



Travis County Commissioners Court Agenda Request

Meeting Date: 05/28/2013, 9:00 AM, Voting Session

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

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

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

- A. Annual application to the United States Department. of Health and Human Services/ Administration for Children and Families for the Parenting in Recovery II grant in Health and Human and Veterans Services Department.
- B. Contract with the Department of Homeland Security, Federal Emergency Management agency for reimbursement of expenses associated with the September 4th 2011 Pedernales Fire;
- C. Contract with the Department of Homeland Security, Federal Emergency Management agency for reimbursement of expenses associated with the September 4th 2011 Steiner Ranch Fire; and
- D. Annual application to the Texas Department of Housing and Community Affairs for the Comprehensive Energy Assistance Program in Health and Human and Veterans Services Department;

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Item A is the routine application to continue the Parenting in Recovery Grant.

Items B and C are to accept payment from FEMA to reimburse for costs associated with the fires on September 4, 2011. Travis County will be receiving a small portion of the funds; the rest will be passed through to the other agencies involved.

Item D is a supplemental award increasing the amount of CEAP funds available for FY 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 grant match that will be discussed as part of the FY 14 budget process.

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 #
A	158 Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	R	EC	9
Contracts											
B	147 Fire Mitigation Assistance Grant-Perdemales Fire #2959	09/04/11	\$306,990	\$0	\$0	\$0	\$306,990	-	R	MC	102
C	147 Fire Mitigation Assistance Grant-Steiner Ranch Fire #2960	09/04/11	\$204,379	\$0	\$0	\$0	\$204,379	-	R	MC	107
D	158 Comprehensive Energy Assistance Program #58120001710	04/01/13 - 07/31/13	\$1,263,589	\$0	\$0	\$0	\$1,263,589	-	R	EC	112

* Amended from original.

PBO Notes:

- 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

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

**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	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
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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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
158	Basic Transportation Needs Fund (Bus Pass Program)	09/01/13 - 08/31/14	\$5,790	\$0	\$0	\$0	\$5,790	-	4/9/2013
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	-	4/16/2013
157	NEH Preservation Assistance for Smaller Institutions	05/01/14 - 08/01/14	\$6,000	\$0	\$0	\$0	\$6,000	-	4/16/2013
137	State Criminal Alien Assistance Program - SCAAP 13	07/01/11 - 06/30/12	\$40,568,231	\$0	\$0	\$0	\$40,568,231	-	4/16/2013
137	SCATTIF Sheriff's Combined Auto Theft Task Force	09/01/13 - 08/31/14	\$1,001,869	\$134,184	\$258,235	\$0	\$1,394,288	12.00	4/30/2013
145	Taking the Smart Path: Enhancing Assessment and Training to Address Youths' Needs	10/01/13 - 09/30/16	\$644,987	\$0	\$0	\$0	\$644,987	-	4/30/2013
119	Other Victim Assistance Grant	09/01/13 - 08/31/15	\$84,000	\$0	\$28,129	\$0	\$112,129	1.00	5/7/2013
123	Victim Coordinator and Liaison Grant	09/01/13 - 08/31/15	\$84,000	\$0	\$0	\$0	\$84,000	-	5/14/2013
147	FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)- HAZmat ID	10/01/13 - 11/30/14	\$22,500	\$0	\$0	\$0	\$22,500	-	5/21/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
147	FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)- GASID	10/01/13 - 11/30/14	\$9,500	\$0	\$0	\$0	\$9,500	-	5/21/2013
158	AmeriCorps	08/01/13 - 07/31/14	\$298,671	\$500,191	\$0	\$0	\$798,862	31.00	5/21/2013
			\$46,485,246	\$1,175,621	\$631,149	\$73,588	\$48,365,604	71.05	

*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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
155	Justice Reinvestment Initiative	03/01/13 - 02/28/15	\$300,000	\$0	\$0	\$0	\$300,000	-	2/19/2013
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
158	Targeted Low Income Weatherization Program	03/01/13 - 11/30/13	\$54,850	\$0	\$0	\$0	\$54,850	-	4/9/2013
158	DOE Weatherization Assistance Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	4/9/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/13 - 06/30/14	\$35,000	\$0	\$0	\$0	\$35,000	0.65	4/16/2013
158	Basic Transportation Needs Fund Bus Pass Program	09/01/12 - 08/31/13	\$5,790	\$0	\$0	\$0	\$5,790	-	4/16/2013
158	Coming of Age (CNCS)	04/01/13 - 03/31/14	\$16,832	\$309,604	\$15,149	\$0	\$341,585	6.00	4/23/2013
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards	04/01/13 - 03/31/14	\$100,000	\$0	\$0	\$0	\$100,000	-	4/30/2013
158	Comprehensive Energy Assistance Program	01/01/13 - 12/31/13	\$2,637,219	\$0	\$0	\$0	\$2,637,219	4.00	4/30/2013
158	AmeriCorps*	08/01/12 - 07/31/13	\$291,671	\$487,203	\$0	\$0	\$778,874	31.00	5/21/2013
149	CAMPO Surface Transportation Program-Metropolitan Mobility; Blake-Manor Shared Use Path	05/21/13 - until complete	\$2,208,400	\$651,715	\$0	\$145,866	\$3,005,981	-	5/21/2013

*Amended from original agreement.

