health and Human Services and Veterans Services Department; and
- F. Reallocation within Travis County Sheriff Office's 2012 SCAAP Resources for a Travis County Correctional Complex Project.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Item A is a new application for Farm to School program planning funds in Juvenile Probation. Item B is a new application for preservation assistance in Records Management. Item C is the FY 13 application for State Criminal Alien Assistance Program (SCAAP) reimbursement funds, and Item F is a status report proposing reallocation of SCAAP funds awarded in FY 12. Item D is a contract to continue an existing program in Juvenile Probation. Item E is the contract for an HHS FY 14 bus pass program, the application for which was approved 04/09/2013.

### STAFF RECOMMENDATIONS:

PBO recommends approval.

## **ISSUES AND OPPORTUNITIES:**

Additional information is provided on the grant summary sheets.

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

Item A requires a match of \$15,000, included through a portion of an existing employee's salary and an in-kind match from a local food source vendor.

## **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Leslie Browder  
David Salazar

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE  
FY 2013

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

Application	Dept.	Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
<b>A</b>	145	FRESH Youth (Finding Regionally Sourced Food for High-Risk Youth)	11/01/13 - 10/31/14	\$45,000	\$15,000	\$0	\$0	\$60,000	-	R	MC	8
<b>B</b>	157	NEH Preservation Assistance for Smaller Institutions	05/01/14 - 08/01/14	\$6,000	\$0	\$0	\$0	\$6,000	-	R	S	29
<b>C</b>	137	State Criminal Alien Assistance Program - SCAAP 13	07/01/11 - 06/30/12	\$40,568,231	\$0	\$0	\$0	\$40,568,231	-	R	MC	52
<b>Contracts</b>												
<b>D</b>	145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/13 - 06/30/14	\$35,000	\$0	\$0	\$0	\$35,000	0.65	R	MC	80
<b>E</b>	158	Basic Transportation Needs Fund Bus Pass Program	09/01/12 - 08/31/13	\$5,790	\$0	\$0	\$0	\$5,790	-	R	MC	88
<b>Status Report</b>												
<b>F</b>	137	State Criminal Alien Assistance Program - SCAAP 12	07/01/10 - 06/30/11	\$492,999	\$0	\$0	\$0	\$492,999	-	R	MC	103

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

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed
- 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
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$233,124	\$0	\$0	\$0	\$233,124	2.00	2/19/2013
124	Veterans Commission Grant	07/01/13 - 06/30/14	\$49,470	\$0	\$0	\$0	\$49,470	-	2/19/2013
139	Travis County Adult Probation DWI Court	09/01/13 - 08/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	2/19/2013
145	The Eagle Soars: An Educational and Career Development Program	09/01/13 - 08/31/14	\$115,955	\$0	\$0	\$0	\$115,955	-	2/19/2013
145	Enhancing Services for Victims of Crime	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.00	2/19/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Drug Court & In-Home Family Services	09/01/13 - 08/31/14	\$181,000	\$20,111	\$0	\$0	\$201,111	0.23	2/19/2013
142	Drug Diversion Court	09/01/13 - 08/31/14	\$155,838	\$0	\$0	\$0	\$155,838	2.00	2/19/2013
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$143,438	\$0	\$0	\$0	\$143,438	1.00	2/26/2013
119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,954	\$34,053	\$0	\$17,088	\$136,095	1.77	2/26/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	\$193,808	\$0	\$0	\$0	\$193,808	0.50	2/26/2013
158	Parenting in Recovery II*	09/30/12 - 09/29/13	\$625,747	\$0	\$268,195	\$0	\$893,942	1.00	2/26/2013
145	IMPACT: Investing in Minds to Prepare for A Career in Technology	10/1/13 - 09/30/14	\$416,327	\$0	\$0	\$0	\$416,327	1.00	3/5/2013
137	K9s4COPs	04/01/13 - 09/30/13	\$12,000	\$0	\$0	\$0	\$12,000	-	3/26/2013
145	Leadership Academy	10/01/13 - 09/30/14	\$143,665	\$47,888	\$0	\$0	\$191,553	1.75	3/26/2013
			\$3,814,698	\$526,246	\$344,785	\$73,588	\$4,759,317	27.05	

\*Amended from original agreement.

**FY 2013 Grant Summary Report  
Grants Approved by Commissioners Court**

*The following is a list of grants that have been received by Travis County since October 1, 2012*

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Travis County Eagle Resource Project	09/01/12 - 08/31/13	\$29,930	\$0	\$0	\$0	\$29,930	-	10/2/2012
145	Trama Informed Assessment and Response Program	09/01/12 - 08/31/13	\$192,666	\$0	\$0	\$0	\$192,666	0.50	10/2/2012
137	Sheriff's Office Command and Support Vessel*	9/1/12- 3/31/13	\$250,000	\$0	\$0	\$0	\$250,000	-	10/16/2012
139	Travis County Adult Probation DWI Court	9/1/2012- 8/31/2013	\$229,112	\$0	\$0	\$0	\$229,112	4.00	10/16/2012
147	Emergency Management Performance Grant	10/01/11 - 03/31/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	10/16/2012
119	Family Violence Protection Team*	10/1/2010 - 03/31/2012	\$699,507	\$168,239	\$0	\$0	\$867,746	4.50	10/23/2012
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$137,388	\$0	\$0	\$0	\$137,388	1.00	10/23/2012
145	Drug Court & In-Home Family Services	09/01/12 - 08/31/13	\$66,428	\$7,381	\$0	\$0	\$73,809	0.09	10/23/2012
158	Comprehensive Energy Assistance Grant*	01/01/12 - 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	-	10/23/2012
158	Low Income Home Energy Assistance Program (LIHEAP) Weatherization Program	04/01/12 - 03/31/13	\$817,334	\$0	\$0	\$0	\$817,334	-	10/23/2012
124	Travis County Veterans' Court	09/01/12 - 08/31/13	\$186,000	\$0	\$0	\$0	\$186,000	2.00	10/30/2012
142	Drug Diversion Court	09/01/12 - 08/31/12	\$132,585	\$0	\$0	\$0	\$132,585	1.00	10/30/2012
158	Parenting in Recovery II	09/30/12 - 09/29/13	\$500,000	\$0	\$214,286	\$0	\$714,286	2.00	11/6/2012
158	Targeted Low Income Weatherization Program (TLIWP)	10/01/12 - 12/31/12	\$42,061	\$0	\$0	\$0	\$42,061	-	11/6/2012
158	Seniors and Volunteers for Childhood Immunization (SVCI)	09/01/12 - 08/31/13	\$8,845	\$0	\$0	\$0	\$8,845	0.14	11/20/2012
158	Coming of age (DADS)	09/01/12 - 08/31/13	\$24,484	\$24,484	\$0	\$0	\$48,968	-	11/20/2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
158	DOE Weatherization Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	11/20/2012
158	Atmos Energy Share the Warmth	11/01/12 - 10/31/13	\$13,188	\$0	\$0	\$0	\$13,188	-	11/20/2012
139	Travis County Adult Probation DWI Court	09/30/12 - 09/29/13	\$206,515	\$0	\$0	\$0	\$206,515	2.85	11/27/2012
137	State Criminal Alien Assistance Program- SCAAP 12	07/01/10 - 06/30/11	\$492,999	\$0	\$0	\$0	\$492,999	-	11/27/2012
147	"Remembering When" Scholarship	12/02/12 - 11/01/13	\$4,000	\$0	\$0	\$0	\$4,000	-	11/27/2012
158	Comprehensive Energy Assistance Program (CEAP)*	1/1/12- 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	4.00	12/4/2012
145	National School Lunch/Breakfast Program*	7/1/12- 6/30/13	\$217,219	\$0	\$0	\$0	\$217,219	-	12/4/2012
158	Title IV-E Child Welfare Services	10/01/12 - 09/30/13	\$36,488	\$81,190	\$0	\$0	\$117,678	-	12/11/2012
137	2012 Byrne Justice Assistance Grant	10/01/12 - 09/30/15	\$86,000	\$0	\$0	\$0	\$86,000	-	12/18/2012
158	2012 Phase 30 Emergency Food and Shelter Program	04/01/12 - 03/31/13	\$25,000	\$0	\$0	\$0	\$25,000	-	12/18/2012
140	Safe Havens: Supervised Visitation and Safe Exchange program*	10/1/10- 9/30/13	\$400,000	\$0	\$0	\$0	\$400,000	-	12/28/2012
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 and Related Maintenance*	08/01/2010 - 07/31/12	\$39,938	\$0	\$0	\$0	\$39,938	-	2/12/2013
155	Justice Reinvestment Initiative	03/01/13 - 02/28/15	\$300,000	\$0	\$0	\$0	\$300,000	-	2/19/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
147	2010 UASI Chemical Biological Radiological Nuclear Explosive (CBRNE) Strike Team Coordinator*	08/01/10 - 12/31/12	\$250,000	\$0	\$0	\$0	\$250,000	1.00	2/26/2013
155	Justice Reinvestment Initiative (Arnold Foundation)	03/01/13 - 02/28/15	\$69,012	\$0	\$0	\$0	\$69,012	-	2/26/2013
159	Capital Area Trauma Regional Advisory Council	05/01/12 - 08/31/13	\$10,101	\$0	\$0	\$0	\$10,101	-	2/26/2013

\*Amended from original agreement.

FY 2013 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Cm. Ct. Contract Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request					
137	Child Abuse Victim Services Personnel**	9/1/12-8/31/13	\$8,920	\$0	\$8,920	1.00	10/31/2012	8/14/2012	N/A	Yes
119	Family Violence Accelerated Prosecution Program	9/1/12-8/31/13	\$12,620	\$0	\$12,620	1.00	10/31/2012	8/21/2012	N/A	Yes
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$10,922	\$0	\$10,922	1.00	10/31/2012	8/28/2012	N/A	No
124	Travis County Veterans Court	09/01/12 - 08/31/13	\$25,630	\$0	\$25,630	2.00	10/31/2012	8/28/2012	N/A	Yes
142	Drug Diversion Court	09/01/12 - 08/31/13	\$10,144	\$0	\$10,144	1.00	10/31/2012	8/28/2012	N/A	Yes
145	Juvenile Accountability Block Grant- Local Assessment Center	09/01/12 - 08/31/13	\$13,747	\$0	\$13,747	1.00	11/30/2012	8/28/2012	N/A	Yes
145	Residential Substance Abuse Treatment Program	10/01/12 - 09/30/13	\$15,046	\$0	\$15,046	1.00	12/31/2012	8/28/2012	N/A	Yes
158	Parenting in Recovery (PIR) FY 12	09/30/12 - 09/29/13	\$94,630	\$0	\$94,630	-	12/31/2012	9/25/2012	N/A	No
158	Parenting in Recovery (PIR) FY 13	09/30/12 - 09/29/13	\$84,756	\$0	\$84,756	-	12/31/2012	10/2/2012	N/A	No
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
158	Low Income Home Emergency Program	04/01/13 - 03/31/14	\$0	\$100,000	\$100,000	-	6/30/2013	4/2/2013	N/A	No
158	Comprehensive Energy Assistance Program**	1/1/2013-12/31/2013	\$29,196	\$300,000	\$329,196	4.00	6/30/2013	4/2/2013	N/A	No
Totals			\$334,807	\$600,000	\$934,807	16.00				

7



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

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

<b>Grant Title:</b>	FRESH Youth (Finding Regionally Sourced Food for High-risk Youth)		
<b>Grant Period:</b>	From: <input type="text" value="Nov 1, 2013"/>	To: <input type="text" value="Oct 31, 2014"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	United States Department of Agriculture		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Originating Grantor:</b>			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 14,700	\$ 8,000	\$ 0	\$ 0	\$ 22,700
Operating:	\$ 29,400	\$ 7,000	\$ 0	\$ 0	\$ 36,400
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 900	\$ 0	\$ 0	\$ 0	\$ 900
<b>Totals:</b>	<b>\$ 45,000</b>	<b>\$ 15,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 60,000</b>
<b>FTEs:</b>	<b>0.50</b>	<b>0.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.65</b>

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

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	RP	
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 students participating in Free/Reduced Priced meals	1,156	1,050	1,061	1,072
2.	Total school enrollment	1,156	1,050	1,061	1,072
3.	% of students receiving Free/Reduced Priced meals	100	100	100	100
+   -	Measures for the Grant				
1.	Number of members of the Farm to School Team	n/a	n/a	n/a	8
Outcome Impact Description		Travis County Juvenile Probation Department will engage a comprehensive group of stakeholders who will provide the input needed for producing a viable Farm to School Implementation Plan.			
2.	Number of community partners identified	n/a	n/a	n/a	10
Outcome Impact Description		Travis County Juvenile Probation Department will engage external stakeholders who will bring expertise to the planning process outside the scope of the department's current practice.			
3.	Number of Farm to School Planning Meetings Held	n/a	n/a	n/a	4
Outcome Impact Description		Planning meetings will give a variety of stakeholders opportunities to provide input into the development of the Farm to School Implementation Plan.			
4.	Number of Farm to School Implementation Plans produced.	n/a	n/a	n/a	1
Outcome Impact Description		Travis County Juvenile Probation Department will have completed the research and community engagement necessary to move towards implementation of a Farm to School Project.			

**PBO Recommendation:**

The Juvenile Probation Department is requesting approval to submit a new grant application to the United State Department of Agriculture (USDA) for the FRESH Youth Program. The program would be a planning grant that would lay a foundation for a Farm to School program within the Department, which would serve as a nutrition education component for youth, families, and direct care staff.

The funds would pay for a part time intern, supplies, and a consultant to provide a gap analysis.

The Department is funding a 25% match in the form of a portion of the salary of the Food Services Division Manager and food from a local vendor.

Indirect costs in the amount of \$900 are required for this grant.

No additional County resources are required at this time. Upon termination of grant funding, the Department intends to seek outside sources of funding.

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 put together a plan to implement a Farm to School program at TCJPD. This funding is for a planning grant, during which TCJPD will engage with the community in order to put together a multi-faceted plan for a Farm to School program. Through this grant TCJPD will hire a consultant that will conduct a gap analysis. The grant fits into current activities of the department because the Food Services Division has recently made a conscious effort to offer more fresh produce and increase the procurement of local foods. This is a new program.

This funding will support the cost of the consultant, one 0.5 FTE intern, supplies to carry out the program, and foods for samplings of regional offerings.

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 25% match is required. TCJPD is requesting to fund the match through a portion (15%) of an existing employee's salary as well as a match from a local food source.

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 requested from this grant.

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

Upon termination of grant funding, TCJPD will seek local, state, and federal funds to continue the activities from the program and proceed with the implementation of a Farm to School program. If funded, TCJPD will apply next year for the USDA Farm to School implementation grant. It will also seek other sources of funding.

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

Procuring foods from local sources is a sustainable, healthy way to provide meals to our youth. In the past year, TCJPD has significantly increased the amount of fresh produce that it offers to residents. By involving more local vendors, TCJPD believes this area could be enhanced. This grant will also allow TCJPD to plan for nutrition education for youth, direct care staff, and families to ensure that youth are able to make smart choices in their eating habits.

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 affect TCJPD's current operations by enhancing the Food Services program. It will create and strengthen relationships with community partners, vendors, and advisers.



## TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704  
Phone: (512)854-7000 Fax: (512)854-7097

**ESTELA P. MEDINA**  
Chief Juvenile Probation Officer

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 United States Department of Agriculture for FRESH Youth (Finding Regionally Sourced Food for High-risk Youth)

DATE: April 1, 2013

Travis County Juvenile Probation Department is applying for funding from the United States Department of Agriculture to support FRESH Youth (Finding Regionally Sourced Food for High-risk Youth). Through this planning grant, TCJPD requests \$45,000. A required match of \$15,000 is included through a portion of an existing employee's salary and an in-kind match from a local food source vendor.

The goal of FRESH Youth is to create a plan to implement a Farm to School program at TCJPD. During this planning year, TCJPD will create and strengthen relationships with community partners, vendors, and advisers in order to put together a multi-faceted plan for implementation. Through this grant, TCJPD will hire a consultant to conduct a gap analysis as well as in intern to engage with the community.

Please review this item and place it on the **April 16<sup>th</sup>** Commissioner's Court Agenda for their consideration and signature.

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

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

<b>Opportunity Title:</b>	FY14 Farm to School Grant Program
<b>Offering Agency:</b>	Food and Nutrition Service
<b>CFDA Number:</b>	10.575
<b>CFDA Description:</b>	Farm to School Grant Program
<b>Opportunity Number:</b>	USDA-FNS-F2S-2014
<b>Competition ID:</b>	
<b>Opportunity Open Date:</b>	02/06/2013
<b>Opportunity Close Date:</b>	04/24/2013
<b>Agency Contact:</b>	Leslie Byrd Grants Officer E-mail: leslie.byrd@fns.usda.gov Phone: 703-305-2867

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

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

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

\* Application Filing Name:

### Mandatory Documents

Move Form to Complete

Move Form to Delete

### Mandatory Documents for Submission

SF424 Mandatory Form  
Disclosure of Lobbying Activities (SF-LLL)  
Budget Information for Non-Construction Program  
Assurances for Non-Construction Programs (SF-42)

### Optional Documents

Move Form to Submission List

Move Form to Delete

### Optional Documents for Submission

## Instructions

- 1** Enter a name for the application in the Application Filing Name field.

  - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
  - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
  - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

  - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
  - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
  - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
  - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY**

Version 01.1

<b>* 1.a. Type of Submission:</b> <input checked="" type="checkbox"/> Application <input type="checkbox"/> Plan <input type="checkbox"/> Funding Request <input type="checkbox"/> Other * Other (specify) <input type="text"/>		<b>* 1.b. Frequency:</b> <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Other * Other (specify) <input type="text"/>		<b>* 1.d. Version:</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Resubmission <input type="checkbox"/> Revision <input type="checkbox"/> Update <b>* 2. Date Received:</b> Completed by Grants.gov upon submission.	
		<b>3. Applicant Identifier:</b> <input type="text"/>		<b>STATE USE ONLY:</b> <b>5. Date Received by State:</b> <input type="text"/>	
		<b>4a. Federal Entity Identifier:</b> <input type="text"/>		<b>6. State Application Identifier:</b> <input type="text"/>	
		<b>4b. Federal Award Identifier:</b> <input type="text"/>			
<b>1.c. Consolidated Application/Plan/Funding Request?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Explanation</b> <input type="text"/>					

**7. APPLICANT INFORMATION:**

<b>* a. Legal Name:</b> <input type="text" value="Travis County"/>	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="746000192"/>	<b>* c. Organizational DUNS:</b> <input type="text" value="0309088420000"/>
<b>d. Address:</b>	
<b>* Street1:</b> <input type="text" value="2515 South Congress Avenue"/>	<b>Street2:</b> <input type="text"/>
<b>* City:</b> <input type="text" value="Austin"/>	<b>County:</b> <input type="text"/>
<b>* State:</b> <input type="text" value="TX: Texas"/>	<b>Province:</b> <input type="text"/>
<b>* Country:</b> <input type="text" value="USA: UNITED STATES"/>	<b>* Zip / Postal Code:</b> <input type="text" value="78704"/>
<b>e. Organizational Unit:</b>	
<b>Department Name:</b> <input type="text" value="Juvenile Probation Department"/>	<b>Division Name:</b> <input type="text" value="Food Services"/>
<b>f. Name and contact information of person to be contacted on matters involving this submission:</b>	
<b>Prefix:</b> <input type="text" value="Ms."/>	<b>* First Name:</b> <input type="text" value="Estela"/>
	<b>Middle Name:</b> <input type="text" value="P."/>
<b>* Last Name:</b> <input type="text" value="Medina"/>	<b>Suffix:</b> <input type="text"/>
<b>Title:</b> <input type="text" value="Chief Juvenile Probation Officer"/>	
<b>Organizational Affiliation:</b> <input type="text"/>	
<b>* Telephone Number:</b> <input type="text" value="512-854-7069"/>	<b>Fax Number:</b> <input type="text" value="512-854-7101"/>
<b>* Email:</b> <input type="text" value="estela.medina@co.travis.tx.us"/>	

**APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY**

Version 01.1

**\* 8a. TYPE OF APPLICANT:**

B: County Government

**\* Other (specify):**

**b. Additional Description:**

**\* 9. Name of Federal Agency:**

Food and Nutrition Service

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

10.575

**CFDA Title:**

Farm to School Grant Program

**11. Areas Affected by Funding:**

Travis County

**12. CONGRESSIONAL DISTRICTS OF:**

**\* a. Applicant:**

TX-021

**b. Program/Project:**

TX-021

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

Add Attachment

Delete Attachment

View Attachment

**13. FUNDING PERIOD:**

**a. Start Date:**

11/01/2013

**b. End Date:**

10/31/2014

**14. ESTIMATED FUNDING:**

**\* a. Federal (\$):**

45,000.00

**b. Match (\$):**

15,000.00

**\* 15. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?**

a. This submission was made available to the State under the Executive Order 12372 Process for review on:

b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

<b>APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY</b>		Version 01.1
<b>* 16. Is The Applicant Delinquent On Any Federal Debt?</b>		
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Explanation</b>		
<b>17. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>		
** I Agree <input checked="" type="checkbox"/>		
** This list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.		
<b>Authorized Representative:</b>		
Prefix: Mr.	* First Name: Samuel	
Middle Name: T.		
* Last Name: Biscoe		
Suffix:	* Title: County Judge	
Organizational Affiliation:		
* Telephone Number: 512-854-9555		
* Fax Number: 512-854-9535		
* Email: sam.biscoe@co.travis.tx.us		
* Signature of Authorized Representative:		
* Date Signed:		
Attach supporting documents as specified in agency instructions.		
<b>Add Attachments</b>	<b>Delete Attachments</b>	<b>View Attachments</b>

**APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY**

\* Consolidate Application/Plan/Funding Request Explanation

[Empty box for Consolidate Application/Plan/Funding Request Explanation]

**APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY**

\* Applicant Federal Debt Delinquent Explanation

[Empty box for Applicant Federal Debt Delinquent Explanation]

# DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB  
0348-0046

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

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

Prime     SubAwardee

\* Name:

\* Street 1:       Street 2:

\* City:       State:       Zip:

Congressional District, if known:

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

<b>6. * Federal Department/Agency:</b> <input type="text" value="United States Department of Agriculture"/>	<b>7. * Federal Program Name/Description:</b> <input type="text" value="Farm to School Grant Program"/>  CFDA Number, if applicable: <input type="text" value="10.575"/>
--	---

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

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

Prefix  \* First Name  Middle Name

\* Last Name  Suffix

\* Street 1  Street 2

\* City  State  Zip

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

Prefix  \* First Name  Middle Name

\* Last Name  Suffix

\* Street 1  Street 2

\* City  State  Zip

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

\* Signature:

\* Name: Prefix  \* First Name  Middle Name

\* Last Name  Suffix

Title:  Telephone No.:  Date:

18

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. FRESH Youth (Finding Regionally Sourced Food for High-risk Youth)		\$	\$	45,000.00	15,000.00	60,000.00
2.						
3.						
4.						
5. Totals		\$	\$	45,000.00	15,000.00	60,000.00

5

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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 (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

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

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>_____</p>	<p>* TITLE</p> <p>County Judge</p>
<p>* APPLICANT ORGANIZATION</p> <p>Travis County</p>	<p>* DATE SUBMITTED</p> <p>☐</p>

Standard Form 424B (Rev. 7-97) Back

## **Program Narrative**

### **School District and Farm to School Background Information**

Currently, Travis County Juvenile Probation Department (TCJPD) is in the very early stages of discussing a Farm to School program. Food is purchased through a combination of USDA funds (National School Breakfast/Lunch Program) and local funds. Seasonal produce is purchased and local produce is used when possible. However, TCJPD's Food Services Division estimates that only 5% of foods are sourced locally.

As a Residential Child Care Institution, TCJPD's efforts only impact youth in the facility. Early successes with beginning efforts of establishing a Farm to School program include a significant increase in the amount of fresh produce offered. However, TCJPD has faced the challenge of youth not being willing to eat fresh fruits and vegetables. Additionally, parents and direct care staff have not always been educated about nutrition, which impacts the choices that they make when eating meals with youth. Seeing adults choosing to eat healthful foods at mealtimes would make healthy choices more appealing for youth as well. For this reason, a nutrition education component for youth, families, and direct care staff will be explored through FRESH Youth.

### **Need and Readiness**

In the past year, TCJPD Food Services has made a conscious effort to update feeding procedures to comply with USDA recommendations and regulations. This includes offering more fresh produce, adding locally sourced foods into menus, and ensuring that meals meet nutritional recommendations set by the USDA. Food Services staff members have been trained on how to prepare fresh produce, how to limit the amount of ingredients that go to waste, and how to incorporate as much scratch cooking as possible. TCJPD has successfully improved their procedures in order to offer more healthful meals and comply with USDA regulations, and is ready to enhance its process by creating a Farm to School Program.

Challenges to implementing a Farm to School program are working with vendors and developing relationships with partners in the community. Currently, TCJPD does not have the resources to invest much time into searching for vendors and partners with whom to develop a Farm to School program. The majority of TCJPD's challenges are on the front end of a Farm to School program; once TCJPD acquires food, all systems are in place to properly prepare them. A grant to assist TCJPD with the planning process will enable assistance in forming relationships with local vendors and community partners in order to implement a successful Farm to School program. If these relationships and partnerships are established, TCJPD anticipates a smooth transition to the process of incorporating local foods into menus.

One challenge that TCJPD is excited to meet through the FRESH Youth program is the lack of model Farm to School programs in similar facilities. Farm to School programs are currently not a common practice in Juvenile Justice Centers, and TCJPD is excited to forge a new path in this

area. Youth at TCJPD have a community garden in the facility, and the FRESH Youth program will explore the possibility of including community gardening activities in the Farm to School program implementation plan.

### **Objectives, Activities, and Timeline**

**Objective:** By February 2014, TCJPD will assemble a Farm to School Team comprised of both internal and external members.

#### **Activities:**

- Meet and follow up with current food vendors to assess their willingness to participate in a Farm to School Team. (Who: Food Services Manager, By: February 2014)
- Network within TCJPD to identify employees who would be interested in participating in a Farm to School Team. (Who: Food Services Manager, By: February 2014)
- Educate potential Farm to School Team members on the Farm to School program and what would be expected of Team members. (Who: Food Services Manager, By: February 2014)

**Objective:** By February 2014, TCJPD will identify a consultant who will conduct a gap analysis of the facility's ability to implement a Farm to School program.

#### **Activities:**

- Obtain recommendations for a Farm to School Consultant (Who: Food Services Manager, By: February 2014)
- Work with TCJPD Human Resources to ensure that proper procedures are followed to hire the consultant (Who: Food Services Manager, Executive Team, By: February 2014)

**Objective:** By February 2014, TCJPD will identify an intern who will collect research information on local growers and vendors to prepare for engagement with community partners.

#### **Activities:**

- Create job posting for internship (Who: Food Services Manager, By: November 30, 2014)
- Post intern position on Travis County website (Who: Food Services Manager, Human Resources, Executive Team, By: December 2014)
- Interview potential candidates and identify a candidate with whom to proceed (Who: Food Services Manager, Executive Team, By: February 2014)

**Objective:** By August 2014, the intern and consultant hired by TCJPD will identify community partners that will work with TCJPD to implement a Farm to School program. The intern and consultant will work with Travis County's Purchasing Division when necessary to ensure compliance with local policies.

## Activities:

- Create list of potential partners and vendors in the following areas of interest: food sourcing, nutrition education, cooking demonstrations, composting, gardening, food tastings, parent education (Who: Intern, By: April 2014)
- Hold meetings with current and prospective food vendors (Who: Intern, Consultant, Purchasing By: June 2014)
- Identify community partners that will serve as vendors, service providers, or advisers to TCJPD (Who: Intern, Consultant, Farm to School Team, Purchasing By: August 2014)

Objective: By October 2014, TCJPD will create a plan for implementing a Farm to School program

- Conduct gap analysis in TCJPD's current food procurement practices to determine ways in which local procurement can be increased (Who: Consultant, By: August 2014)
- Identify steps needed to raise local procurement from 5% to 20% (Who: Consultant, Farm to School Team, By: September 2014)
- Hold meeting involving all stakeholders to determine a plan for the implementation of Farm to School programming (Who: Consultant, Farm to School Team, By: September 2014)
- Translate educational materials into Spanish so that they are ready for bilingual implementation (Who: Farm to School Team, By: October 2014)

## Evaluation

FRESH Youth progress will be evaluated both quantitatively and qualitatively. TCJPD's Research Unit will perform quantitative evaluation of the project. The Research Unit consists of three evaluators who have considerable experience with databases of varying sizes, have received training on all data management systems, and participate in the development of programs to ensure familiarity with the programs' goals, objectives, and processes. These staff will be responsible for aggregating data for this project and will utilize statistical applications for generating descriptive measures, in-depth analysis, and forecasting. Data management systems are currently in place to capture operational data on TCJPD, and this data is routinely used to perform multi-faceted evaluations and analyses, such as an annual evaluation of all TCJPD programs, reports on trends within TCJPD, and statistical reports generated in response to specific inquiries. The Research staff has experience establishing data collection protocols to capture information specific to the needs of projects with reporting requirements outside the scope of what the Department collects to meet its current reporting and program monitoring requirements. Research staff will monitor performance measures and complete additional analyses using data collected by the Department as required by the project to ensure quality performance. In addition, qualitative evaluation will take place through reports on group processes and movement toward agreed upon goals and objectives submitted by the external consultant.

### **Project Management and Quality Assurance**

Until an Intern is hired and a Consultant is selected, the Food Services Manager, Declan O'Reilly, will manage this program. Ms. O'Reilly will work with the Grant Coordinator and Finance Division to ensure that project activities are completed on time and within budget. Grant planning meetings between the Grants, Research, Finance, and Program Staff teams will be held regularly from the time the grant is awarded to ensure that the program is proceeding accordingly.

Ms. O'Reilly will be in charge of assembling the Farm to School Team, which will meet in both large and small groups to ensure that grant activities are being conducted appropriately. Once the Intern and Consultant are hired, they will be in charge of coordinating efforts with both internal and external partners, working with Travis County's Purchasing Division as necessary. The intern and consultant will report to the Food Services Manager.

TCJPD has significant experience with managing grant funded projects. TCJPD continuously seeks and receives local, state, and federal funding to enhance the services that it provides to youth. Grant, Research, Finance, and Program Staff teams consistently work together to ensure that program goals are met, program funds are spent appropriately, and all timelines are met. If awarded, TCJPD has the personnel, resources, and experience to implement this grant.

### **Staffing**

Declan O'Reilly, Food Services Manager, will oversee this program. The Consultant and Intern hired through this grant will report to Ms. O'Reilly. Maya Duff, Grant Coordinator, will oversee technical aspects of this grant to ensure that reporting is conducted in a timely manner and all other deadlines, both internal and external, are met.

The consultant will be responsible for conducting a gap analysis of TCJPD's current feeding procedures to determine where enhancements could be made during the implementation of a Farm to School program. Additionally, the consultant may help the intern to research external partners when appropriate.

An intern hired for this grant will be responsible for researching potential partners, advisers, and vendors. This position will create a list of potential partners, and work with Travis County's Purchasing Division to determine meetings with potential partners and make recommendations to TCJPD regarding the selection of partners.

### **Dispersed Benefit**

TCJPD's Food Services Manager is a member of the Texas Association for School Nutrition. She also attends events of two regional Educational Service Centers (ESC), Region 13 and Region 30; her attendance at ESC events ensures that her network of Food Service planners in the educational field is constantly growing. TCJPD is not aware of other Juvenile Justice Facilities that have implemented a Farm to School program; implementing a successful Farm to School program could make TCJPD a pioneer and leader in this area. TCJPD participates in

conferences with Juvenile Justice Facilities around the state of Texas and could share experiences, successes, and challenges with other facilities to help them determine if a Farm to School program would benefit them. If funded, TCJPD could conduct presentations of its Farm to School experiences at Juvenile Justice Association of Texas (JJAT) conferences.

### **Sustainability**

For TCJPD, a large part of the planning process will be shifting to local providers and training staff. Both of these activities are sustainable; proper planning will enable TCJPD to implement local procurement and staff that are trained will continue to use the skills learned through the planning stage of this grant. Creating a solid foundation through the planning process will set the stage for TCJPD to put into practice the skills and knowledge gained during the grant year.

Also proposed during the planning process is the compilation of resources and activities to present youth and their families with information that can be implemented in their homes. This education component will continue past the planning phase of this grant. TCJPD will also continue to use free resources, such as the We Can curriculum from the United States Department of Health and Human Services.

## **Budget Narrative**

### **A. Personnel**

\$12,000 Student intern- This intern will be responsible for researching potential partners, advisers, and vendors. This position will create a list of potential partners, and work with Travis County's Purchasing Division to determine meetings with potential partners and make recommendations to TCJPD regarding the selection of partners. The student will be part-time for a maximum of 900 hours at a rate of \$13.33/hr.

### **B. Fringe Benefits**

\$2,700 is included for fringe benefits for the student intern.

### **C. Travel**

\$5,500 Mileage – Mileage to cover the travel to & from meetings with potential vendors, partners, and advisers for the purpose of this project.

### **E. Supplies**

\$4,500 Food – Food will be purchased to provide seasonal tastings and cooking demonstrations.

\$6,000 Supplies – Supplies will be required for educational and demonstrative tools. This may include educational pamphlets, posters, visual aids, laminates, seasonal tasting serving containers, disposable plate ware for food demonstrations, garden supplies, and compost chemical aids.

\$1,700 Computer equipment - Netbook latitude 2120 Mobile with software and hardware. This portable computer provides mobility and accessibility to our network. The computer will be used by the intern to compile all data generated in meeting with nutritionists, dietitians, local farmers, and local chefs and for the preparation of educational material and training.

\$100 Special Software - Prompt Standard 9.5, Spanish Translation Software required to convert all educational materials in to Spanish.

### **F. Contractual**

\$11,600 Consultant – This consultant will provide our facility with a gap analysis and qualitative analysis. The consultant will determine TCJPD's needs and capabilities in the areas that the Farm to School Team selects.

### **J. Indirect Charges**

\$900 Indirect cost Rate- 2% IDR mandated by the county.

### **25% Match**

\$15,000 Match requirement –15% of the salary for Declan O’Reilly, Food Services Division Manager, will be used as the matching requirement. Ms. O’Reilly will oversee the project and will be responsible for all aspects of the management of the project. The remaining \$7,000 of the match requirement will come from foods purchased for the grant through a local food source vendor, such as Cawoods.



**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:	RMCR/Administration	
Contact Person/Title:	Shawn Malone, Records Services Manager	
Phone Number:	(512) 854-7627	

Grant Title:	NEH Preservation Assistance for Smaller Institutions		
Grant Period:	From: <input type="text" value="Feb 3, 2014"/>	To: <input type="text" value="Aug 1, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	National Endowment for the Humanities		
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:	\$ 6,000	\$ 0	\$ 0	\$ 0	\$ 6,000
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 6,000	\$ 0	\$ 0	\$ 0	\$ 6,000
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"/>	RP	
County Attorney	<input checked="" type="checkbox"/>	JH	

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.	Researchers/Patrons Served	96	100	100	100
2.	Archival Documents Preserved	857 cu. ft.	96.1 cu. ft.	280 cu.ft.	300 cu. ft.
3.					
+ - Measures for the Grant					
1.					
Outcome Impact Description					
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

**PBO Recommendation:**

This grant is similar to a proposal submitted in FY 2012. Records Management is requesting Commissioners Court approval of a \$6,000 grant to the National Endowment for the Humanities to assist in the development of an assessment of the Travis County Archives. It is hoped that such an assessment will be the first step in allowing the County to apply for other grants.

The grant does not require any matching funds and does not obligate the County to any long term commitment.

PBO recommends approval.

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

The Travis County Archives seeks \$3,500 in grant funding for an outside expert to assess its collections and facilities, and to make recommendations regarding environmental, physical and operational factors. A request for \$2,500 to purchase archival supplies is also included in this application.