\$14,971,031 \$400,027 \$214,286 \$0 \$15,585,344 23.08

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	8/28/2012	N/A	Yes
158	Parenting in Recovery (PIR) FY 13	09/30/12 - 09/29/13	\$84,756	\$0	\$84,756	-	12/31/2012	9/25/2012	N/A	Yes
158	Comprehensive Energy Assistance Program	1/1/2013-12/31/2013	\$29,196	\$200,000	\$229,196	4.00	3/31/2013	10/2/2012	N/A	Yes
158	Low Income Home Energy Program	04/01/13 - 03/31/14	\$0	\$100,000	\$100,000	-	6/30/2013	1/8/2013	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				



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TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

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

Grant Title:	Parenting in Recovery II		
Grant Period:	From: <input type="text" value="Sep 30, 2013"/>	To: <input type="text" value="Sep 29, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	U.S. Dept. of Health and Human Services/ Administration for Children and Families		
Will County provide grant funds to a sub-recipient?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input 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:	\$ 90,245	\$ 74,580	\$ 0	\$ 0	\$ 164,825
Operating:	\$ 390,755	\$ 184,420	\$ 0	\$ 0	\$ 575,175
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 481,000	\$ 259,000	\$ 0	\$ 0	\$ 740,000
FTEs:	1.00	1.00	0.00	0.00	2.00

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

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	JC	
County Attorney	<input checked="" type="checkbox"/>	MEG	Also reviewed by JH

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 clients receiving substance treatment services	477	492	450	450
2.	Number of families involved with child welfare completing service plan goals	147	136	125	125
3.	Number of new children entering care	627	669	624	624
+ -	Measures for the Grant				
1.	Percentage of children who had an initial occurrence and/or recurrence of substantiated/indicated child maltreatment within 6, 12, 18 and 24 months after enrolling in the RPG program	12%	5%	35%	35%
Outcome Impact Description		Reduces the number of incidences of child maltreatment in our co			
2.	Percentage of children identified as at risk of removal from the home who are able to remain in the custody of a parent or caregiver through case closure	72%	65%	50%	50%
Outcome Impact Description		Reduces the number of children placed in the foster care system d			
3.	Percentage of parents or caregivers who were able to access timely and appropriate substance abuse treatment as calculated by number of days between program entry and treatment entry (10 days)	93%	88%	80%	80%
Outcome Impact Description		Parents and caregivers with early access to substance dependence			

PBO Recommendation:

The Health and Human Services and Veterans Service Department is requesting approval of the application for the second year of the extension of the Parenting in Recovery grant program, from the US Department of Health and Human Services. The Parenting in Recovery (PIR) program has existed in the County since 2007. At the conclusion of the initial grant, HHSVS applied for, and received, a two-year extension. The required 35% grant match that is required has been requested by HHS as part of its FY 14 budget submission. PBO recognizes the County's commitment to fund year two of this grant. The grant award amount available has decreased from \$500,000 to \$481,000, and the County match requirement for year two has increased from 30% to 35%, or to \$259,000.

This grant application, if funded, will continue the provision of expanded services to children in families in the child welfare system due to the parent's substance abuse. The department reports that the Travis County program has a 56% success rate, which is higher than the national average of 50%.

PBO recommends approval of this grant application.

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

For the past five and a half years, Parenting in Recovery (PIR) has been used to fund services as part of the Family Drug Treatment Court (FDTC) collaboration with the District Attorney's Office, District Court and these primary community partners:

- Department of Family and Protective Services – Child Protective Services
- Austin Recovery
- CASA
- Foundation Communities
- ATCIC
- Private Attorneys
- SafePlace
- Communities in Recovery
- Manos de Cristo
- Lone Star Circle of Care.

The PIR funds help to provide a flexible, comprehensive continuum of services for families involved with the FDTC as a result of methamphetamine or other substance dependence. The primary objective is to keep families together in the community while they receive an individualized set of interventions and supports that promote sustained recovery and independent functioning.

The initial five-year grant ended on 9/29/12. TCHHSVS applied for and received a competitive two-year extension of funding at \$500,000 per year through 9/29/14. This application is for year two of the extension.

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

The match requirement for year two of the extension is \$259,000. The long-term goal of the PIR grant is program sustainability. The role of TCHHSVS in the sustainability of the FDTC is to provide a portion of the substance abuse treatment and recovery support dollars and provide staff expertise as it relates to substance abuse by funding a Substance Abuse Clinical Manager position.

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.

TCHHSVS is using \$184,420 in service dollars from the General Fund as well as \$74,580 of the Substance Abuse Clinical Manager's salary and benefits to provide the \$259,000 required in year two of the extension.