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

Only to continue the Archives program generally.

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

No match required.

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

Because the total amount requested is less than \$50,000.

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 program will not end upon termination of the grant funding. This grant will be spent on an assessment and supplies that support the existing Travis County Archives program, using RMCR department resources.

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

This is not a new program.

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

The grant will support an overall assessment of collections housed in the Travis County Archives, to prepare recommendations and strategies for optimal usage of the space and the proper storage of the County's historical records. This assessment will offer guidance to improve processes pertaining to the accession, categorization, classification and preservation of these records. The assessment will also make future grant awards more likely. Grant funding will also purchase acid free document storage boxes, folders, interleaving paper and other supplies. The assessment and supplies will provide the Archives with additional resources to preserve more documents and serve more patrons.

<b>Opportunity Title:</b>	Preservation Assistance Grants for Smaller Institutions
<b>Offering Agency:</b>	National Endowment for the Humanities
<b>CFDA Number:</b>	45.149
<b>CFDA Description:</b>	Promotion of the Humanities Division of Preservation and Access
<b>Opportunity Number:</b>	20130501-PG
<b>Competition ID:</b>	
<b>Opportunity Open Date:</b>	02/05/2013
<b>Opportunity Close Date:</b>	05/01/2013
<b>Agency Contact:</b>	Division of Preservation and Access Room 411 National Endowment for the Humanities 1100 Pennsylvania Avenue, NW Washington, DC 20506 202-606-8570

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

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

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

\* Application Filing Name:

### Mandatory Documents

<b>Attachments</b>

Move Form to Complete

Move Form to Delete

### Mandatory Documents for Submission

NEH Institutional Profile Application for Federal Domestic Assistance-Sho Supplementary Cover Sheet for NEH Grant Program.
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### Optional Documents

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Move Form to Submission List

Move Form to Delete

### Optional Documents for Submission

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## Instructions

- 1** Enter a name for the application in the Application Filing Name field.

  - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
  - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
  - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

  - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
  - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
  - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
  - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

<b>APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational</b>	
<b>* 1. NAME OF FEDERAL AGENCY:</b> National Endowment for the Humanities	
<b>2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 45.149	
<b>CFDA TITLE:</b> Promotion of the Humanities_Division of Preservation and Access	
<b>* 3. DATE RECEIVED:</b> Completed Upon Submission to Grants.gov	<b>SYSTEM USE ONLY</b>
<b>* 4. FUNDING OPPORTUNITY NUMBER:</b> 20130501-PG	
<b>* TITLE:</b> Preservation Assistance Grants for Smaller Institutions	
<b>5. APPLICANT INFORMATION</b>	
<b>* a. Legal Name:</b> Travis County	
<b>b. Address:</b>	
<b>* Street1:</b> 700 Lavaca Street	<b>Street2:</b>
<b>* City:</b> Austin	<b>County/Parish:</b> Travis
<b>* State:</b> TX: Texas	<b>Province:</b>
<b>* Country:</b> USA: UNITED STATES	<b>* Zip/Postal Code:</b> 78701-3101
<b>c. Web Address:</b> http:// www.co.travis.tx.us	
<b>* d. Type of Applicant: Select Applicant Type Code(s):</b> B: County Government Type of Applicant: Type of Applicant: * Other (specify):	<b>* e. Employer/Taxpayer Identification Number (EIN/TIN):</b> 746000192 <b>* f. Organizational DUNS:</b> 0309088420000 <b>* g. Congressional District of Applicant:</b> TX-21
<b>6. PROJECT INFORMATION</b>	
<b>* a. Project Title:</b> County Archives Preservation Assessment and Supplies	
<b>* b. Project Description:</b> The hiring of a consultant to complete a preservation assessment of collections housed in the Travis County Archives and of the physical space itself, and the purchase of archival preservation and storage supplies. The Archives is seeking \$6,000 for the funding of this project. The records maintained by the Archives, dating from the establishment of Travis County from 1840 to the present, document the political, economic, cultural and social history of the county and provide unique insight into the history and development of the government, the community, and the lives of citizens.	
<b>c. Proposed Project:</b>	<b>* Start Date:</b> 02/03/2014
	<b>* End Date:</b> 08/01/2014

**APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational**

**7. PROJECT DIRECTOR**

Prefix: <input type="text"/>	* First Name: Christy <input type="text"/>	Middle Name: <input type="text"/>
* Last Name: Moilanen <input type="text"/>	Suffix: <input type="text"/>	
* Title: Archivist <input type="text"/>	* Email: christy.moilanen@co.travis.tx.us <input type="text"/>	
* Telephone Number: (512) 854-4675 <input type="text"/>	Fax Number: <input type="text"/>	
* Street1: 5501 Airport Blvd. <input type="text"/>	Street2: <input type="text"/>	
* City: Austin <input type="text"/>	County/Parish: Travis <input type="text"/>	
* State: <input type="text"/> TX: Texas	Province: <input type="text"/>	
* Country: <input type="text"/> USA: UNITED STATES	* Zip/Postal Code: <input type="text"/> 78751-1410	

**8. PRIMARY CONTACT/GRANTS ADMINISTRATOR**

<input type="checkbox"/> Same as Project Director (skip to item 9):		
Prefix: <input type="text"/>	* First Name: Shawn <input type="text"/>	Middle Name: <input type="text"/>
* Last Name: Malone <input type="text"/>	Suffix: <input type="text"/>	
* Title: Records Services Manager <input type="text"/>	* Email: shawn.malone@co.travis.tx.us <input type="text"/>	
* Telephone Number: (512) 854-7627 <input type="text"/>	Fax Number: <input type="text"/>	
* Street1: 700 Lavaca Street <input type="text"/>	Street2: <input type="text"/>	
* City: Austin <input type="text"/>	County/Parish: Travis <input type="text"/>	
* State: <input type="text"/> TX: Texas	Province: <input type="text"/>	
* Country: <input type="text"/> USA: UNITED STATES	* Zip/Postal Code: <input type="text"/> 78701-3101	

**APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational**

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

\*\* I Agree

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

**AUTHORIZED REPRESENTATIVE**

Prefix: Mr.	* First Name: Samuel	Middle Name: T.
* Last Name: Biscoe	Suffix: 	
* Title: County Judge	* Email: sam.biscoe@co.travis.tx.us	
* Telephone Number: (512) 854-9555	Fax Number: (512) 854-9535	
* Signature of Authorized Representative: Completed by Grants.gov upon submission.	* Date Signed: Completed by Grants.gov upon submission.	

## NEH Institutional Profile

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The National Endowment for the Humanities collects basic descriptive information about all applicants and their projects. The information below will help the agency comply with the Government Performance and Results Act (GPRA) and will be used to develop statistical profiles of the projects that it funds to report to Congress and the public.

The institutional profile you provide references the grant applicant. If you are a parent organization, your responses should relate to your organization, not the group on whose behalf you are applying. If you are part of a larger organization, provide information for your institutional unit.

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**1. Operating Budget:** Indicate the size of the operating budget in the most recently completed fiscal year.

- below \$250,000     \$250,000 - \$749,999     \$750,000 - \$2,000,000     above \$2,000,000

**2. Full-Time Staff:** Indicate the number of full-time paid staff members.

- 2 or less     3 - 10     11 - 20     above 20

**3. Part-Time Staff:** Indicate the number of part-time paid staff members.

- 2 or less     3 - 10     11 - 20     above 20

**4. Volunteers:** Indicate the number of volunteers.

- 2 or less     3 - 10     11 - 20     above 20

**5. Days Open per Year**

- Less than 119     120 or more

**6. Previous Applications:** Indicate whether you have applied for NEH grants in the past. (Check all that apply)

- This application is the first submitted by the organization to NEH.  
 This application is the first submitted by the organization to this NEH program.

## Supplementary Cover Sheet for NEH Grant Programs

<b>1. Project Director</b>	Major Field of Study	Other: Archival Management and Conservation	
<b>2. Institution Information</b>	Type	1341: Archives	
<b>3. Project Funding</b>	<i>Challenge Grants Applicants Only (\$)</i>		
<i>Programs other than Challenge Grants (\$)</i>			
Outright Funds	6,000.00	Fiscal Year #1	
Federal Match		Fiscal Year #2	
Total from NEH	6,000.00	Fiscal Year #3	
Cost Sharing		Fiscal Year #4	
Total Project Costs	6,000.00	Total from NEH	
		Non-Federal Match	
		Total	
		Matching Ratio	

### 4. Application Information

Will this proposal be submitted to another NEH division, government agency, or private entity for funding?

- Yes  
 No

If yes, please explain where and when:

Type of Application  New

Supplement If supplement, list current grant number(s).

Project Field Code

History: Other

**Travis County Archives  
NEH Preservation Assistance Grant Application**

**Project Abstract**

The hiring of a consultant to complete a preservation assessment of collections housed in the Travis County Archives and of the physical space itself, and the purchase of archival preservation and storage supplies. The Archives is seeking \$6,000 for the funding of this project. The records preserved by the Archives, dating from the establishment of Travis County in 1840 to the present, document the political, economic, cultural, and social history of the county and provide unique insight into the history and development of the government, community, and the lives of citizens.

**Travis County Archives  
NEH Preservation Assistance Grant Application**

**Project Narrative**

**A. What activity (or activities) would the grant support?**

The Travis County Archives, located in Austin, Texas, is seeking a Preservation Assistance Grant from the NEH in the amount of \$6,000. The grant will support an overall assessment of collections housed in the Travis County Archives and of the physical space itself, and provide for the purchase of archival preservation and storage supplies.

The Travis County Archives collects and preserves county records with enduring and historical value and makes them available for reference and use. A preservation assessment of the Archives will be conducted by Rebecca Elder of Amigos Library Services at a cost of \$3,500. It will evaluate the storage of the county's humanities collections as well as the environmental and physical conditions of the space in which the collections are housed. The assessment will be used to prepare recommendations and strategies for optimal usage of the available space and for the proper storage of the county's historical records.

An amount of \$2,500 will be used for the purchase of supplies in support of archival records storage and preservation based on the recommendations of the assessment. Specific needs include acid free document storage boxes, folders, and interleaving paper.

**B. What are the content and size of the humanities collections that are the focus of the project?**

This project will address the needs of the Archives' entire collection. Travis County was formally established in 1840, and the records produced by the government date back to this time. Currently the Archives has over 1,000 cubic feet of records available for research. Collections include bound volumes, loose papers, original silver microfilm, digital and print photographs, oral history recordings, audio and video materials, artwork, artifacts, maps, blueprints, and vertical files. Records originate from many county departments and offices, including the following:

- County Auditor, 1942-1977 - revenue journals, payroll registers, employee earning records, claim and warrant registers, and appropriations journals
- County Clerk, 1839-1963 - bids, claims and bonds, County Court civil and criminal case papers, contracts, property records, tax records, Board of Equalization records, official bonds and oaths of office, deputation records, election records, marriage records, school and teaching records, livestock records, and personnel records
- County Commissioners, 1888-1985 - reports, road overseer records, and administrative and subject files
- County Judge, 1890-1980 - convict labor records and administrative and subject files
- County Surveyor, 1838-1999 - surveyors books, indexes, and field notes
- County Treasurer, 1865-1903 - jury registers and scrips

- County Superintendent of Public Instruction, 1962-1978 - scrapbooks of clippings, photographs, correspondence, and certificates
- District Clerk, 1840-1977 - early District Court criminal case papers, bar dockets, grand jury books, and Gas Utilities Docket 500
- Historical Commission, 1986-2011 - records of proceedings, administrative records, financial records, historical marker files, printed materials, and publications
- Justices of the Peace Precincts 1-8, 1854-1980 - civil, criminal and inquest dockets and case papers, birth and death records, and reports
- Sheriff, 1841-2010 - law enforcement records and publications
- Tax Assessor-Collector, 1881-1974 - property appraisal and property tax collection records including abstracts, delinquent taxes, redemption records, tax receipts, tax rolls, and reports
- Transportation and Natural Resources, 1890-1980 - aerial photographs and negatives, maps, and blueprints

The Archives also include records from the County Health Department (1932-1956), County Attorney (1974-1985), District Attorney (1980-1985), Facilities Management (1929-2000), General Services (1981-1991), Purchasing Office (2001-2010), and Records Management and Communication Resources (1984-2005).

Approximately 7,500 cubic feet of records with historical value are currently located in offsite storage. These records include those of the Constables, Transportation and Natural Resources, and additional records of the Auditor, Facilities Management Department, Justices of the Peace, Tax Assessor-Collector and Sheriff. As shelving is added to the Archives records storage facility, these records will be transitioned from offsite storage into the Archives so that they can be preserved and made available for research. This number does not include the offsite records of the District Clerk and County Clerk, although both departments have expressed interest in transferring additional records to the Archives.

### **C. How are these humanities collections used?**

As the seat of local and state government, Travis County has a vibrant history that is well documented in the records produced and maintained by its government. The records preserved by the Travis County Archives are important not only to government officials, agencies and employees, but also business people, researchers, genealogists, and members of the general public with an interest in history. Due to the significance of Austin and Travis County in the history and development of the State of Texas, records have importance not only to local citizens, but also to individuals statewide and those nationwide with roots in the State of Texas.

The records of Travis County establish the authority of the government, facilitate and record its activities, hold accountable its actions, and enable recovery after a disaster. They help maintain law and order, and protect the identity and rights of individuals by documenting their births, deaths, marriages, properties and businesses. Some records have legal value and are necessary for litigation, and others provide information about taxation and the management of public funds. Finally, the records of Travis County document the political, economic, cultural, and social

history of the county and provide unique insight into the history and development of the government, community, and the lives of Central Texas citizens.

A wide variety of researchers are assisted by the Travis County Archives. Genealogists request access to naturalization, birth, death, inquest and property records in researching their familial histories. County agencies and departments request information about county owned lands and structures, including the historic Heman Marion Sweatt Travis County Courthouse, county funded programs, departmental histories, and executive decision making. Court records are accessed by individuals researching specific civil and criminal cases, and by researchers who are looking to develop insight into crime patterns throughout various time periods. Reporters contact the Archives to verify statistics on incumbents and for information regarding prior elections. Researchers request information about former elected officials and the offices in which they served, to verify employment, for property and land ownership and taxation records, and about Travis County schools.

Collections are used in the creation of displays and exhibits in various county buildings and at public events, including the annual Travis County History Day. Materials are also used in educational brochures produced by the Travis County Historical Commission and made available to the public throughout various locations in Austin.

**D. What is the nature and mission of your institution?**

In January of 2009, Travis County formally established its first county archives program. As a subdivision of Travis County's Records Management and Communication Resources department, the Archives was established to collect, preserve and make available county records of enduring and historical value. The Archives supports all county departments and elected officials by offering services to care for records of all types and formats.

The mission of the Travis County Archives is to serve the government and the community of Travis County by documenting, preserving, and making available its records and history. Records maintained in the Archives are those that have been determined to be permanent by the Texas State Library and Archives records retention schedules or appraised to have administrative, legal, fiscal, evidential, informational, or historical value. Records with historical value are considered to be those that contain useful or significant informational content that reflect, exemplify or provide insight into the history and development of Travis County and its government. The Archives also collects records that relate to the Travis County government from private donors, including individuals who have served as either elected or appointed county officials or employees.

Services offered by Travis County Archives include:

- Appraisal of county records to identify materials with historical and enduring value;
- Collection of archival materials relating to the history and the function of the Travis County government;
- Arrangement and description of materials according to archival principles to facilitate access and use;

- Provision of appropriate conditions for the ongoing storage, protection, and preservation of archival materials;
- Making accessible archival materials to the county officials, employees, and the public;
- Provision of access and regular reference services to the government, individuals, organizations and other groups interested in the holdings of the archives; and,
- Provision of educational and outreach programming to increase public awareness and appreciation of Travis County history.

Although the Travis County government is a large organization and nearly 175 years old, the Archives program is new and relatively small. The annual budget for the Archives is just \$64,000. Additional funding is necessary to assist the Archives in providing its services to the many county departments and offices and to the public. Currently the Archives has one full-time staff member.

County government offices are open from 8:00 am - 5:00 pm, Monday through Friday. The Archives is open from these hours, although appointments are recommended for in-person visits.

**E. Has your institution ever had a preservation or conservation assessment or consultation?**

No, the Archives has not previously had a preservation or conservation assessment completed.

**F. What is the importance of this project to your institution?**

With the recent establishment of the Archives program, an assessment will help provide a solid foundation on which to develop the storage and preservation of archival collections. This project is vital to the care of humanities collections and in the ability of the Archives to provide its services both now and in the future.

In 2010, the Travis County Commissioners Court voted unanimously to allocate nearly 5,000 square feet of space to the Archives program for the storage of archival materials. As the only large-scale onsite records storage facility for Travis County records, this facility allows the Archives to effectively accession materials so that they may be properly organized, preserved, stored, and made accessible to county employees, researchers, and the general public. Currently approximately 1,000 cubic feet of records are housed in the Archives' records space.

The proper utilization of this space is imperative for the preservation of county records. The lack of dedicated space over the years for archival records has resulted in important records being thrust haphazardly onto shelves and into closets and warehouses, and often subsequently lost or forgotten. Such careless storage has resulted in a great loss of valuable records. With a properly equipped archives records storage space, county records are removed from the dangers inherent in poor storage conditions, including the risks of damage and deterioration, theft, misplacement, loss, and a compromise of informational authenticity and integrity.

The assessment of the Archives facility and of the collections housed there will help ensure that decisions are made to best care for these important records and to ensure their longevity. The

consultant will assess and make recommendations regarding space utilization, shelving, environmental control, fire protection, security, and storage and condition of the collections. These recommendations will be used to improve upon the Archives' storage and environmental conditions and utilization of the existing physical space. The purchase of supplies based on the assessment will support the proper storage and preservation of records cared for by the Archives.