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

TCHHSVS did not include any indirect costs in the year 2 budget included with the original application for a two-year extension as it was under the impression that Travis County did not have a federally approved indirect cost rate. TCHHSVS is aware of the PBO request that all grant applications include an amount for indirect costs unless specifically prohibited by the grantor and will try to comply with this request in future grant applications.

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

No. As mentioned in the response to question 2, the long-term goal of the PIR grant is program sustainability. This program relies heavily on local resources to support substance abuse and recovery supports for sustainability after the grant ends. TCHHSVS staff and grant partners will identify the funding for treatment and flexible services potentially through increased Travis County, City of Austin, State funding, and health insurance. The structure of PIR/FDTC will be sustained by the various partners: District Attorney, District Court, Child Protective Services will sustain positions, supports and structure to maintain the PIR/FDTC.

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

NA.

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

The services provided by the PIR grant are in line with other services offered by the Office of Children's Services within TCHHSVS. The relevant departmental performance measures are included in this summary.



**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: May 15, 2013

TO: Members of the Commissioners Court

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

SUBJECT: Application to the U.S. Department of Health and Human Services,
Administration on Children, Youth and Families for a continuation
of the Parenting in Recovery grant

Proposed Motion:

Consider and take appropriate action to approve an application to the U.S. Department of Health and Human Services, Administration on Children, Youth and Families for a continuation of the Parenting in Recovery grant.

Summary and Staff Recommendations:

Travis County Health and Human Services and Veterans Service (TCHHSVS) serves as the lead agency for a regional partnership (known as the Parenting in Recovery project) that includes Austin Recovery, Foundation Communities, the Texas Department of Family and Protective Services, Austin Travis County Integral Care, and the Travis County Family Drug Treatment Court.

The Parenting in Recovery (PIR) project provides a flexible, comprehensive continuum of services for families in the child welfare system as a result of methamphetamine or other substance dependence. The primary objective of the project is to keep families

together while the parents receive an individualized set of interventions and supports that promote sustained recovery and independent functioning.

The PIR project started in February 2008 and has enrolled 128 mothers as of April 1, 2013. Of these 128 mothers, 44 were discharged successfully, 34 were discharged unsuccessfully, 16 were neutral discharges (admitted but did not receive services beyond partial substance dependence treatment), and 34 are currently enrolled in the project. The PIR project has a 56% success rate which is above the national average of 50%.

The initial five-year grant ended on 9/29/12. TCHHSVS applied for and received a competitive two-year extension of funding, known as PIR II, at \$500,000 per year through 9/29/14. This continuation application is for year two of the extension.

TCHHSVS staff recommends approving this application.

Budgetary and Fiscal Impact:

Sequestration has reduced the amount available for year two to \$481,000. There is a match requirement of \$259,000. TCHHSVS is providing the match in the form of \$74,580 in salary and benefits for a full-time Project Director and \$184,420 in funding for services provided to PIR participants.

Issues and Opportunities:

Parental substance dependence is a key factor underlying the abuse or neglect experienced by many of the children entering foster care. The PIR project is designed to keep families together by providing treatment and support services. PIR has made significant accomplishments during the almost six years it has been in existence. The project has developed a strong and effective community collaboration. It has designed and implemented a continuum of services that reduce the risk factors associated with maternal drug dependence, and has increased the ability of mothers to safely care for their children.

Background:

The Administration on Children, Youth and Families within the U.S. Department of Health and Human Services provides grants for regional partnerships designed to enhance the safety of children who are in an out-of-home placement or are at risk of being put in an out-of-home placement due to a parent's or caretaker's methamphetamine or other substance dependence.

Cc: Andrea Colunga, Director, Office of Children's Services, TCHHSVS
 Nicki Riley, CPA, CMA, Travis County Auditor
 Patty Lennon, Financial Analyst, Travis County Auditor's Office
 Mary Etta Gerhardt, Assistant County Attorney
 Leslie Browder, Executive Manager, Planning and Budget Office
 Aerin Toussaint, Analyst, Planning and Budget Office
 Cyd Grimes, C.P.M., Travis County Purchasing Agent
 Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office

Table Of Contents

Applicant: Travis County
Application Number: (To be assigned)
Project Title Targeted Grants: Methamphetamine and other Substance Abuse
Status: Work in Progress

Information for the Applicant

1. Link to Grant Forms

Online Forms

1. SF-424A Budget Information - Non-Construction
2. SF-424 Application for Federal Assistance Version 2
 - (Upload #1): Areas-Affected Attachment
3. SF-424B Assurances - Non-Construction
4. SF-LLL Disclosure of Lobbying Activities
 - (Mail-In Signature Page): Required Signature Page - Please sign & mail in.
5. Project Abstract Summary
 - (Upload #2): Project Abstract Summary

Additional Information to be Submitted

1. Budget Narrative Upload
 - (Upload #3): Budget Narrative
2. Cover Letter Upload
 - (Upload #4): Cover Page & Project Narrative
 - (Upload #5): Project Narrative Attachments
3. Current Indirect Cost Rate Agreement Upload
 - (Upload #6): Indirect Costs
4. Line Item Budget Upload
 - (Upload #7): Budget Items
5. Miscellaneous Information
 - (Upload #8): Miscellaneous
6. Project Performance Site Location Form Upload
 - (Upload #9): Site Location

Note: Upload document(s) printed in order after online forms.