**G. What are the names and qualifications of the consultant(s) and staff involved in the project?**

**Project Director:** Christy Moilanen, Travis County Archivist. Ms. Moilanen has served as the Travis County Archivist since 2009. Prior to that time, she worked as a Records Analyst and Archivist for the Travis County District Clerk and as the Archivist for the Program of Aegean Scripts and Prehistory, Department of Classics, University of Texas at Austin, Texas. Ms. Moilanen has a B.A. in Art History from Indiana University, and an M.S.I.S. with a concentration in Archives from the School of Information, University of Texas at Austin, Texas. She is a member of the Society of American Archivists and the Archivists of Central Texas.

**Project Consultant:** Rebecca Elder, Adjunct Preservation Field Services Officer. Ms. Elder has served as the Adjunct Preservation Field Services Officer for Amigos Library Services Imaging & Preservation Service since 2004. She received her M.S.I.S and a Certificate of Advanced Studies for Conservation of Library and Archival Materials from the University of Texas at Austin, and has a significant amount of experience in preservation and conservation through her previous work at Harvard, the Center for American History in Austin, and the Smithsonian Institution. Currently she teaches both face-to-face and live online workshops in book repair, preservation, and emergency preparedness, and frequently conducts site surveys in a variety of cultural heritage institutions in her role with Amigos. She is a member of the American Institute for Conservation of Historic and Artistic Works and the Society of American Archivists.

**H. What is the plan of work for the project?**

In early 2014, Rebecca Elder will conduct a site study which consists of a one-day onsite assessment of the Travis County Archives records storage space and the collections housed there, and one day of report writing based on her assessment. A pre-survey questionnaire will be completed by the Archivist in advance to prepare for the site visit.

During the site study, Ms. Elder will also consult with the Archivist regarding preservation efforts and related functions. The preservation site survey will address building, environmental, and disaster planning concerns; review the overall condition of collections; assess the utilization of the physical space; evaluate procedures and policies as they apply to preservation; and provide recommendations for improving storage and handling practices.

The product of the visit is a detailed survey report of observations and recommendations. The report will identify short- and long-term priorities for preservation in the Travis County Archives and help identify potential sources of funding for future preservation activities. Based on the recommendations in the survey report, an order for records storage and preservation supplies will be placed within six months from the time the assessment is completed.

### NEH Preservation Assistance Grant Budget

**Applicant Organization:** Travis County Archives

**Consultant Fees:**

Name of consultant: Rebecca E der

No. of days on project: 2

Daily rate of compensation: \$1,750

Total: \$3,500

**Travel Costs:** None

**Supplies, Materials, and Equipment:**

100 acrylic coated record storage boxes from Hollinger Metal Edge, \$130 each \$1,300

40 acid free document storage cases from Hollinger Metal Edge, \$6 each \$240

21 acid free archival flat storage boxes from Hollinger Metal Edge, \$10 each \$210

20 boxes acid free legal archival file folders, from Hollinger Metal Edge, \$36 each \$720

5 packages buffered interleaving paper, from Hollinger Metal Edge, \$6 each \$30

Total: \$2,500

**Total Project Cost: \$6,000**

**Total Requested from the NEH: \$6,000**

**Rebecca Elder**  
2603 Cockburn Drive  
Austin, TX 78745  
RebeccaElder@austin.rr.com  
(512) 699 3494

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## EDUCATION

School of Information, University of Texas at Austin Austin, TX  
M.S.I.S. with Certificate of Advanced Studies in Conservation of Library and Archival Materials

- Preservation and Conservation Studies Program, Conservator Track.
- Teaching assistant to Karen Pavelka.
- Co-creator of digital video documentary of treatment project. Project won third place in UT's Innovations in Instructional Technology Awards Program.

University of Virginia  
B.A. English

Charlottesville, VA

## PROFESSIONAL EXPERIENCE

**2004-present** **Amigos Library Services, Inc.**

**Dallas, TX**

*Adjunct Preservation Field Services Officer*

- Train library, archive and museum professionals in book repair, photograph and audiovisual materials preservation, emergency preparedness, and best preservation practices in both face-to-face and live online environments
- Conduct assessments and report on preservation conditions in client libraries, museums and record centers. Over 80 surveys conducted since 2004.
- Create and update presentations and workshops on a wide variety of preservation topics, including Preservation of Photographic Materials workshop, Preservation of Audiovisual Materials workshop, and Emergency Preparedness, Response and Recovery workshop
- Advise clients on grant writing for federal grants.
- Answer questions and provide advice to clients; provide second level support to clients needing advice in emergency situations

**2010-present** **The School of Information, The University of Texas at Austin**

**Austin, TX**

*Adjunct Instructor, Management of Preservation Programs and Treatment Techniques for Bound Materials*

- Instruct graduate students in basic principles of preservation administration, conducting collection assessments and grant writing.
- Instruct graduate students in basic principles of book repair including structure, repair program administration and protective enclosures
- Syllabus for Management of Preservation Programs available at [http://courses.school.utexas.edu/Elder\\_Rebecca/2013/Spring/INF%20392G/](http://courses.school.utexas.edu/Elder_Rebecca/2013/Spring/INF%20392G/)
- Syllabus for Treatment Techniques for Bound Materials available at [http://courses.school.utexas.edu/Elder\\_Rebecca/2013/Spring/INF%20393C.11/](http://courses.school.utexas.edu/Elder_Rebecca/2013/Spring/INF%20393C.11/)

**2004-present Austin BookWorks**  
**Book and Paper Conservator**

**Austin, TX**

- Perform conservation treatments on a wide variety of book and manuscript materials

**2003 Harvard College Libraries**  
**Collections Conservation Intern**

**Cambridge, MA**

- Observed and assisted in all facets of management of a large collections conservation lab including preservation review, disaster planning, hiring, and interaction with other departments in the Harvard College Libraries.
- Designed and conducted condition survey of 300,000-volume collection.
- Performed conservation treatments on circulating and non-circulating materials.
- Supervised and trained two entry-level part-time technicians in start-up phase of a new branch library conservation program.

**2002 Center for American History**  
**Conservation Intern**

**Austin, TX**

- Performed conservation treatments on materials from the Center's collections.
- Surveyed collections and formulated recommendations for their care.
- Consulted with Center staff on preservation and conservation questions.

**2001-2002 Benson Latin American Collection**  
**Library Assistant I**

**Austin, TX**

- Decided upon and performed appropriate repairs to circulating collection.
- Supervised three-member team in a condition survey and disbinding/rehousing project on a collection of bound pamphlets from the 18<sup>th</sup> and 19<sup>th</sup> centuries.

### **Presentations**

2010	Texas Association of Museums Conference	<i>Identifying 19<sup>th</sup> Century Photographs</i>
2010	Society of Southwest Archivists Conference	<i>Preservation of Photographic Materials</i>
2010	International Institute of Municipal Clerks Conference	<i>Emergency Response</i>
2012	Texas Association of Museums	<i>Role of the Conservator After a Disaster</i>
2012	Texas Library Association	<i>Preservation 101</i>
2012	Association of Tribal Libraries, Archives and Museums	Ten sessions on preservation techniques

### **Professional Affiliations**

- American Institute for the Conservation of Historic and Artistic Works
- Society of American Archivists
- Society of Southwest Archivists

### **Professional Service**

- Society of American Archivists National Disaster Recovery Fund for Archives Grant Review Committee Chair. Term runs 8/2011-8/2015



14400 Wilkney Road • Dallas, TX 75244-3506 • 972-851-8000 • 800-843-8482 • 972-881-6881 (fax) • www.amigos.org

March 15, 2013

Ms. Christy Moilanen  
Travis County Archivist  
Travis County Archives  
5501 Airport Boulevard, Room D154  
Austin, Texas 78751

Dear Christy:

This letter is to confirm that Amigos' Imaging and Preservation Services staff would be pleased to provide a Site Survey/Preservation Management Consultation for the Travis County Archives should your request for funding to the Division of Preservation and Access, National Endowment for the Humanities, be successful.

A preservation site survey addresses building, environmental, and disaster planning concerns; reviews the overall condition of collections; evaluates procedures and policies as they apply to preservation; and provides recommendations for improving storage and handling practices. The survey report identifies short- and long-term priorities for preservation in your institution. We can also assist you in identifying potential sources of funding for future preservation activities.

Site Surveys and Preservation Management Consultations from Amigos' Preservation Service include a review of a pre-survey questionnaire that we will ask you to prepare in advance of the site visit; a visit by the surveyor in consultation with the staff members responsible for preservation efforts; and interviews with staff responsible for related functions. The product of the visit is a detailed report of our observations and recommendations.

The site survey will require two days of consulting time (one day on site and one day report writing) at \$1,750 per day or \$3,500 (total). Because our consultant lives in Austin, there are no travel expenses included in this fee. This fee represents our standard non-member pricing.

We know the Site Survey/Preservation Management Consultation, the workshop, and the survey report, must be completed during the period of performance permitted by the National Endowment for the Humanities, and we will be able to comply with this requirement. I have included information about Amigos' Imaging and Preservation Services and our field services staff, for your use in preparing your grant request. If you have additional questions, please do not hesitate to contact me. We are looking forward to working with you on this project.

Best regards,

Gina L. B. Minks  
Imaging and Preservation Service Manager



14400 Midway Road • Dallas, TX 75244-3619 • 972/851-8000 • 800/943-8487 • 972/991-4061(fax) • www.amigos.org

March 15, 2013

Ms. Christy Moilanen  
Travis County Archivist  
Travis County Archives  
5501 Airport Boulevard, Room D154  
Austin, Texas 78751

Dear Christy:

As Adjunct Field Preservation Services Officer for Amigos' Imaging and Preservation Services I would be pleased to provide a Site Survey/ Preservation Management Consultation for the Travis County Archives, should your request for funding to the Division of Preservation and Access, National Endowment for the Humanities be successful.

I understand that you would like to use some of the funds from the grant to purchase preservation supplies for your oversized items. A basic list might include:

Acid free folders	\$ 200.00
Acid free storage boxes	\$ 300.00
Supplies for paper mending and book repair	\$ 200.00
Shelving	\$ 1,800.00
<b>Total</b>	<b>\$ 2,500.00</b>

Other acceptable supplies may be chosen from the following:

- Additional acid free file folders and boxes
- Environmental monitoring equipment
- Emergency response supplies
- Phase box board
- Preservation supplies deemed necessary by the consultant to preserve the collection

All supplies will be purchased at fair market value. These lists and budgets will be refined and prioritized during the course of the site survey, once we determine which items are most necessary.

If you have any questions, please do not hesitate to contact me.

Best regards,

Rebecca Elder  
Adjunct Preservation Field Services Officer  
Amigos Library Services

# Imaging and Preservation

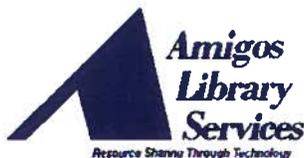


*Amigos has always been at the forefront in providing experienced consultants to assist libraries in preserving our nation's treasures."*

EVA POOLE  
DENTON (TX) PUBLIC LIBRARIES

## Imaging and Preservation Service

Amigos' Imaging and Preservation Service (IPS) helps libraries and archives meet their preservation and digitization needs. IPS began in 1991 by documenting the preservation needs of libraries and archives in the region. Today, IPS provides support, networking, and consulting, along with a comprehensive array of learning opportunities, from beginning preservation and hands-on repair to project planning and XML.





*"IPS workshops have been excellent and a real bargain for our professional development dollars."*

ANITA SEMTNER  
St. Gregory's University  
Shawnee, OK

*"I believe that if the Amigos Imaging and Preservation Service did not exist, the future of Texas history would be bleak indeed."*

DANIELLE CUNIFF PLUMER  
Texas State Library  
and Archives Commission



14400 Midway Road  
Dallas, Texas 75244  
972.851.8000  
1.800.943.8482  
www.amigos.org

## Preserve your community's history

Amigos helps libraries, museums, archives, and records centers throughout the Southwest manage their print and digital collections in a way that ensures long-term preservation and conformity with industry best practices. Your community's cultural heritage is important, and Amigos Imaging and Preservation Service is your partner in preservation success.

### Improve Collections Care

**Site surveys.** Participating in a site survey with IPS staff can help identify your institution's needs regarding appropriate care and storage of collections and management of preservation activity. A site survey gives you and your staff a clear understanding of the state of your institution's preservation program, noting areas where it excels and where it needs improvement, serving as a basis for preservation planning and resource allocation.

**Quality Training.** Leverage Amigos' high-quality training into your imaging and preservation work. IPS provides quality preservation and imaging training in face-to-face, live online, and self-paced formats in subjects ranging from basic book repair to advanced metadata and digital project planning. Online courses allow you to maximize the benefits of continuing education by minimizing travel and time away from your desk. Face-to-face training throughout the region gives hands-on experience in book repair and archival best practices. Self-paced online courses are ready-reference for staff at Amigos member libraries wherever, whenever.

### IPS at a glance

- Quality training, online and face-to-face
- Expert site surveys
- Emergency preparedness
- Customized consulting
- Review of grant proposals
- Extensive imaging and preservation resources

**Disaster preparation and recovery.** Emergencies can take many forms. Amigos IPS, one of 14 institutions in the Regional Alliance for Preservation, provides quick response before, during, and after emergencies ranging from storms and floods to fire, pest infestations, accidents, and vandalism.

**Customized Consulting.** If you need assistance with special digitization projects, preservation work, or strategic planning that falls outside our standard offerings, contact us. We work with organizations throughout the United States to provide special consulting and training services.

### Get More Funding

**Grant Proposal Review.** Amigos' experienced grant writing staff is happy to review your grant proposals, write letters of support, and give tips for the best chance of success.

**Site surveys legitimize funding need.** In addition to helping you improve collections care with your current resources, a site survey can strengthen the case for increased grant funding. Surveys often lead to successful grant proposals.

*For more information about IPS and a list of training courses, visit [www.amigos.org](http://www.amigos.org).*

*Funded in part by a grant from the National Endowment for the Humanities (NEH), IPS has been providing quality services since 1991.*

*Your Library. Your Passion. Your Amigos.*

## **CHRISTY MOILANEN**

Travis County Archives  
5501 Airport Boulevard  
Austin, Texas 78751

Phone: (512) 854-4675  
Fax: (512) 854-4560  
Email: christy.moilanen@co.travis.tx.us

### **EDUCATION**

**Master of Science in Information Studies, University of Texas at Austin, Texas. Concentration in Archives and Records Management. December, 2007.**

**Bachelor of Arts, Indiana University, Bloomington, Indiana. Major in Art History with Minor in Studio Art. December, 2002.**

### **EXPERIENCE**

**2009-present Archivist, Travis County Archives, Austin, Texas. Manage the creation and development of the county archives program. Collect and acquire records and materials through transfers and donations from county departments, elected officials and outside sources. Survey and appraise county records, arrange and describe collections, and place finding aids online. Manage archival storage facilities and provide reference services. Develop and administer public outreach programming.**

**2008 Records Analyst, Travis County District Clerk, Austin, Texas. Developed criteria for the identification of Travis County District Court records with archival value. Appraised District Court records dating from the 1800s to the present and designated specific case files to be permanently retained and preserved for future use and reference.**

**2007 Archivist, Program in Aegean Scripts and Prehistory, Department of Classics, University of Texas at Austin, Texas. Independently arranged and described a research collection of personal papers and material. Performed a cost analysis and developed a management strategy for the maintenance of the Program archives. Created web pages for primary archival collections and placed finding aids online.**

### **PROFESSIONAL AFFILIATIONS**

Archivists of Central Texas  
Society of American Archivists



**TRAVIS COUNTY**  
**FY 13 GRANT SUMMARY SHEET**

<b>Check One:</b>	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
<b>Check One:</b>	Original: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	New Grant: <input type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
<b>Department/Division:</b>	Travis County Sheriff's Office	
<b>Contact Person/Title:</b>	Meg Seville 1777	
<b>Phone Number:</b>	854-9804	

<b>Grant Title:</b>	State Criminal Alien Assistance Program - SCAAP 13		
<b>Grant Period:</b>	From: <input type="text" value="07/01/2011"/>	To: <input type="text" value="06/30/2012"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	US Department of Justice - Bureau of Justice Assistance		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Originating Grantor:</b>			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
<b>Personnel:</b>	\$ 492,999	\$ 0	\$ 0	\$ 0	\$ 492,999
<b>Operating:</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Capital Equipment:</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Indirect Costs:</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	\$ 492,999	\$ 0	\$ 0	\$ 0	\$ 492,999
<b>FTEs:</b>	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"/>	MN	
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.					
2.					
3.					
+   - Measures for the Grant					
1.					
	Outcome Impact Description				
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

**PBO Recommendation:**

The Sheriff's Office has requested approval to submit the annual application to the US Department of Justice (DOJ), Bureau of Justice Assistance (BJA). This funding would reimburse the County for expenses for housing persons eligible under the Immigration and Naturalization Act of 1994. Please see the attached memo and documents from the Sheriff's Office for additional information. This grant application is for a total allowed corrections staffs wage and salary cost estimated at \$40,568,231, for the period July 1, 2011 through June 30, 2012. However the award basis is formulaic and the actual award varies depending on the number of persons confirmed to have been housed by the County vis a vis other applicable agencies. The estimated grant award shown above is based on the FY 13 award and is shown for information purposes. This application is for the 17th year of funding. It should also be noted that under the DOJ Reauthorization Act of 2005, beginning with the grant cycle for 2007, any reimbursement received from this application can only be used for correctional purposes.

There is no further financial obligation required of the County. PBO recommends approval of the 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?

Existing program to reimburse Travis County for expenses related to the housing of inmates

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

None

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.

NA

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

Not Allowed

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 program attached to this reimbursement - Impact would be a decrease in fund revenue which is currently tied to correctional costs

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

Not a new program - Travis County has participated in SCAAP since 1998

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 reimbursement program provides for a recovery of funds expended for the housing of persons deemed to be of non-legal status by the Immigration and Customs Enforcement Office. Since 2007 the expenditures of these funds must be tied to corrections related operations. While no formal measures are tied to the program the fund income does offset general fund expenditures.