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. CU - Targeted Grants to A	93.087			\$481,000.00	\$259,000.00	\$740,000.00
2. CU - Targeted Grants to A						
3. CU - Targeted Grants to A						
4. CU - Targeted Grants to A						
5. Totals				\$481,000.00	\$259,000.00	\$740,000.00

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1) CU - Targeted Grants to Ad	(2) CU - Targeted Grants to Ad	(3) Grants to Address Needs of	(4) Grants to Address Needs of	(5) Grants to Address Needs of	
a. Personnel	\$130,104.00					\$130,104.00
b. Fringe Benefits	\$34,721.00					\$34,721.00
c. Travel	\$2,800.00					\$2,800.00
d. Equipment						
e. Supplies	\$2,381.00					\$2,381.00
f. Contractual	\$565,534.00					\$565,534.00
g. Construction						
h. Other	\$4,460.00					\$4,460.00
i. Total Direct Charges (sum of 6a-6h)	\$740,000.00					\$740,000.00
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$740,000.00					\$740,000.00
7. Program Income						

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8 CU - Targeted Grants to Address Needs of Families Affected	\$259,000.00			\$259,000.00
9. CU - Targeted Grants to Address Needs of Families Affected				
10. CU - Targeted Grants to Address Needs of Families Affected				
11. CU - Targeted Grants to Address Needs of Families Affected				
12. TOTAL (sum of lines 8-11)	\$259,000.00			\$259,000.00

SECTION D - FORECASTED CASH NEEDS				
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	13. Federal	\$481,000.00	\$120,250.00	\$120,250.00
14. Non-Federal	\$259,000.00	\$64,750.00	\$64,750.00	\$64,750.00
15. TOTAL (sum of lines 13 and 14)	\$740,000.00	\$185,000.00	\$185,000.00	\$185,000.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. CU - Targeted Grants to Address Needs of Families Affected				
17. CU - Targeted Grants to Address Needs of Families Affected				
18. CU - Targeted Grants to Address Needs of Families Affected				
19. CU - Targeted Grants to Address Needs of Families Affected				
20. TOTAL (sum of lines 16-19)				

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

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision
		* If Revision, select appropriate letter(s): _____ * Other (Specify) _____
* 3. Date Received: _____	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____		* 5b. Federal Award Identifier: 90CU0039
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
8. APPLICANT INFORMATION:		
* a. Legal Name: Travis County		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1746000192A5		* c. Organizational DUNS: 030908842
d. Address:		
* Street1:	100 North I.H. 35	
Street2:	_____	
* City:	Austin	
County:	_____	
* State:	Texas	
Province:	_____	
* Country:	UNITED STATES	
* Zip / Postal Code:	78701-4138	
e. Organizational Unit:		
Department Name: Office Of Children's Services		Division Name: _____
f. Name and contact information of person to be contacted on matters involving this application:		
Prefb: Ms.	* First Name: Laura	
Middle Name:	_____	
* Last Name: Peveto	_____	
Suffix:	_____	
Title: Prevention and intervention Manager		
Organizational Affiliation: _____		
* Telephone Number: 512-854-7874		Fax Number: 512-854-5879
* Email: laura.peveto@co.travis.tx.us		

Application for Federal Assistance SF-424	Version 02
9. Type of Applicant 1: Select Applicant Type:	
County Government	
Type of Applicant 2: Select Applicant Type:	
Type of Applicant 3: Select Applicant Type:	
* Other (specify):	
* 10. Name of Federal Agency:	
-Children's Bureau	
11. Catalog of Federal Domestic Assistance Number:	
93.087	
CFDA Title:	
Address the needs of families Affected by Methamphetamine and other substance abuse	
* 12. Funding Opportunity Number:	
Not Applicable	
* Title:	
Not Applicable	
13. Competition Identification Number:	
Not Applicable	
Title:	
Not Applicable	
14. Areas Affected by Project (Cities, Counties, States, etc.):	
PIRII Maps.jpg	
* 15. Descriptive Title of Applicant's Project:	
Targeted Grants: Methamphetamine and other Substance Abuse	
Attach supporting documents as specified in agency instructions.	