JAMES SYLVESTER  
Chief Deputy

**GREG HAMILTON**  
TRAVIS COUNTY SHERIFF

P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9770  
www.tcsheriff.org

DARREN LONG  
Major - Corrections

PHYLLIS CLAIR  
Major - Law Enforcement

MARK SAWA  
Major - Administration & Support

April 02, 2013

MEMORANDUM

**TO:** Travis County Commissioner's Court  
**FROM:** Margaret H Seville 1777, Research and Planning  
**SUBJECT:** 2013 State Criminal Alien Assistance Program Grant Application

Attached is our application to the United States Department of Justice, Bureau of Justice Assistance for the 2013 State Criminal Alien Assistance Program (SCAAP).

This federal program, as governed by Section 241(i) of the Immigration and Naturalization Act, 8 USC 1231(i) and Title II, Subtitle C, Section 20301, Violent Crime Control and Law Enforcement Act of 1994, provides for partial reimbursement of local expenses incurred for housing persons incarcerated who are determined to have not been of legal immigration status at that time.

The criterion for this year's submission remains relatively unchanged from 2012. SCAAP provides federal payments for incurred correctional costs for incarcerated undocumented criminal aliens who have at least one felony or two misdemeanor convictions for violations of state or local law, and who are incarcerated for at least 4 consecutive days during the reporting period.

Records indicate that 2,307 persons were in our custody during the time period of July 1, 2011 through June 30, 2012 and reported a foreign place of birth. Of those persons, 960 individuals meet the federal criteria. This is down from the 1,159 individuals submitted for the 2010-2011 time period. Again, these are individuals who claimed a foreign place of birth and were convicted of crimes. The Sheriff's Office makes no determination whether that foreign place of birth has any bearing on legal immigration status. TCSO staff does not have access to the Immigration and Customs Enforcement records to allow us to determine the immigration status of individuals in our custody.

Since this grant is a reimbursement formula grant, we are asking for reimbursement up to the calculated \$40,568,231 in corrections salaries during the grant time period examined. Of course this is an upper limit for award and our expected reimbursement would be significantly lower than this number. However, in accordance with federal regulations, they cannot reimburse in excess of our request. Thus, we are asking for full reimbursement costs with this in mind. These costs are based on the allowable correctional officer salaries as outlined in the program guidelines.

The award under this grant in 2012 was \$ 492,999.

The attached records and certifications are for your review with the application itself being on-line in nature. With your approval, I will transmit the appropriate data and await their findings.

Please keep in mind that our submitted data will be reviewed by several federal agencies and notification of award may take several months.

If you have any questions please feel free to contact my office at 854-9804.

Your support and approval of this application and project is appreciated.

CC. File



State Criminal Alien Assistance Program 2013-H1759-TX-AP



Application

Correspondence

Switch to ...

Application Handbook

OMB Number: 1121-0243  
Expires: 02/29/2004

Applicant

Applicant Information

Contact

ACH Bank

Application Number: 2013-H1759-TX-AP

Inmate

Welcome to the SCAAP on-line application process for Fiscal Year 2013.

Facility

As you begin the FY 2013 SCAAP application, BJA recommends a complete review of the Program Guidelines. This will ensure you understand all SCAAP requirements and restrictions, and have an opportunity to read any sections added or clarified since FY 2012.

Submit

SCAAP Help

Now and at any time you need assistance, the Guidelines may be found by simply clicking on the SCAAP Help link, located in the left margin of each GMS application page. At the end of the Guidelines, you will find a list of additional resources for further assistance and technical support. If you have difficulty accessing the Guidelines through the SCAAP Help link, Click here for access to the Adobe Acrobat (pdf) version:  
[https://www.bja.gov/Funding/13SCAAP\\_Guidelines.pdf](https://www.bja.gov/Funding/13SCAAP_Guidelines.pdf)

GMS Home

Log Off

The FY 2013 SCAAP reporting period is 12:00 a.m. (midnight), July 1, 2011 to 11:59 p.m., June 30, 2012. The SCAAP application requires you to provide correctional officer information and salary costs, the total of all inmate days, and details about qualifying undocumented criminal aliens housed in your correctional facilities for four or more consecutive days during the 12-month reporting period.

Applications will be accepted through OJP's online Grants Management System (GMS) The deadline for submitting a SCAAP application is 6:00pm (e.d.t.), Monday, May 13, 2013. As usual, BJA strongly recommends you complete and submit your application at the earliest possible date. Deadline extension will not be granted.

Please ensure that the Applicant, CEO, and Contact Information is accurate, and up to date. BJA will be verifying email addresses, as this is our primary means of communicating with you during and after the application process. Incorrect or faulty email addresses may affect the timeliness of your application processing by BJA.

Applicant/Organization Information

\* Employer Identification Number: 74 - 6000192

\*Type of Applicant: County

57

**\*Organizational Unit:** Travis County Sheriff Of

**\*Legal Name (Legal Jurisdiction Name):** Travis County

**\* Vendor Address 1:** P.O. Box 1748

**Vendor Address 2:**

**\* Vendor City:** Austin

**Vendor County:**

**\* Vendor State:** Texas

**\* Vendor ZIP:** 78767 1748 [Zip+4 Lookup](#)

Please enter the CEO information for your jurisdiction below. Remember, this is the CEO of the level of government, not the implementing agency. (Note: Hit the TAB key to move between fields)

**CEO Of Your Jurisdiction: Governor, Cabinet-level State Official, County Administrator, County Judge, County Commissioner, Mayor, or City Manager**

**\*Prefix:** Judge

**Other Prefix:**

**\*First Name:** Samuel

**Middle Initial:** T

**\*Last Name:** Biscoe

**Suffix:** Select a Suffix

**Other Suffix:**

**\*Title:** County Judge

**\*Phone:** ( 512 ) 854 - 9500

**Phone Ext:**

**Fax:** ( 512 ) 854 - 9535

**\*Email:** sam.biscoe@co.travis.t [Email Help](#)

**\*Address 1:** P.O. Box 1748

**Address 2:**

**\*City:** Austin

**County:**

**\*State:** Texas

**\*Zip Code:** 78767 - 1748 [Zip+4 Lookup](#)

\*- Indicates required field

[Save Information](#)

58



State Criminal Alien Assistance Program 2013-H1759-TX-AP



Application

Correspondence

Switch to ... ▾

**Application Handbook**

OMB Number: 1121-0243

Expires: 02/29/2004

Applicant

**Contact Information**

Contact

ACH Bank

Application Number: **2013-H1759-TX-AP**

Inmate

Please enter the alternate contact information below. (Note: Hit the TAB key to move between fields)

Facility

Submit

\*Prefix: Ms. ▾

Prefix Other:

\*First Name: Margaret

Middle Initial:

\*Last Name: Seville

Suffix: Select a Suffix ▾

Other Suffix:

\*Title: Planner

\*Phone: ( 512 ) 854 - 9804

Phone Ext:

Fax: ( 512 ) 854 - 4997

\*Email: meg.seville@co.travis.tx.us

Email Help

\*Address 1: PO Box 1748

Address 2:

\*City: Austin

County:

\*State: Texas ▾

\*Zip Code: 78767 - 1748 Zip+4 Lookup

\*- Indicates required field

**Save Information**

SCAAP Help

GMS Home

Log Off

59

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

PAYEE/COMPANY INFORMATION	
NAME: Travis County	SSN NO. OR TAXPAYER ID NO: -
ADDRESS: P.O. Box 1748  Austin Texas - 78767	
CONTACT PERSON NAME: Michael Hemby	TELEPHONE NUMBER: (512) 708-4924

FINANCIAL INSTITUTION INFORMATION	
NAME: JP Morgan Chase	
ADDRESS: 221 W. Sixth Street  Austin Texas - 78701	
ACH COORDINATOR NAME: Valerie Hill	TELEPHONE NUMBER: (512) 479-2029
NINE-DIGIT ROUTING TRANSIT NUMBER: 111000614	
DEPOSITOR ACCOUNT TITLE: Travis County Treasurer Operating	
DEPOSITOR ACCOUNT NUMBER: 1821886593	
TYPE OF ACCOUNT: Checking	Is this account interest bearing ? Y
CERTIFICATION BY AUTHORIZED BANK OFFICIAL: I certify that the above information regarding Jurisdiction Name and Routing Transit Number is accurate. YES	
PRINT YOUR NAME AND TITLE	
SIGNATURE AND TITLE OF AUTHORIZED BANK OFFICIAL:	TELEPHONE NUMBER: (512) 479-2029

The following Automated Clearing House (ACH) must be completed so that funds may be electronically

led

forwarded to your financial institution. This form must be completed on-line, printed and then taken to the institution that will be receiving your jurisdiction's funding. The Bank Official may make any corrections on this form, in ink, and then, provide a certified signature attesting to the accuracy of the information provide by you. No request for funding will be considered complete until this document has been received. Once completed, please mail the hard copy document to:

Office of Justice Programs  
Office of the Chief Financial Officer  
Attn: Control Desk 20  
Room 5303  
810 Seventh Street NW  
Washington D.C. 20531

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form completion.

**PRIVACY ACT STATEMENT**

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House System

**You MUST print this form before you accept your award**

Print

Close

61



State Criminal Alien Assistance Program 2013-H1759-TX-AP



Application

Correspondence

Switch to ... ▾

Application Handbook

OMB Number: 1121-0243  
Expires: 02/29/2004

Applicant

Inmate Information

Contact

Application Number: 2013-H1759-TX-AP

ACH Bank

Inmate

BJA strongly recommends that you read the Inmate Reporting Requirements section of the FY 2013 SCAAP Guidelines prior to beginning this portion of the application. Instructions here deal primarily with the mechanics of the upload process and do not address statutory or programmatic requirements and restrictions. For the current ICE Country Code listing, click here:

Facility

Submit

[https://www.bja.gov/Funding/13\\_ICE\\_Country\\_Codes.pdf](https://www.bja.gov/Funding/13_ICE_Country_Codes.pdf)

SCAAP Help

GMS Home

**Inmate Data File Overwrite and Deletion:** You may select the file upload method that best meets your needs. However, if you switch upload methods at any time, the inmate files uploaded or entered via the previous method will be overwritten and deleted. Additionally, once inmate records are uploaded into GMS via the Direct File Upload method, any subsequent upload deletes and overwrites the previous file in its entirety.

Log Off

**Due Diligence:** Applicants are required to certify that they used due diligence in the preparation and submission of their Inmate files. For an explanation of this concept, view applicable sections of the FY 2013 Guidelines or click here:

[https://www.bja.gov/Funding/13SCAAP\\_Guidelines.pdf](https://www.bja.gov/Funding/13SCAAP_Guidelines.pdf)

THE TWO INMATE DATA FILE UPLOAD METHODS ARE:

**Upload File (Direct File Upload):** This method allows you to submit your entire set of qualifying Inmate records as a single ASCII formatted file directly into GMS. Click here for information about the required format:

[https://www.bja.gov/Funding/13SCAAP\\_Inmate\\_Data\\_Elements.pdf](https://www.bja.gov/Funding/13SCAAP_Inmate_Data_Elements.pdf)

During the Upload File process, a red flashing bar will appear at the bottom of your screen. This bar will continue to flash until the Inmate file upload is complete. Upon completion, you will receive an on-screen status report, listing the total number of Inmate records and the number of records that are complete. In addition, the report will provide a detailed list of Inmate records

62

(by file number) that are incomplete or have data format errors and the nature of the errors. Upon receipt of the on-screen data report, you must either correct the data errors and upload the file again or submit the file with the errors. You should print the on-screen report for your records. **Warning:** Once inmate records are uploaded using this method, any subsequent upload deletes and overwrites the previous file in its entirety.

**Enter Data (Direct Data Entry):** This method allows you to manually enter each inmate's data directly into an online template. This approach is best suited for jurisdictions with smaller facilities or small criminal alien populations. Drop-down menus are provided for selecting incarceration dates, date of birth, and country of birth (the complete country names are listed).

**Access to Submitted Files:** Once your FY 2013 application is submitted, inmate files are no longer available for changes or additions. To ensure that the maximum number of inmate records are considered for payment, please correct any data errors at the time of the file upload and before the Application is submitted. Requests to reopen submitted applications are discouraged and may not be honored by BJA.

For Upload File method, please follow these steps:

- Step 1: Click on the "Upload File" radio button.
- Step 2: Click on the "Upload" box to attach your file. A pop-up window will appear.
- Step 3: Click on the "Browse" button in the pop-up window.
- Step 4: Find your file name and double-click on it. The file name will appear in the blank field.
- Step 5: Click the save button and a message will appear in the pop-up window, telling you the status of your upload. Click the "X" in the upper right corner of the pop-up box to close it. Your inmate file name will now appear next to the upload button on the main page.
- Step 6: Click on the "Save Information" button to continue on to the next phase of the application process.

For Enter Data method, please follow these steps:

- Step 1: Click on the "Enter Data" radio button.
- Step 2: Click one of the four corresponding boxes. "Add" to add inmate data, "Select All" to select all inmate records entered, "Un-Select All" to un-select all inmate records entered, and "Delete Selected" to delete all selected inmate records.
- Step 3: Click on the "Save Information" button to continue on to the next phase of the application process.

- I certify that the inmate data and records provided in this SCAAP application are in keeping with all SCAAP program and statutory requirements included in the SCAAP 2013 Guidelines. I used due diligence in determining the accuracy of the inmate records contained in this application, and I did not submit inmate records for an otherwise qualifying inmate where the jurisdiction's records indicated the inmate: (1) was born in the United States or one of its territories, (2) had a claim to U.S. citizenship, (3) was a U.S. citizen, or (4) did not qualify as an undocumented criminal alien in accordance with the SCAAP statute. Sanctions, including

referral to a U.S. Attorney's Office, recalculation and/or return of awarded funds, or other sanctions, may be made when a jurisdiction knowingly submits false data or makes claims for ineligible inmates.

Inmate Information

How will Inmate Information be entered?  Enter Data  Upload File

Inmate List ASCII File :

Attachment  
OK

Upload

Save Information

64

**File Upload Successful**

Your file has been successfully uploaded! The file you uploaded is Upload1.txt.

	Count
Accepted Inmate Records	960
Rejected Inmate Records	0
Total Inmates	960

65



State Criminal Alien Assistance Program 2013-H1759-TX-AP



[Application](#)

[Correspondence](#)

Switch to ...

[Application Handbook](#)

OMB Number: 1121-0243  
Expires: 02/29/2004

[Applicant](#)

[Facility Information](#)

[Contact](#)

[ACH Bank](#)

Application Number: 2013-H1759-TX-AP

[Inmate](#)

BJA strongly recommends that you read the Facility and Correctional Officer Reporting Requirements section of the FY 2013 SCAAP Guidelines prior to beginning this portion of the application. Instructions and definitions here are general in nature and do not address all the statutory or programmatic requirements and restrictions that are covered in the Guidelines.

[Facility](#)

[Submit](#)

**Correctional Officers** include employees, officers, and contractual staff whose primary responsibility is the control, custody, or supervision of persons detained (pretrial detention) and incarcerated (convicted and sentenced inmates). Employees, officers, and contractual staff whose primary responsibility is providing noncustody services to the facility or its inmate population are not eligible for inclusion in the SCAAP salary calculation.

[SCAAP Help](#)

[GMS Home](#)

[Log Off](#)

**CO Salary costs** must reflect the total actual salaries and wages paid to correctional officers during the reporting period, July 1, 2011 to June 30, 2012. Benefits should not be included in this total.

**FTEs (Full Time Equivalents)** is calculated by taking the sum of all work hours during the reporting period for qualifying part-time correctional officers and dividing that total by 1,980. The result is the FTE.

**Total Bed Count** is the total number of the jurisdiction's inmate beds in all facilities, including temporary, non-traditional and/or overflow accommodations (e.g. gymnasiums, open bays, etc). If the number varied during the reporting period, select and report the number that best reflected your jurisdiction's most typical operating conditions.

**Total Number of Days for ALL Inmates** is the cumulative number of incarceration and detention days attributable to all inmates housed in the jurisdiction's qualifying facilities during the reporting period. It includes all inmates, regardless of their inmate status, citizenship, disposition, or length of stay. It does not refer to the cumulative total daily capacity of the jurisdiction's facilities, or to the total number of days only attributable to undocumented criminal aliens. If the Total All Inmate Days exceeds the maximum capacity (Total Bed Count X 365), your jurisdiction will be required to provide an explanation.

Please access the SCAAP Help section for a complete discussion of Facility and Correctional Officer information, definitions, requirements and

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restrictions.

The following information for Fiscal Year 2013 SCAAP must reflect your correctional facility(ies) information for the reporting period of July 01, 2011 through June 30, 2012.

**Correctional Officer Information:**

(Use decimal values if needed to express full or partial full-time equivalents (FTE))

\* Please report the maximum number of *full-time* correctional officers your facility(ies) employed during the reporting period: 869

\* Please report the maximum number of *part-time* correctional officers your facility(ies) employed during the reporting period: (Please report as FTE's) 0

\* Please report the maximum number of *contracted full-time* correctional officers your facility(ies) employed during the reporting period: 0

\* Please report the maximum number of *contracted part-time* correctional officers your facility(ies) employed during the reporting period: (Please report as FTE's) ; 0

Total number of correctional officers your facility(ies) employed during the reporting period: (calculated from above) 869

\* Please enter the total salary costs paid to all correctional officers during the reporting period. Do not use commas: The reported sum should total the jurisdiction's actual salary expenditures for the reporting period, not an estimate or average. Correctional officer salary costs may include premium pay for specialized service, shift differential pay, and fixed-pay increases for time in service. It may also include overtime required by negotiated contract, statute, or regulation such as union agreements, contractual obligations, and required post staffing minimums. \$ 40568231

**Facility(ies) Information**

\* Total bed count for correctional facility(ies): 3167

\* Total number of days for ALL inmates (legal aliens, illegal aliens, unknowns and U.S. citizens) housed in your facility(ies) for the reporting period (Do not report your capacity. BJA Requires an actual count of inmates housed during the reporting period): 977664

67

\* - Indicates required field

- I certify that the facility and correctional officer data provided in this SCAAP application are in keeping with all SCAAP program and statutory requirements included in the SCAAP 2013 Guidelines. I further understand that inaccurate, misleading, or fraudulent information provided on this form may result in various sanctions or corrective actions, including the application being disapproved, the award amount being recalculated, or awarded funds being returned to DOJ.

Save Information

Clear

**NOTE: You must click on the "Accept" button at the bottom of the page before closing this window**



OMB APPROVAL  
NUMBER 1121-0140

EXPIRES 12/31/2012

### STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).

5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The 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 of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. If a governmental entity:

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Accept

69

**NOTE: You must click on the "Accept" button at the bottom of the page before closing this window**

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE CHIEF FINANCIAL OFFICER**

**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. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," 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)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

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;

76

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) 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 (b) of this certification; and

(e) 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.

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. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

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.

### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

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

71

(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 7th 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).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Accept

72

**BUREAU OF JUSTICE ASSISTANCE  
STATE CRIMINAL ALIEN ASSISTANCE PROGRAM (SCAAP)**

**UPDATED REQUIREMENTS For Fiscal Year 2013**

***Payments for "Unknown" Alien Status Inmate Days***

Many states and localities have incurred costs for detaining individuals whom they believe to be undocumented criminal aliens. Since 1988, BJA has provided variable reimbursement amounts for these inmates, whose statuses are "known," as well as "unknown" because the Department of Homeland Security (DHS) was not able to verify the criminal aliens' statuses. This practice is a recognition that some of the "unknown" inmates could have been undocumented if they had entered the United States illegally and never came into contact with DHS. Because there would have been no contact with DHS, DHS would not be able to confirm the alien's status (that is, as undocumented) for eligibility of a SCAAP payment.

BJA will continue to provide reimbursement for inmates whose statuses are unknown. Accordingly, detention costs of undocumented criminal aliens, whose statuses are determined by DHS as either known or unknown, will be counted towards the SCAAP awards in FY 2013.

***FBI Number Requirement***

Starting in the FY 2014 SCAAP application, it is highly likely that the FBI number field for each inmate record will be mandatory. This number is issued by the FBI to track arrests and fingerprint records. For FY 2013, the field will remain optional, however jurisdictions are encouraged to enter the FBI number for each inmate record since it could allow a greater match rate with DHS records.

**PART I: SCAAP Guidelines**

**SCAAP Overview**

The Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, administers SCAAP, in conjunction with the U.S. Department of Homeland Security (DHS). SCAAP provides federal payments to states and localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens who have at least one felony or two misdemeanor convictions for violations of state or local law, and who are incarcerated for at least 4 consecutive days during the reporting period.

**SCAAP Legislative Authority**

SCAAP is governed by Section 241(i) of the Immigration and Nationality Act, 8 U.S.C. § 1231(i), as amended, and Title II, Subtitle C, Section 20301, Violent Crime Control and Law Enforcement Act of 1994, Pub. L. 103-322. In general terms, if a chief executive officer of a state or a political subdivision exercises authority over the incarceration of undocumented criminal aliens and submits a written request to the U.S. Attorney General, the Attorney General may provide compensation to that jurisdiction for those incarceration costs. SCAAP is subject to additional terms and conditions of yearly congressional appropriations.

**Eligible Applicants**

States and local units of government that have authority over correctional facilities that incarcerate or detain undocumented criminal aliens for a minimum of 4 consecutive days are eligible to apply for SCAAP funds. States and local units of general government include the 50 state governments, the District of Columbia, Guam, Puerto Rico, the U.S. Virgin Islands, and the more than 3,000 counties and cities with correctional facilities.

Regional jails, special jail districts, or regional jail authorities and boards do not qualify as political subdivisions of a state for purposes of SCAAP, and therefore are not eligible to directly apply for SCAAP funds. Each unit of

government that houses inmates at a regional facility must apply independently for SCAAP funds, based on its own costs of housing its undocumented aliens in the regional facility. Regional facilities may not submit SCAAP applications on behalf of jurisdictions in its service area, nor may a regional facility submit one application for all participating jurisdictions, using one jurisdiction's name as the recipient.

#### **Authorized Officials**

SCAAP payments must go directly to eligible states and localities. Authorized jurisdiction employees for SCAAP purposes must be listed as either the Authorized Representative or Alternate Contact in the GMS User Profile. The chief executive officer (CEO) of an eligible jurisdiction may apply directly or delegate authority to another jurisdiction official. The CEO is generally considered the highest ranking elected or appointed official of a unit of government.

#### **Use of SCAAP Awards**

The Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162, Title XI) included the following requirement regarding the use of SCAAP funds: "Amounts appropriated pursuant to the authorization of appropriations in paragraph (5) that are distributed to a State or political subdivision of a State, including a municipality, may be used only for correctional purposes." Beginning with FY 2007 SCAAP awards, SCAAP funds must be used for correctional purposes only. Jurisdictions receiving SCAAP awards will be asked to report the projected use of these funds at the time the award is accepted.

#### **Minimum Period of Incarceration**

Only eligible persons who were incarcerated for 4 or more consecutive days between July 1, 2011 and June 30, 2012 may be included in the FY 2013 SCAAP application.

#### **Multi-Jurisdictional Issues**

- Eligible inmates housed in the applicant's facility exclusively on behalf of another jurisdiction may only be reported by the sending jurisdiction, regardless of whether the applicant received reimbursement for related incarceration costs.
- Unless otherwise covered by a cost reimbursement agreement, inmates who are ready for release once qualifying charges or convictions are concluded, and who are temporarily held in the applicant facility on the basis of outstanding warrants or detainers from other jurisdictions, including federal law enforcement agencies, are SCAAP eligible. The applicant jurisdiction may claim the total number of days the inmate was in custody, including the days the inmate was held on the detainers or outstanding warrants.
- Detention or incarceration days attributable to otherwise qualifying inmates held on federal charges, convictions, or detainers and covered by cost reimbursement agreements are not SCAAP eligible.
- Juveniles adjudicated delinquent, regardless of the charges or length of custody, are not SCAAP eligible. Only juvenile offenders who are convicted as adults and who meet the qualifying SCAAP criteria may be eligible.

#### **Eligible Inmates**

Applicants may submit records of inmates in their custody during the reporting period who:

- Were born outside the United States or one of its territories and had no reported or documented claim to U.S. citizenship.
- Were in the applicant's custody for 4 or more consecutive days during the reporting period.
- Were convicted of a felony or second misdemeanor for violations of state or local law.
- Were identified and reported as undocumented, using due diligence.

The U.S. Department of Homeland Security will make the final determination on the status of submitted inmate records for undocumented alien purposes. Inmates may qualify for SCAAP purposes if they were:

- Persons who entered the U.S. without inspection or at any time or place other than as designated by the Attorney General.
- Persons in deportation or exclusion proceedings at the time they were taken into custody.

- Non-immigrants who failed to maintain their non-immigrant status at the time they were taken into custody.
- Certain Mariel Cubans who otherwise meet these requirements.

**Total All Inmate Days**

The "total all inmate days" is the cumulative number of incarceration or detention days attributable to all inmates housed in the jurisdiction's facilities during the reporting period. It includes all inmates, regardless of their status, citizenship, disposition, or length of stay, including inmates held at contract facilities. A jurisdiction can use the sum of all nightly, facility head counts for the 365 days in the reporting period.

EXAMPLE	TOTAL DAYS
A jurisdiction detained or incarcerated 400 inmates during the current reporting cycle. Each inmate was held for exactly 7 days.	<b>2,800</b> (400 inmates x 7 days)

**Criminal Charges and Convictions**

To be eligible for reporting, inmates must have been convicted of a felony or second misdemeanor for violations of state or local law, and housed in the applicant's state or local correctional facility for 4 or more consecutive days during the reporting period. All pre-trial and post conviction time served from July 1, 2011 through June 30, 2012 may be reported to BJA.

EXAMPLES	REPORTABLE DAYS
An alien was convicted of a felony during the reporting period and spent 20 days in pretrial detention and 60 additional days from the conviction. All 80 days occurred during the reporting period.	<b>80</b>
An alien was convicted of a felony during the reporting period and spent 20 days in pretrial detention and 60 additional days from the conviction. The 20 pretrial detention days and 40 of the sentenced days occurred in the reporting period; the remaining 20 days were served after June 30, 2012.	<b>60</b>
An alien was convicted of a felony several years ago and is being held in pretrial detention on new charges. As this alien already qualifies based on the prior felony conviction, once he meets the minimum of 4 consecutive days in custody during the reporting period, the pretrial days may be reported to BJA, regardless of the outcome of the pending charges.	<b>As calculated</b>
An alien was convicted of a second misdemeanor and served 3 consecutive days as of June 30, 2012, and 20 additional days after June 30, 2012. This inmate cannot be reported for FY 2012, but will qualify for FY 2013. <i>NOTE: The first 3 days of the sentence are not reportable, regardless of what occurs with this inmate in the future.</i>	<b>0</b>

**Required Inmate Data Format**

The detailed inmate file reflects the jurisdiction's good faith and due diligence efforts to identify and list undocumented criminal aliens housed in its correctional facilities. Required inmate data elements include the A-Number, if known; last, middle, and first names; date of birth; unique inmate number assigned by the applicant jurisdiction; foreign country of birth; date taken into custody; date released from custody; and the Federal Bureau of Investigation (FBI) number, if known.

For inmates with aliases or multiple periods of incarceration: Creating a separate and distinct inmate record for each qualifying period of incarceration may include eligible inmates incarcerated more than once during the

75

reporting period. Similarly, inmates with known aliases may be reported by creating a separate and distinct inmate record for each name. The same unique inmate identification number must be used for all records associated with a single inmate, regardless of the name under which the inmate was incarcerated. Applications submitted without complete facility data and inmate records will not be considered for SCAAP funding.

#### **Country of Birth Codes**

Generally, a person born in the U.S. or a U.S. territory is a U.S. citizen and should not be reported. Any submitted inmate record that includes a country code not on the official ICE country codes list will be rejected. Any record with an official country code that does not specifically represent a foreign country (unknown) will only be considered in the award calculation if determined the inmate is undocumented or otherwise qualifies. If the country provided by the inmate is not on the official ICE country codes list, a country with close geographic proximity should be selected.

#### **Alternatives to Traditional Incarceration**

Inmates are not eligible if they served their incarceration incrementally, such as through weekend incarcerations that enabled them to maintain employment. Qualifying periods of incarceration must occur consecutively over the course of 4 or more days.

#### **Parole and Probation Violators**

Eligible inmates on parole or probation from qualifying convictions who are subsequently returned to the custody of a state or local correctional facility may be eligible.

#### **Correctional Officers**

Correctional officers include employees, officers, and contractual staff whose primary responsibility is the control, custody, or supervision of persons detained and incarcerated, including correctional officers, deputy sheriffs, correctional/jail supervisors, shift commanders, chiefs of security, assistant wardens, and wardens. Transportation officers and others providing control, custody, or supervision of inmates who are temporarily outside the maintaining facility are also eligible. Employees, officers, and contractual staff whose primary responsibility is providing noncustody services to the facility or its inmate population are not SCAAP eligible, including office and secretarial support, administrative, housekeeping, maintenance, food, health, education, training, vocational, counseling, and medical staff. Staff who function independently or outside the correctional facility, including parole and probation agents, hearing officers, court commissioners, judicial, prosecutorial, and public defenders, warrant and apprehension units, and others are not eligible.

#### **Correctional Officer Salary Calculation**

Salary information reported in the SCAAP application must reflect the total salaries and wages paid to full- and part-time correctional officers and others who meet the SCAAP definition. The reported sum should total the jurisdiction's actual salary expenditures for the reporting period, not an estimate or average. Correctional officer salary costs may include premium pay for specialized service, shift differential pay, and fixed-pay increases for time in service. It may also include overtime required by negotiated contract, statute, or regulation such as union agreements, contractual obligations, and required post staffing minimums. Benefits should not be included in the provided salary costs.

#### **Per Diem Costs**

Per diem cost is calculated by the SCAAP system, dividing the jurisdiction's "total all inmate days" into the "total correctional officer salary costs." During the FY 2012 reporting period, jurisdictions reported an average per diem cost of \$40.80. BJA may require documentation to validate per diem costs or impose limits on the costs.

#### **SCAAP Award Calculation**

Once SCAAP data has been validated and analyzed, applicants will receive e-mail notification that awards are ready for online acceptance and drawdown. Formal acceptance of an award via GMS is necessary for the electronic transfer of funds into the applicant's bank account of record. Applicants have 45 calendar days to accept awards through GMS once notice is provided. SCAAP payments must go to the jurisdictions' general fund.

## **Payment Formula**

The following provides an overview of the method used to calculate SCAAP payments

1. Using financial data from applicants, a per diem rate is calculated for each jurisdiction. For FY 2012 the average per diem rate was \$40.80 per inmate.
2. Inmate data is provided to the U.S. Department of Homeland Security to validate inmate data for eligible and invalid records.
3. Each jurisdiction's total eligible inmate days are totaled then multiplied by the applicant's per diem rate to derive the total correctional officer salary costs for eligible inmate days.
4. The value of each applicant's correctional officer salary costs associated with its eligible inmate days are totaled. This total value reflects the maximum amount for SCAAP reimbursement. A percentage factor is used to reflect the relationship between the maximum reimbursable salary costs and the appropriation. For FY 2012, this factor was approximately 18 percent.

## **Variances**

A variance will exist between the total salary costs reported by a jurisdiction and the final SCAAP payment amount, due to adjustments for ineligible or invalid inmate records and the annual appropriation. Both the SCAAP system and BJA check for variances from prior year submissions for correctional officer staffing and salary levels, total bed count, and number of total inmate days.

## **PART II: Applying for FY 2013 SCAAP Funds**

### **FY 2013 Reporting Period**

The FY 2013 SCAAP reporting period is from July 1, 2011 through June 30, 2012.

### **FY 2013 Registration and Application Deadlines**

Applications will be accepted through the online Grants Management System (GMS) beginning April 1, 2013, and ending at 6:00 p.m. e.d.t. on May 13, 2013.

The deadline for submitting *all* completed SCAAP applications is **May 13, 2013 at 6:00 p.m. (e.d.t.)**. Extensions

or exceptions to this deadline cannot be granted. Because of the volume and complexities involved in verification of all submitted inmate data and the fact that BJA transmits this file to DHS immediately after the close of the solicitation, it is not possible for additional applicant data to be reviewed and sent to DHS after the deadline.

### **GMS Application Process**

The SCAAP Catalog of Federal Domestic Assistance (CFDA) number is 16.606.

For questions or concerns at any point in the GMS process, call the SCAAP Help Desk at 1-202-353-4411.

1. Access GMS at <https://grants.ojp.usdoj.gov>.
2. If you already have a GMS user ID, proceed to the GMS sign in. Even if your organization already has a user ID, you will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation.
3. If you do not have a GMS user ID, select "New User? Register Here." After you have completed all of the required information, click "Create Account" at the bottom of the page and to note your user ID and password, which are case sensitive. Within a few days, BJA will send an e-mail confirmation to newly registered applicants that their user ID and password have been approved and they are eligible to submit an application.

4. Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the government-wide electronic portal (Grants.gov). An application will not be considered complete until the applicant provides a valid DUNS number.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

5. After you have logged onto the system using your user ID and password, click on "Funding Opportunities." Additionally, click on 'A-Z' for more search functions.
6. Select the "Bureau of Justice Assistance" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
7. From the list of BJA grants, find "State Criminal Alien Assistance Program" and click "Apply Online."
8. Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."
9. Once you have reached this point, you are considered successfully registered.

#### **Online Inmate Data Reporting Process**

Select the file upload process below that best meets your needs. While you may change the method prior to submitting the completed application to BJA, note that *the change from one process to another will overwrite and delete all previous inmate record submissions.*

- **Direct File Upload:** The direct file upload function allows you to submit inmate database records in a single ASCII-formatted file directly into GMS. File uploads must contain the mandatory data fields in the required format. File uploads that do not include the necessary information will be considered incomplete and not eligible SCAAP funding. The SCAAP system provides you with an opportunity to correct files or add missing data prior to finalizing the application.
- **Direct Data Entry:** The direct data entry function allows you to manually enter inmate data directly into an online inmate data template, instead of creating a separate ASCII file. This approach may be best suited for jurisdictions with smaller facilities or small criminal alien populations. Drop-down menus are provided for selecting incarceration dates, date of birth, and country of birth (complete country names are listed).

During the file upload process, a red flashing bar will appear at the bottom of the applicant screen. This bar will continue to flash until the inmate file upload is complete. Upon completion of the inmate file upload, SCAAP GMS will provide the applicant with a "File Upload Status Report." This report will list the number of inmate records in the upload and the number of inmate records that are complete. In addition, the report will provide a detailed list of inmate records (by file number) that are incomplete or have data format errors and the nature of the error. Print this file upload status report for your records. If during the file upload process, your Internet browser times out or is disconnected, your inmate file upload may not be complete. It is important that you check the "File Upload Status Report" and verify that all of your inmate records have been uploaded.

When initiating a file upload, there is an approximate 10 second start-up delay. Once the file upload has actually begun, the estimated times for file uploads: 300 inmate records = less than 1 minute; 7,800 inmate records = 3 minutes; 54,600 inmate records = 15 minutes.

#### **Technical System Requirements**

Internet access is required to apply for SCAAP funding. Generally, Netscape Communicator 4.7 and Internet Explorer 5.5 are the earliest versions of the respective Internet browsers that may be used for successful SCAAP application system access. Contact your agency network administrator to determine if an internal firewall or agency Internet security system may be preventing direct access to the application system, or contact the GMS Help Desk for information regarding correct port settings. If you are a prior SCAAP user, the browser bookmark may not work properly and an attempt to access the SCAAP application site may generate a message advising that the "page cannot be displayed." Delete the bookmark and manually type the URL into

the browser address line.

**Internet User Accounts**

Government officials from the applying jurisdictions must establish the OJP GMS user accounts for SCAAP. Non-government officials may not establish user accounts on behalf of applying jurisdictions. When establishing a user account, sheriffs or chiefs of police are not considered CEOs, but they may serve as the contact persons establishing the SCAAP user accounts on behalf of the CEOs. All applications must be filed in the name of the state or unit of government and must include the jurisdiction's CEO's name, official title, and e-mail address.