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="481000"/>
* b. Applicant	<input type="text" value="259000"/>
* c. State	<input type="text" value="0"/>
* d. Local	<input type="text" value="0"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text" value="0"/>
* g. TOTAL	<input type="text" value="740000"/>

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

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

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

- Yes
- No

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

** I AGREE

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

Authorized Representative:

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

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

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>Samuel T. Biscoe</p>	<p>* TITLE</p> <p>Travis County Judge</p>
<p>* APPLICATION ORGANIZATION</p> <p>Travis County</p>	<p>* DATE SUBMITTED</p> <p>Not Submitted</p>

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

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

<p>4. Name and Address of Reporting Entity:</p> <p><input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p style="margin-left: 40px;">Tier _____, if known:</p> <p>Not applicable Not applicable Not applicable</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</p>
<p>6. Federal Department/Agency:</p> <p>Not applicable</p>	<p>7. Federal Program Name/Description:</p> <p>Children's Bureau</p> <p>CFDA Number, if applicable: _____ 93.087</p>
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p> <p>Not applicable, Not applicable</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (if individual, last name, first name, MI):</p> <p>Not applicable, Not applicable</p>
<p>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.</p>	<p>Signature: <u>Completed on Submission</u></p> <p>Print Name: <u>Not applicable, Not applicable</u></p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>

Project Abstract Summary

Program Announcement (CFDA)

* Program Announcement (Funding Opportunity Number)
 Not Applicable

* Closing Date

* Applicant Name
 Travis County

* Length of Proposed Project: 85

Application Control No.

Federal Share Requested (for each year)

* Federal Share 1st Year	* Federal Share 2nd Year	* Federal Share 3rd Year
\$ 481,000.00	\$ 0.00	\$ 0.00
* Federal Share 4th Year	* Federal Share 5th Year	
\$ 0.00	\$ 0.00	

Non-Federal Share Requested (for each year)

* Non-Federal Share 1st Year	* Non-Federal Share 2nd Year	* Non-Federal Share 3rd Year
\$ 259,000.00	\$ 0.00	\$ 0.00
* Non-Federal Share 4th Year	* Non-Federal Share 5th Year	
\$ 0.00	\$ 0.00	

* Project Title
 Targeted Grants: Methamphetamine and other Substance Abuse

Project Abstract Summary

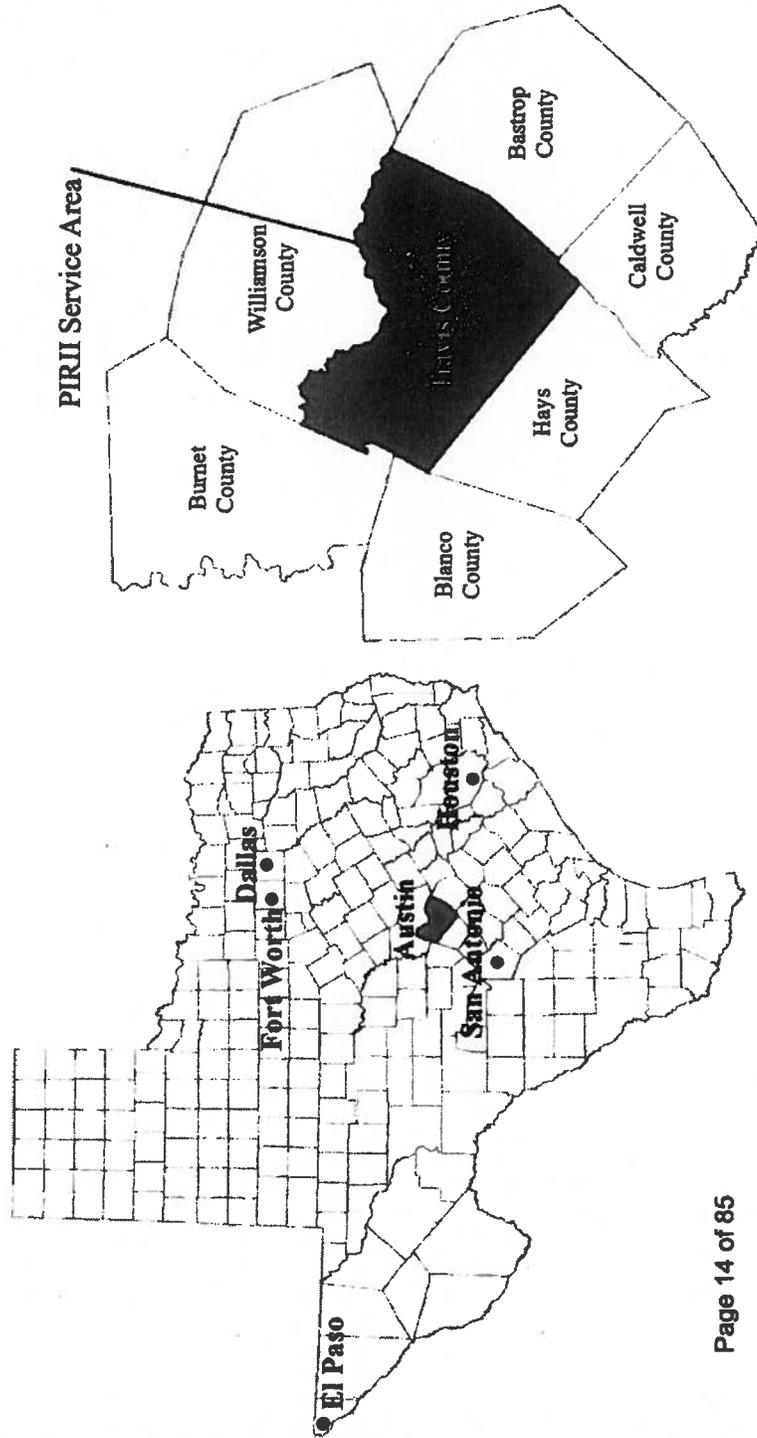
* Project Summary

* Estimated number of people to be served as a result of the award of this grant.: 0