**Application Resubmissions**

BJA may return a submitted application with incomplete or inaccurate data to the applicant for corrections, and will notify both the CEO and the SCAAP contact, via the e-mail address of record, that their application needs to be corrected and resubmitted by a certain date to be considered for SCAAP funding.



**TRAVIS COUNTY**  
**FY 13 GRANT SUMMARY SHEET**

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

<b>Grant Title:</b>	Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program		
<b>Grant Period:</b>	From: <input type="text" value="Jul 1, 2013"/>	To: <input type="text" value="Jun 30, 2014"/>	
<b>Fund Source:</b>	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input checked="" type="checkbox"/>
<b>Grantor:</b>	Meadows Foundation		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Originating Grantor:</b>			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 35,000	\$ 0	\$ 0	\$ 0	\$ 35,000
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 35,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 35,000</b>
<b>FTEs:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
<b>+ - Applicable Departmental Measures</b>					
1.	Number of Interns trained	n/a	0	1	1
2.	Average caseload per intern	0	0	12	12
3.	Average number of group therapy sessions led per intern	0	0	120	120
<b>+ - Measures for the Grant</b>					
1.	Number of interns in program	0	0	1	1
Outcome Impact Description		Psychologists-in-training will provide services and receive specialized training in working with the youth and families of Travis County.			
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

**PBO Recommendation:**

The Juvenile Probation Department is requesting Commissioners Court approval to accept a new grant award in the amount of \$35,000 from the Meadows Foundation. This award will supplement an internship program to serve the Department's high risk youth and their families.

The doctoral level internship program is already operational in the Department and is funded by a five-year grant from the Hogg Foundation for Mental Health that began in September 2011. The Department will continue to seek funding from the Meadows foundation for continuation of the Hogg Foundation Grant through 2016, and intends to seek both internal and external funds starting in 2016 to continue the internship program.

No county cash match is required.

PBO supports approval of this grant application request.

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

This new grant is part of a broader project that was approved by Commissioner's Court in September 2011. The internship program provides trainees with exposure to a broad continuum of care, which includes intake into the juvenile justice system, deferred prosecution programs, detention and court services, residential placement, and community interventions. Interns have the opportunity to provide therapeutic services and develop expertise in working with a unique and culturally diverse population. There is a great need for effective mental health services for youthful offenders throughout the state. By offering comprehensive training in assessment and clinical intervention, the internship program will provide psychologists-in-training with the tools necessary to promote such services throughout the Texas juvenile justice system. Funding from the Meadows Foundation will be used to supplement a multi-year grant awarded by the Hogg Foundation for Mental Health in September 2011. TCJPD will reapply for a second year of funding from the Meadows Foundation in October 2013. For the grant period 7/1/2013-6/30/2014, TCJPD has been awarded \$35,000.

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

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

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

No match is required.

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

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

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

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

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

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

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

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



## TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704  
Phone: (512)854-7000 Fax: (512)854-7097

**ESTELA P. MEDINA**  
Chief Juvenile Probation Officer

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 Meadows Foundation Grant Award Contract for Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program

DATE: March 29, 2013

Travis County Juvenile Probation Department has been awarded funding from the Meadows Foundation for the TCJPD Pre-Doctoral Psychology Internship Program. Funds from this grant will be used in conjunction with funds from the Hogg Foundation for Mental Health to establish a pre-doctoral internship program at TCJPD. \$35,000 has been awarded from July 1, 2013-June 30, 2014 to support one intern.

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

Please review this item and place it on the **April 16<sup>th</sup>** Commissioner's Court Agenda for their consideration and signature.

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

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

81

**THE MEADOWS FOUNDATION**

WILSON HISTORIC DISTRICT

3003 Swiss Avenue  
Dallas, Texas 75204-6049  
www.mfi.org

Bruce H. Esterline  
Vice President for Grants

214-826-9431  
FAX 214-827-7042  
Toll Free 800-826-9431  
besterline@mfi.org

March 18, 2013

Chief Estela P. Medina  
Chief Juvenile Probation Officer  
Travis County Juvenile Probation Department  
2515 South Congress Avenue  
Austin, Texas 78704

Dear Chief Medina:

Congratulations! A grant in the amount of \$35,000 has been awarded to Travis County Juvenile Probation Department. Two copies of the grant contract signed by the Foundation are enclosed. Please have the indicated representatives of your organization sign and return one copy to us so that we can release your grant payment.

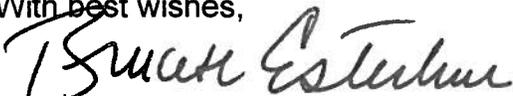
You have the option to receive the grant payment by check. However, we strongly encourage payment by bank transfer so that we can get the grant funds to you as promptly and safely as possible.

You will be receiving an email from our Finance Department with payment options for direct deposit or check payment. The instructions will lead you through a simple upload of the bank information into our secure server that is accessible only by our Finance staff. This will ensure your banking information is protected and available for processing our payment to you. Once the Finance Department receives the bank information, they will confirm the deposit date. **After receiving confirmation from you that the funds were received into your account, Finance will delete all your banking information from our server.** If you would prefer payment by check, please indicate your preference by checking the box on the form you will receive from Finance. If you have any questions regarding the payment, process, please contact Paula Herring, Vice President and Treasurer at 214.826.9431 or email her at [pherring@mfi.org](mailto:pherring@mfi.org).

For all other matters related to your grant, please contact your Program Officer, Cindy Patrick. We encourage you to share the information about your grant to the media to communicate the mission of your organization and to inform the public of the role philanthropy plays in meeting the needs of the community. In this regard, please review Paragraph 7 of the enclosed contracts and the information sheet on the Meadows Foundation.

The Meadows Foundation is proud to assist your organization's efforts toward initiating a psychology internship training program to increase the number of psychologists practicing mental healthcare in Texas.

With best wishes,



Bruce H. Esterline

BHE:jms/Enclosures

85

THE MEADOWS FOUNDATION  
GRANT CONTRACT

MEETING DATE: March 8, 2013  
GRANT NUMBER: 2013030044  
AMOUNT: \$35,000

GRANTEE: Travis County Juvenile Probation Department ("Grantee")

PURPOSE: Toward initiating a psychology internship training program to increase the number of psychologists practicing mental healthcare in Texas

TERMS AND CONDITIONS: Payable June 10, 2013

1. This grant is for the specific purpose(s) set forth herein, as derived from the attached exhibit budget, and monies received under this agreement and any investment income earned by Grantee with respect to such monies, should be expended for no other purpose(s) without the express, written approval of the Meadows Foundation. Any earnings accruing from these grant funds should be credited to the support of the activity being funded and added to the balance of that account.

2. Grantee specifically agrees that no part of the funds received from this grant will be used to carry on propaganda, influence legislation, influence the outcome of any specific public election, or carry on, directly or indirectly, any voter registration drive.

3. Grantee understands that under the terms of the charter of the Meadows Foundation, grant monies are awarded for the use of grant recipients within the State of Texas for the benefit of the people of Texas.

4. Grantee agrees immediately to notify the Meadows Foundation, in writing, if (i) Grantee's federal tax status is revoked or altered; (ii) Grantee has reasonable grounds to believe that its tax exempt status may be revoked or altered; or, (iii) Grantee has reason to believe that these grant monies cannot be or continue to be expended for the specified purpose(s). In the event that Grantee loses its tax exempt status before all funds under this grant are dispensed, this grant contract will be considered null and void and all obligations of the Meadows Foundation hereunder will terminate.

5. Grantee certifies that the instant grant will not jeopardize Grantee's status as not a private foundation under Section 509 of the Internal Revenue Code.

6. Grantee will cooperate with the Meadows Foundation in supplying additional information or in complying with any procedures which might be required by any governmental agency in order for the Meadows Foundation to establish the fact that it has observed all requirements of the law with respect to this grant.

7. The Meadows Foundation retains the right to release information regarding this grant to any public media. Permission is hereby given for Grantee to use any wording contained in this contract, the accompanying letter, and the attached

information sheet in press releases. Only proposed releases for publication or broadcast containing additional information need be submitted to the Foundation for approval. Grantee agrees to forward to the Meadows Foundation copies of any news releases, published materials, or media articles mentioning this grant which come to Grantee's notice or attention.

8. Grantee agrees to submit a final report to the Meadows Foundation on the expenditure of Foundation funds. The report should be received on or about October 10, 2013. The report should include a statement of your progress toward reaching your goals and a financial report. You will receive a notice and forms prior to the report due date. Sample report forms are attached. Final reporting forms are to be submitted only when all of the grant funds are substantially expended or encumbered. In all correspondence concerning this grant, reference should be made to the grant number designated on the previous page.

9. The Meadows Foundation may monitor and conduct an evaluation of operations under this grant, which may include a visit from Foundation personnel to observe Grantee's program, discuss the program with Grantee's personnel and review financial and other records and materials connected with the activities financed by this grant.

10. This grant is conditional upon Grantee's acceptance of the terms and conditions set forth herein and in the accompanying letter of notification of award. The signature on this document of the persons authorized to make legal contracts for Grantee will represent Grantee's acceptance of this award and agreement to comply with the stated terms and conditions of this grant.

The undersigned officials of Travis County Juvenile Probation Department have carefully read this contract and agree to the terms and conditions stated herein.

THE MEADOWS FOUNDATION

TRAVIS COUNTY JUVENILE  
PROBATION DEPARTMENT

By: Bruce H. Esterline  
Bruce H. Esterline  
Vice President-Grants

By: \_\_\_\_\_  
The Honorable Samuel T. Biscoe  
County Judge

Date: March 18, 2013

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Chief Estela P. Medina  
Chief Juvenile Probation Officer

Date: \_\_\_\_\_

**GRANT SUMMARY SHEET**

<b>Check One:</b>	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
<b>Check One:</b>	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
<b>Department/Division:</b>	Family Support Services	
<b>Contact Person/Title:</b>	Jim Lehrman - FSS Director / Sandra Valenzuela - Senior Planner	
<b>Phone Number:</b>	854-9879/854-3732	

<b>Grant Title:</b>	Basic Transportation Needs Fund Bus Pass Program				
<b>Grant Period:</b>	From:	9/01/2012	To:	08/31/2013	
<b>Fund Source:</b>	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input checked="" type="checkbox"/>		
<b>Grantor:</b>	Basic Transportation Needs Fund of the Austin Community Foundation				
<b>Will County provide grants funds to a subrecipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>			
<b>Are the grant funds pass-through another agency? If yes list originating agency below</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>			
<b>Originating Grantor:</b>	Capital Metro				

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:		0	0	0	\$0
Operating:	5,790	0	0	0	\$5,790
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	0	0	0	0	\$0
<b>Total:</b>	<b>\$5,790</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,790</b>
<b>FTEs:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

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

Performance Measures Applicable Depart. Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/30/12	9/30/12	
There is no applicable measure. FSS and BTNF measure progress toward providing basic needs assistance to eligible persons..						
<b>Measures For Grant</b>						
Number of bus passes distributed to eligible persons	62 daily 420 7-day					688 daily 4620 7-day
Outcome Impact Description	This program will offset the transportation costs of the working poor, refugees and homeless persons served by FSS. By offering passes to our FSS clients, we are maximizing our investment in services to the client by ensuring that they will have transportation to get to medical appointments, job interviews or other service sites and it won't be lack of bus fare that keeps them from continuing to move toward self-sufficiency.					
Outcome Impact Description						
Outcome Impact Description						

**PBO Recommendation:**

This grant contract provides bus passes to HHS that it can then give to qualified clients. There is no grant match requirement and no indirect costs allowed given that the grantor provides reduced-price bus passes and not funding. PBO recommends approval of this request.

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

Travis County HHS/VS is requesting 750 daily and 1120 weekly passes from the Basic Transportation Needs Fund [BNTF] for distribution to working poor, homeless, and refugee clients served through our Family Support Services [FSS] sites. We estimate that at least 1800 clients will receive passes through this initiative so that they can obtain needed services at other sites, attend medical appointments, and travel to job interviews and employment training.

Persons at or below 150% of the federal poverty income guideline (FPIG) served by TCHHS/VS FSS sites will be eligible to receive bus passes through the BNTF program. TCHHS/VS' FSS sites are the largest providers of emergency assistance for individuals and families in Travis County. There are seven sites located throughout the county. Key FSS services consist of rental and/or utility assistance for eligible individuals, as well as food from our pantries for those requiring food assistance. For most types of assistance, households at or below 125% of the FPIG are eligible. There are five sites which will utilize bus passes requested in this application:

Jonestown, Oak Hill, Post Road, Palm Square and Del Valle. [The remaining two are not participating because they lack bus services through Capital Metro.] In 2010-2011, some FSS sites distributed bus passes to clients under 150% FPIG. Most of these clients used their passes to get to medical appointments and to look for work. Other uses include accessing services at another agency they had been referred to by a TCHHS/VS case manager and traveling to work. The purpose of this program is to offset the transportation costs of the working poor, refugees and homeless persons served by TCHHS/VS. By offering passes to our FSS clients, we are maximizing our investment in services to the client by ensuring that they will have transportation to get to medical appointments, job interviews or other service sites and it won't be lack of bus fare that keeps them from continuing to move toward self-sufficiency.

Leveraging opportunities presented by this grant are numerous. TCHHS/VS has been partially funding the Capital Metro route serving Del Valle for a number of years. A grant from the BNTF will enable more working poor, homeless and refugee clients to utilize this route, therefore maximizing our investment in this vital piece of local transportation infrastructure. Most FSS sites are co-located with other services that many clients utilize in addition to FSS services. The FSS Oak Hill site is co-located with a WIC site, a CommunityCare Clinic, services for seniors, a Justice of the Peace Court, and a Travis County tax office. The Del Valle FSS site is co-located with a WIC site, a CommunityCare Clinic, as well as SMART, a substance abuse treatment program for ex-offenders, Travis County Correctional Complex and a senior program. The Post Road FSS site is co-located with an Attorney General Child Support Court, Services for the Deaf and Hard of Hearing, Travis County Drug Diversion Court, and the Offices of both the Juvenile Public Defender and the Mental Health Public Defender. Palm Square FSS is co-located with the Office of Children's Services, Workforce Solutions, Goodwill Industries, Travis County Veterans Service, and Children FIRST. The bus passes distributed to FSS clients will maximize utilization and efficiency of services provided at organizations co-located with FSS sites.

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

No additional funds are required.

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

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

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

Funding is only provided in the form of reduced-fare bus passes. No actual funds will be awarded. There is no indirect cost allocation.

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

Yes

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

TCHHS/VS has provided bus passes to FSS clients, so in that sense, this program would not be an expansion into a new area. The BNTF is, however, a newly created initiative. A high percentage of clients served by TCHH/VS through FSS programs are transit-dependent. This means that due to age, disability, income or lack of a working car, they are more likely to be reliant on public transportation to meet basic life needs such as obtaining food, accessing health care, or getting to work. Transit-dependent populations face many challenges. For those living in central areas of the city, a trip to work or a doctor's office will often require a number of transfers and several hours from door to door. For those living in outlying areas of the County, public transportation infrastructure is not robust enough to meet the needs of working families and individuals without imposing significant hardship.

A recent analysis performed by KFH Group, Inc. found that, relative to other counties in the region, most of Travis County has a high density of transit-dependent individuals. Those transit-dependent individuals who speak languages other than English and/or are members of minority communities are transit-dependent at higher rates than their white, English-speaking counterparts. Offsetting the cost of transportation makes it possible for these populations to use their scarce resources to meet other basic needs as they move toward self-sufficiency.

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 incur a very minimal increase of administrative, reporting, and tracking tasks on FSS staff. The benefits accrued to TCHHS/VS will be that our investment in FSS services will be maximized by offering transportation to FSS clients so they can access referral services, get to medical appointments and search for employment. FSS and BTNF measure progress toward providing basic needs assistance to eligible persons.



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

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

**Date:** March 27, 2013

**TO:** MEMBERS OF THE COMMISSIONERS COURT

**FROM:**

*Sherri E. Fleming*  
Sherri E. Fleming, County Executive

Travis County Health and Human Services and Veterans Service

**SUBJECT:** Acceptance of 2012-2013 Memorandum of Understanding for Basic Transportation Needs Fund from the Austin Community Foundation

**Proposed Motion:** Consider and take appropriate action to approve the Memorandum of Understanding with Austin Community Foundation to commence the 2012 Basic Transportation Needs Fund program

**Summary and Staff Recommendation:** Staff requests the acceptance of the attached Memorandum of Understanding. The BTNF award received in 2012 will provide for 750 daily and 1120 weekly bus passes worth \$5,790. Bus passes will be distributed to Family Support Services clients at Health and Human Services and Veterans Service (TCHHS/VS) Community Centers throughout the county. HHS/VS estimates that at least 1800 clients will receive passes at the various centers allowing them to attend medical appointments, travel to job interviews and employment training.

The final agreement, or MOU, however, between Capital Metro and the County is still pending Court approval. Approval by the Commissioners' Court will allow the program to commence.

Staff recommend approving the MOU.

**Budgetary and Fiscal Impact:** The non-cash award equivalent of \$5,790 in bus passes does not require a cash or in-kind match.

**Issues and Opportunities:**

The purpose of this program is to offset the transportation costs of the working poor, refugees and homeless persons served by TCHHS/VS. By offering passes to FSS clients, Travis County HHS/VS is maximizing its investment in services to the client by ensuring that they will have transportation to get to appointments, job interviews or other service sites.

**Background:**

A recent analysis performed by KFH Group, Inc. found that, relative to other counties in the region, most of Travis County has a high density of transit-dependent individuals. Those transit-dependent individuals who speak other than English and/or are members of minority communities are transit-dependent at higher rates than their white, English-speaking counterparts. Offsetting the cost of transportation makes it possible for these populations to use their scarce resources to meet other basic needs as they move toward self-sufficiency.

cc: Leslie Browder, County Executive, Planning and Budget Office  
Diana Ramirez, Assistant Budget Director, Planning and Budget Office  
Mary Etta Gerhardt, Assistant County Attorney  
Jessie Mars, Financial Auditor Analyst, County Auditor  
Jim Lehrman, Social Services Director, Family Support Services  
Kathleen Haas, Financial Services Director, HHS/VS

# Basic Transportation Needs Fund – A Fund of the Austin Community Foundation

## 2012-2013 Capital Metro Pass Program

### Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is entered into between Travis County, a political subdivision of the State of Texas (“Agency”), and Austin Community Foundation (“ACF”), a non-profit organization acting as fiscal agents for funds provided by Capital Metro in establishing the Basic Transportation Needs Fund.