Upload #1

Applicant: Travis County
Application Number: (To be assigned)
Project Title Targeted Grants: Methamphetamine and other Substance Abuse
Status: Work in Progress
Document Title: Areas-Affected Attachment

Geographic Location



Upload #2

Applicant: Travis County
Application Number: (To be assigned)
Project Title Targeted Grants: Methamphetamine and other Substance Abuse
Status: Work in Progress
Document Title: Project Abstract Summary

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services
Project Abstract**

The five-year RPG grant Parenting in Recovery (PIR), awarded in 2007, allowed Travis County (TC) to bring together a coalition of community service providers who cooperatively provide a flexible, comprehensive continuum of services to women, children, and families who are involved in the state child welfare system as a result of maternal drug and/or alcohol dependence. The two-year RPG grant extension, awarded in 2012, opened the door for PIR to solidify current progress, complete outstanding goals, and finalize the transition of PIR from a grant supported project to a sustained community program.

The essential goal of the PIR coalition is to help mothers of young children recover from substance dependence, maintain or regain custody of their children, and establish safe and healthy lives and homes. To that end, the original PIR grant established three primary objectives:

1. Provide cross-systems training for child welfare and substance abuse counselors to promote more effective collaboration and treatment planning and increase ability to service families with substance dependency problems and child welfare involvement
2. Preclude or decrease the number of out-of-home placements for children of mothers with substance dependency
3. Increase the safety and well-being of children of substance dependent mothers by reducing risks factors and increasing protective factors for child maltreatment.

While it has made significant progress in meeting these project objectives, PIR developed additional project enhancements attached to the grant extension, as follows:

1. Advance the child/youth service delivery system to increase the overall well-being of the children/youth
2. Sustain critical elements of the service delivery system for an additional two years while local funding is identified and secured
3. Further develop the existing collaboration by establishing a more defined system of shared information with a focus on local data.

Each of these enhancements is deemed necessary to garner system support for the long-term sustainability of the project.

Services available to PIR participants include inpatient and outpatient substance abuse treatment, family drug court participation, psychological and psychiatric evaluation, collaborative case management, parenting skills training, child developmental, emotional and social assessment and intervention, peer recovery coaching, safe housing, individual and family counseling, home visitation, child-care assistance, mental health services, medical, dental, and pharmaceutical services, and educational and employment support.

The PIR core partnership includes the following entities:

- Travis County Health & Human Services (TCHHS)
- Texas Department of Family & Protective Services, Child Protective Services (CPS)

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services
Project Abstract**

- **Travis County Family Drug Treatment Court (FDTC)**
- **Austin Recovery Women's and Women & Children's Treatment Programs (AR)**
- **Foundation Communities (FC)**

PIR collaborative partners include the following:

- **Travis County District Attorney's Office (DA)**
- **Travis County Office of Child Representation (OCR)**
- **Texas Court Appointed Special Advocates (CASA)**
- **Travis County Court Appointed Family Advocates (CAFA)**
- **Austin/Travis County Integral Care (ATCIC)**
- **Manos de Cristo (Dental)**
- **Mauney & Associates, LLC (Parent Training & Individual Therapy)**
- **EyeSite Family Vision (Eye Examination)**
- **Eyemart Express (Eye Glasses)**
- **David Brown, MD (Psychiatric)**
- **Communities for Recovery (CforR—Peer Recovery Coaching, Crosstalk Meetings & Service Work Opportunities)**
- **Austin Oxford Houses (Sober Living)**
- **MedSavers Pharmacy (Pharmaceuticals)**
- **Lone Star Circle of Care (LSCC—Medical & Behavioral Health)**

Projected to serve: 52

Upload #3

Applicant: Travis County
Application Number: (To be assigned)
Project Title Targeted Grants: Methamphetamine and other Substance Abuse
Status: Work in Progress
Document Title: Budget Narrative

Budget Justification

Parenting in Recovery (PIR II) seeks funding in the year two re-application for:

Four positions allocated through a contract:

- Part-time Evaluator – Contract with Encompass
- Part-time Research Assistant – Contract with Encompass
- Child Therapist – Funded position with Austin Travis County Integral Care (ATCIC)
- Part-time Housing Case Manager – Funded position with Foundations Communities (FC)

One position funded through Travis County Office of Child Representation (OCR):

- Attorney ad Litem to represent children (AAL) – Funded position with OCR
- Office supplies, mileage, and cell phone allowance and other expenses to support the grant funded positions above excluding the Case Manager position with FC
- Flexible funding to expend on specialized services for children and parents including substance abuse treatment, concrete services, recovery supports and therapeutic and specialized services for the children. These funds will be integrated into two existing contracts between ATCIC and TCHHS/VS referenced as the System of Care (SOC) contract and the Substance Abuse Managed Service Organization (SAMSO) contract.
- Travel expenses for key personnel to attend the grantee meeting in Washington.
- There will be no funding requested for Equipment or Construction.
- PIR II will provide match funding from this source:
 - TCHHS/VS – Funding for PIR II Project Director and Flexible Funding dedicated to PIR II/FDTC

Object Class Categories

A. Personnel / Fringe Benefits¹

Position: Attorney Ad Litem

Necessity: This position is required to fulfill the grant design. This position provides legal representation to children whose family has an open lawsuit with Child Protective Services (CPS). Duties include interviewing all clients who are 4 years old or older, interviewing people who have significant knowledge of the child's history and condition, investigating the facts of the case, obtaining and reviewing copies of relevant records, participating in litigation, taking action that is necessary to expedite the proceedings and encourage settlement.

Reasonableness: The salary for this position was derived from the Travis County Classified Salary Schedule. The salary is less than the median average salary for attorneys in Austin, Texas but is the average salary for a County funded attorney position and is commensurate to other attorneys in OCR.

Allocation of Proposed Cost: The funds for this position will be allocated to the budget of the Office of Child Representation which is a program managed under the Justice and Public Safety Division of Travis County.

B. Travel – See Budget Detail

C. Equipment - No equipment purchases as part of the grant budget proposal.

¹ <http://www.salary.com/category/salary/> this website was used to compare salaries for reasonableness

D. Supplies

PIR II has office supplies as part of the budget for the OCR and ATCIC contracts. FC is providing these resources for their part-time funded grant position.

Necessity: Basic office supplies to facilitate work with grant supported participants.

Reasonableness: The allocation for office supplies annually is less than 1% of each individual program budget within PIR II.

Allocation of Proposed Cost: Office supplies will be part of the allocated budget under the PIR II design.

E. Contractual

PIR II will execute 5 contracts to support the implementation of the PIR II grant design.

1. **Encompass** – this will be a unit cost contract with the evaluator for the grant project. The contract will cover these costs: evaluator's project time and compliance with grant requirements; database development and management activities; completion of a cost analysis and case study of the project; and employment of a part-time research assistant. The cost for year two includes close-out activities related to the grant.

Evaluator position

Necessity: Grant required position that is essential to ensure compliance with the evaluation component of the grant design. These duties will be executed: develop data collection plan with designated federal and local performance indicators; meet with federal program officers and liaison at national meetings and on-site; provide information to these individuals concerning the evaluation status as requested; monitor Institutional Review Board Protection of Human Subjects activities, including applications for continuing review of IRB protocols, maintenance of consent forms, strategies to recruit, monitoring of the informed consent process; training activities, such as training in new assessment instruments for child therapists and training research assistant in data collection needed specifically for control group data; assist in developing semi-annual & annual reports on federal and local indicators; interface with database developers as needed; supervise research assistant and provide oversight of data collection; complete a local evaluation for dissemination annually with a focus on program process and outcomes.

Encompass Medical Management - Ongoing program evaluation activities and duties related to the management of the web based data collection system: modify the web-based database for entry of data required by grantor; include various drop-down menu items that conform to the federal indicator criteria and match the indicator criteria to the federal data dictionary requirements; create interfaces between CSI and CPS databases to allow data to be uploaded to federal database that tracks grant evaluation component; manage data connections and data feeds from CPS state databases in the PIR II access database for all reports; warehouse the data in secure data repository and HIPAA compliant site; conduct on-going security checks of data and data sources; administration of data privacy and validity for HIPAA and confidentiality; ongoing consulting on data management; develop XML mapping process and validity checks to meet federal data requirements; upload program data to federal data repositories for semi-annual report. Major efforts will be required to conduct the cost/benefit analysis as well the final reports to grantor.

Reasonableness: The hourly rate of \$100 includes the remuneration of the evaluator. There is no administrative or indirect cost.

Allocation of Proposed Cost: The funds for this position will be part of the contract executed with Encompass Medical Management, Inc.

Part-Time Research Assistant position

Necessity: Position to support the collection of data and support the activities of the evaluator and focus on collection of control group data specifically. This position is essential to ensure full compliance with the evaluation component of the grant design. Duties will include ongoing monitoring of web-based database to ensure data gathered from project partners throughout the year is complete; data collection and data entry from all partner data bases and interviews with individual program participants; developing tracking system for data with special concentration on collecting control group data from pre- and post-testing; developing SPSS databases from Excel and web-based database and converting data for data analysis; assisting evaluator in developing analyses for semi-annual, annual, and final reports with cost/benefit analysis. Also, conduct qualitative interviews with participants completing the program.

Reasonableness: The hourly rate for this position is \$15 and the staff is expected to work approximately 1000 hours in Year 2 to provide additional support for the final report and cost/benefit analysis and control group data. The cost also includes required benefits of FICA, but no other benefits/indirect costs.

Allocation of Proposed Cost: The funds for this position will be part of the contract executed with Encompass Medical Management, Inc.