The undersigned authorized agents of Travis County agree to meet the criteria for participation with the Basic Transportation Needs Fund (BTNF), described herein:

- 1. Eligibility:** The Agency will have a Non-Profit Tax-Exempt Status with the IRS or be a government agency, and have an established Capital Metro Pass distribution program. The Agency is responsible for determining client eligibility. The passes will directly serve “Eligible Low-Income Individuals,” which is defined as an individual whose family income is at or below 150 percent of the federal poverty line.
- 2. Discrimination:** The Agency will not exclude recipients on the grounds of race, religion, national origin, gender, veteran’s status, disability, medical condition, age or sexual orientation. The Agency will not require recipients to be a member of any organization or participate in any religious service as a condition for distribution or receipt of Capital Metro Passes.
- 3. Distribution:** The Agency will distribute Capital Metro Passes free of charge directly to Agency clients and will not receive money, property or other services or redistribute to another agency, group or organization. Agency may not distribute Capital Metro Passes provided through this program to another agency, group or organization for redistribution. The Agency will not sell or exchange Capital Metro Passes for money, property or other services.
- 4. Tracking & Reporting:** The Agency will keep sufficient records (1) to support eligibility determinations, and (2) to track the distribution of Capital Metro Passes (e.g. distribution records, BTNF reports, etc.). Records shall be maintained in an accessible format for at least three years after an Agency’s program end date. The Agency must submit a monthly report (Exhibit A – Client Distribution Report) that will provide BTNF with requested

## Basic Transportation Needs Fund – A Fund of the Austin Community Foundation

information (e.g. services statistics, client demographics, research data, etc.) and will allow site visits to monitor the program or to review books and records, sometimes without prior notification.

5. **Public Relations:** The Agency agrees that:

- a. BTNF may publish their name as a participant in BTNF.
- b. BTNF may use Agency's trademarks on BTNF material.
- c. BTNF may use testimonials obtained with the Agency's assistance from their clientele concerning BTNF or Agency's programs that benefit from BTNF.

6. **Policies and Procedures:** The Agency will comply with appropriate federal rules and regulations including:

- a. 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- b. 49 CFR Part 19, Uniform Administrative Requirements for Grants And Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- c. OMB Circular, A-133, Audits of States, Local Governments and Non-Profit Organizations.

7. **Point of Contact & Communication:** The Agency will assign at least one key person to work with BTNF and provide direct contact information, phone number and email address. This person will be responsible for issues that may arise between the Agency and BTNF. This representative must present identification at the time of purchase, pick-up and transport of Capital Metro Passes from BTNF office. The Agency will notify BTNF of any changes in tax-exempt status, address, contact information, key personnel or the distribution of Capital Metro Passes.

8. **Basic Transportation Needs Fund (BTNF) Definitions and Client Distribution Report** are attached hereto and incorporated by reference herein

9. **Storage of passes:** The Agency will have adequate storage space to ensure the integrity and security of Capital Metro Passes until they are distributed.

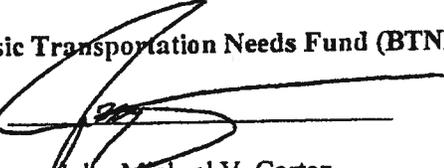
10. **Liability:** The Agency acknowledges that BTNF, Capital Metropolitan Transportation Authority, the Austin Community Foundation and all Sponsors expressly disclaim any implied warranties of merchantability or fitness for a particular use. The Agency releases BTNF, Capital Metropolitan Transportation Authority, the Austin Community Foundation and all Sponsors from any liability resulting from the use of the Capital Metro Passes and ~~further agrees~~

# Basic Transportation Needs Fund – A Fund of the Austin Community Foundation

~~to indemnify and hold BTNF, Capital Metropolitan Transportation Authority, the Austin Community Foundation and all Sponsors free and harmless against all and any liability, damages, losses, claims, causes of actions and suits of law or inequity or any obligation whatsoever arising out of or attributed to any action of said Agency or any personnel employed by said Agency in connection with the storage, distribution and use of all Capital Metro Passes.~~

11. **Termination of MOU:** BTNF reserves the right, as its sole discretion, to suspend and/or terminate the Agency's membership per this Memorandum of Understanding. The Agency has the right to appeal and/or reapply. The Agency or BTNF may terminate this agreement at any time by transmitting a written notice to the other at least thirty (30) days before the date upon which the termination is to become effective. Upon termination of this agreement, any undistributed Capital Metro Passes will be returned to BTNF, along with a final report as to the use of any distributed Capital Metro Passes not previously reported.

Basic Transportation Needs Fund (BTNF)

By: 

Name: John Michael V. Cortez

Title: Fund Representative

Date: 03/01/2013

Agency

By: \_\_\_\_\_

Name: Samuel T. Biscoe

Title: Travis County Judge

Date: \_\_\_\_\_

**Travis County Health and Human Services and Veterans Service  
Basic Transportation Needs Fund - Bus Pass Program 2012-2013**

**Overview**

**Organization:** Travis County Health and Human Services and Veterans Service [TCHHS/VS]

**Contact Name:** Jim Lehrman, Director, Family Support Services, TCHHS/VS

**Contact phone and email:** 512-854-9879; Jim.Lehrman@co.travis.tx.us

**Website:** [http://www.co.travis.tx.us/health\\_human\\_services/default.asp](http://www.co.travis.tx.us/health_human_services/default.asp)

**Amount of Funding Requested:** \$5,790

**Category requested:** Bus Passes

**Project Description**

Travis County HHS/VS is requesting 750 daily and 1120 weekly passes from the Basic Transportation Needs Fund [BNTF] for distribution to working poor, homeless, and refugee clients served through our Family Support Services [FSS] sites. We estimate that at least 1800 clients will receive passes through this initiative so that they can obtain needed services at other sites, attend medical appointments, and travel to job interviews and employment training.

*Who will receive the passes:* Persons at or below 150% of the federal poverty income guideline (FPIG) served by TCHHS/VS FSS sites will be eligible to receive bus passes through the BNTF program. TCHHS/VS' FSS sites are the largest providers of emergency assistance for individuals and families in Travis County. There are seven sites located throughout the county. Key FSS services consist of rental and/or utility assistance for eligible individuals, as well as food from our pantries for those requiring food assistance. For most types of assistance, households at or below 125% of the FPIG are eligible. There are five sites which will utilize bus passes requested in this application: Jonestown, Oak Hill, Post Road, Palm Square and Del Valle. [The remaining two are not participating because they lack bus services through Capital Metro.] In 2010-2011, some FSS sites distributed bus passes to clients under 150% FPIG. Most of these clients used their passes to get to medical appointments and to look for work. Other uses include accessing services at another agency they had been referred to by a TCHHS/VS case manager and traveling to work.

*Need:* A high percentage of clients served by TCHH/VS through FSS programs are transit-dependent. This means that due to age, disability, income or lack of a working car, they are more likely to be reliant on public transportation to meet basic life needs such as obtaining food, accessing health care, or getting to work. Transit-dependent populations face many challenges. For those living in central areas of the city, a trip to work or a doctor's office will often require a number of transfers and several hours from door to door. For those living in outlying areas of the County, public transportation infrastructure is not robust enough to meet the needs of working families and individuals without imposing significant hardship.

A recent analysis performed by KFH Group, Inc. found that, relative to other counties in the region, most of Travis County has a high density of transit-dependent individuals. Those transit-dependent individuals who speak languages other than English and/or are members of minority communities are transit- dependent at higher rates than their white, English-speaking

**Travis County Health and Human Services and Veterans Service  
Basic Transportation Needs Fund - Bus Pass Program 2012-2013**

counterparts.<sup>1</sup> Offsetting the cost of transportation makes it possible for these populations to use their scarce resources to meet other basic needs as they move toward self-sufficiency.

*Purpose:* The purpose of this program is to offset the transportation costs of the working poor, refugees and homeless persons served by TCHHS/VS. By offering passes to our FSS clients, we are maximizing our investment in services to the client by ensuring that they will have transportation to get to medical appointments, job interviews or other service sites and it won't be lack of bus fare that keeps them from continuing to move toward self-sufficiency.

*Process to distribute:* As mentioned above, we will create an internal eligibility form for the bus pass program which will include all the information grantees are required to collect for the tracking form. FSS clients will fill out this simple eligibility form [sex, age, income, refugee or homeless status, kind of pass requested, purpose/use of pass] and if the client meets requirements, passes will be distributed at that time. Staff will enter information from the eligibility form into an online database. Once entered, this information will be used to populate the monthly reports required by BNTF. Some FSS sites use a similar system for the Family Eldercare fan distribution program so we feel confident that this tracking and reporting system will be sufficient to meet grant requirements.

**Performance**

We estimate that the requested bus passes will enable the target population to take a minimum of 9,500 rides in the 12-month period. Performance will be tracked using the monthly tracking form provided by the BNTF, which will be populated with data from our internal eligibility form described in the previous paragraph.

**Leveraging**

TCHHS/VS has been partially funding the Capital Metro route serving Del Valle for a number of years. A grant from the BNTF will enable more working poor, homeless and refugee clients to utilize this route, therefore maximizing our investment in this vital piece of local transportation infrastructure. Most FSS sites are co-located with other services that many clients utilize in addition to FSS services. The FSS Oak Hill site is co-located with a WIC site, a CommunityCare Clinic, services for seniors, a Justice of the Peace Court, and a Travis County tax office. The Del Valle FSS site is co-located with a WIC site, a CommunityCare Clinic, as well as SMART, a substance abuse treatment program for ex-offenders, Travis County Correctional Complex and a senior program. The Post Road FSS site is co-located with an Attorney General Child Support Court, Services for the Deaf and Hard of Hearing, Travis County Drug Diversion Court, and the Offices of both the Juvenile Public Defender and the Mental Health Public Defender. Palm Square FSS is co-located with the Office of Children's Services, Workforce Solutions, Goodwill Industries, Travis County Veterans Service, and Children FIRST. The bus passes distributed to FSS clients will maximize utilization and efficiency of services provided at organizations co-located with FSS sites.

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<sup>1</sup> KFH Group, Inc. Update to Capital Area Coordinated Public Transit- Health and Human Services Transportation Plan, March 2011, <http://www.caction.org/CAN-Research/Reports/2011/CAMPO%20RTCC%20TM%204%20-%20Needs%20Assessment%203-17-11.pdf>, accessed June 7, 2012.



# Bus Pass Intake Form

<b>Date</b>						
<b>Name</b>						
<b>Age</b>						
<b>Address: (Street, apt #, City, Zip)</b>						
<b>County</b>						
<b>Male or Female</b>						
<b>Monthly Income (Include all adults in household)</b>						
<b>Race (circle one)</b>	Caucasian	Hispanic	Black/ Afro-American	Asian	Other	Unknown
<b>Do you have refugee status?</b>	Yes No					
<b>What is your living situation? (Circle One)</b>	<ul style="list-style-type: none"> <li>• Own Apt/Condo</li> <li>• Own Mobile Home</li> <li>• Own Single Family Home</li> </ul>	<ul style="list-style-type: none"> <li>• Public Housing Unit</li> <li>• Rent Multi Family Unit</li> <li>• Rent Mobile Home</li> <li>• Rent Single Family Home</li> <li>• Rent Room</li> <li>• Rent Subsidized Home</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeping Outside or in Car</li> <li>• Someone Else's Home</li> <li>• Staying in Shelter</li> <li>• Nursing Home</li> </ul>			
<b>Staff Use Only:</b>	1 Weekly Pass		1 Daily Pass			
<b>Distribution Site:</b>	Travis County Health & Human Services Department, Jonestown Community Center					
<b>Submitted by:</b>						

## Declaration of Income:

I have received the amount of income indicated during the last thirty (30) days. I understand that, in the case of any misstatement of income or "no income", I may be liable for the full value of any assistance received and to criminal prosecution.

The undersigned individual(s) certify:

SSN: \_\_\_\_\_

DOB: \_\_\_\_\_

Gross Income \$ \_\_\_\_\_ (for all adults in the household for the last 30 days)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Travis County HHSVS Bus Pass Tracking Database Form

## Travis County Bus Pass Procedures

1. An FSS staff member will create the "new client" in the "New Clients" PPTC.
2. An FSS staff member completes in line the client completion a Bus Pass Issue Form.
3. An FSS staff member completes the Daily Pass Tracking Form immediately.
4. An FSS staff member completes the Bus Tracking Database Form.
5. An FSS staff member identifies the Bus Passes in the annual report.

Name

Address

Age

- 7 to 18 years old  
 19 to 64 years old  
 65 and older

Address

City/State

County

Gender

Phone

County/Address

What is your living situation?



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input checked="" type="checkbox"/>
Check One:	Original: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Sheriff's Office	
Contact Person/Title:	Margaret Seville 1777	
Phone Number:	854-9804	

Grant Title:	State Criminal Alien Assistance Program - SCAAP 12		
Grant Period:	From: <input type="text" value="07/01/2010"/>	To: <input type="text" value="06/30/2011"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	US Department of Justice - Bureau of Justice 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:	\$ 492,999	\$ 0	\$ 0	\$ 0	\$ 492,999
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 492,999	\$ 0	\$ 0	\$ 0	\$ 492,999
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"/>	MN	
County Attorney	<input type="checkbox"/>		N/A

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+   - Applicable Departmental Measures					
1.					
2.					
3.					
+   - Measures for the Grant					
1.					
	Outcome Impact Description				
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

**PBO Recommendation:**

The Commissioners Court approved acceptance of the 2012 SCAAP award in November 2012. The Travis County Sheriff's Office provided a list of proposed projects at the time of acceptance. Since that time, the office has identified the need for additional power generators at the Travis County Correctional Complex and would like to reallocate \$70,333 of SCAAP Resources that were proposed for counter top replacements in Central Booking and Travis County Correctional Complex Pavilion Project. PBO supports the reallocation of these grant funds for this higher priority need as expressed by the office.

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?

Existing program to reimburse Travis County for expenses related to the housing of inmates

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

None

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.

NA

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

Not Allowed

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 program attached to this reimbursement - Impact would decrease in fund revenue which is currently tied to correctional costs

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

Not a new program - Travis County has participated since 1998 in SCAAP

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

This grant reimbursement program provides for recovery of funds expended for the housing of persons deemed to be of non-legal status by the Immigration and Customs Enforcement Office. Since 2007 the expenditure of these funds must be tied to corrections related operations. While no formal measures are tied to the program, the fund income does offset general fund expenditures.



JAMES SYLVESTER  
Chief Deputy

**GREG HAMILTON**  
TRAVIS COUNTY SHERIFF

P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9770  
www.tcsheriff.org

DARREN LONG  
Major - Corrections

PHYLLIS CLAIR  
Major - Law Enforcement

MARK SAWA  
Major - Administration & Support

**March 27, 2013**

**MEMORANDUM**

**TO: Honorable Sam Biscoe, County Judge  
Honorable Ron Davis, Commissioner, Precinct 1  
Honorable Sarah Eckhardt, Commissioner, Precinct 2  
Honorable Gerald Daugherty, Commissioner, Precinct 3  
Honorable Margaret Gomez, Commissioner, Precinct 4**

**FROM: Margaret H Seville 1777, Research and Planning**

**SUBJECT: 2012 State Criminal Alien Assistance Program - Projects**

On November 27, 2012 the court approved acceptance of award from the United States Department of Justice, Bureau of Justice Assistance for the 2011 State Criminal Alien Assistance Program (SCAAP) in the amount of **\$492,999**.

This federal program, as governed by Section 241(i) of the Immigration and Naturalization Act, 8 USC 1231(i) and Title II, Subtitle C, Section 20301, Violent Crime Control and Law Enforcement Act of 1994, provides for partial reimbursement of local expenses incurred for housing persons incarcerated who are determined to have not been of legal immigration status at that time.

The federal guidelines for use of these funds now indicate that they can only be used for corrections related areas and at the time we advised the court that TCSO was working in conjunction with PBO to ensure that these funds are used within the federal guidelines while best serving the needs of the TCSO Corrections Bureau and due to their being one-time to use them for one-time expenditures.

On January 29<sup>th</sup>, 2013 item 20b the Court approved a list of items that the Sheriff's Office Corrections Bureau requested to spend the funds on. At this time the Sheriff's Office is requesting to remove a couple of items from the list and replace them with a higher priority item.

On February 25<sup>th</sup>, 2013 high winds caused a power failure at the Travis County Correctional Complex (TCCC) due to downed power lines coming into the complex. At the time buildings switched to generator power and it was discovered that there are some additional pieces of essential equipment that should be on generator power. Due to this change in priorities we are submitting a change in the SCAAP projects proposed to use these funds on.

The following is a listing of the projects approved January 29<sup>th</sup> and the approximate expenditures of each project:

<b>Project</b>	<b>Projected Costs</b>
VC Cell Conversion of HSB and TCJ M00	\$ 265,333.00
Inmate Computer Lab	\$ 30,000.00
Visitation Plaza	\$ 64,333.00
HSB Food Chutes	\$ 30,000.00
CBF Countertop Replacement	\$ 30,000.00
CBF Open Seating Separation/Renovation	\$ 24,000.00
TCCC Pavilion for SWAP Program	\$ 40,333.00
Building 3 Sink Replacement	\$ 9,000.00

At this time we propose removing the CBF Countertop Replacement and the TCCC Pavilion for the SWAP Program and reprogramming that money to the Building 100 Emergency Backup Power project which is a higher priority.

There may be need, once work starts, to reallocate money between projects, however before any money is used for a project not listed above the Sheriff's Office will work with PBO to ensure proper authorization.

If you have any questions please feel free to contact my office at 854-9804.

Your support and approval of this award and project is appreciated.

CC. Travis Gatlin, PBO  
Matt Naper, Auditor's Office  
Jim Connolly, County Attorney's Office  
Maria Wedhorn, TCSO Finance  
File