2. Austin Travis County Integral Care (ATCIC) – Three contracts will be executed between ATCIC and TCHHS/VS to support the implementation of the grant design. Two of them have been in place since the original grant award of PIR in 2007: System Of Care (SOC) and Substance Abuse Managed Service Organization (SAMSO). The third contract executed is to facilitate the service delivery to the children served by this grant. The contract includes the cost of the Child Therapist position including salary, benefits, mileage, cell phone stipend, office supplies and other costs.

Child Therapist Position:

Necessity: This position is required to fulfill the grant design and provide therapeutic services to the children served by the grant. Duties include but are not limited to assessments, providing direct therapeutic services, providing or accessing experiential therapeutic services, advocacy in school setting and education on substance abuse.

Reasonableness: The salary of this position is slightly below the median salary for a licensed clinical social worker based on the national average. The salary is commensurate with others who have like degrees and experience in Austin, Texas.

Allocation of Proposed Cost: The funds for this position will be provided to ATCIC in a contract.

SOC contract

The SOC contract allows TCHHS/VS to expend flexible funding on the behalf of the eligible children, youth and mothers of this grant. The contract funds specific services and supports for the participants such as recovery supports and specialized children services.

SAMSO contract

The SAMSO contract funds substance abuse treatment for eligible grant participants.

ATCIC acts as the managed service organization in both the SOC and SAMSO contracts by fulfilling two functions: provider network development and payment allocation through a reimbursement contract. ATCIC recruits, credentials, contracts and oversees a provider network. The contract dollars allocated by TCHHS/VS under these contracts reimburses ATCIC for payments rendered to network and non-network providers. ATCIC has the software to carefully manage funding allocations and the budget management to ensure that only authorized funding is expended on eligible clients. Under these contracts, TCHHS/VS pays an MSO fee to offset the cost of the management of the network and the billing process. The MSO fee for this grant is 5% of the funds expended.

3. Part-Time Housing Case Manager position contract

Necessity: This position is required to fulfill the grant design. This position provides housing focused case management to grant participants in PIR II. Duties include conducting housing assessments and developing individualized plans, providing referrals to local housing resources, and, for those eligible, facilitating placement in Foundation Communities housing property and provide ongoing case management.

Reasonableness: This position is funded below the median salary in Austin, Texas but is commensurate to the salary of others employed by Foundation Communities. This funding covers a 1/3 of the position cost. The case manager will serve the necessary hours to support the grant eligible participants. If this exceeds the grant allocation, the additional cost will be covered by Foundation Communities' portion of the funding for this position.

Allocation of Proposed Cost: The funding for this position will be provided to Foundation Communities in a contract.

F. Construction - PIR II does not have any construction costs as part of the proposed budget.

G. Other

There is money budgeted in this category to cover mileage and continuing legal education for the Attorney Ad Litem.

1. Indirect Charges

PIR II will not charge indirect costs to the grant.

H. Match Requirement

The match requirement for this grant is an escalating match with year two being 35%. The match will be provided by TCHHS/VS.

- TCHHS/VS match will be from the salary and benefits of the PIR II Project Director and the flexible funding allocated to the project through Travis County.

I. Flexible Funding for PIR II Grant

- Flexible funds have been budgeted for the children, youth and mothers enrolled in the grant.
- The funding will be allocated to ATCIC in the form of two contracts: SOC & SAMSO.

Examples of Approved Expenditures:

Project Title: Parenting in Recovery (PIR) II -- Second Year Re-Application May 2013
Applicant Name: Travis County Health and Human Services and Veterans Service

Parent/Caretaker Education	Psychosocial Skills Training	Medication Management
Psychological Assessment	Medical Purchases	Substance Abuse Treatment
Psychiatric Assessment	Case Conference	Neuropsychological
Specialized Therapy	Emergency Food	Equine Therapy
Respite Care	Clothing	Mentoring
Child Care/supervision	Utilities	Therapeutic/Behavioral Aide
Transportation	Housing Assistance	Behavioral Aide
Employment Support Services	Tutoring	Enrichment Activities
Individual, Group, Family, Crisis Counseling	Specialized Therapy	Experiential Therapy

Upload #4

Applicant: Travis County
Application Number: (To be assigned)
Project Title Targeted Grants: Methamphetamine and other Substance Abuse
Status: Work in Progress
Document Title: Cover Page & Project Narrative

Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services



Administration for Children and Families
Children's Bureau
Regional Partnership Grants



Non-Competitive Continuation Funding for Regional Partnership Grant
09.30.13 through 09.29.14

Grantee Name and Address:

Travis County Health and Human Services & Veteran Services
Office of Children Services
100 North IH-35
Austin, Texas 78701

Grant Number:

90CU0039

Period covered by the application:

09.30.13 through 09.29.14

Principal Investigator:

Laura Peveto

Project Director:

Charles N. Roper

Federal Project Officer:

Jean Blakenship

Grants Management Specialist:

Bernard Morgan

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

Parenting in Recovery: Background

The five-year RPG grant Parenting in Recovery (PIR), awarded in 2007, allowed Travis County (TC) to bring together a coalition of community service providers who cooperatively provide a flexible, comprehensive continuum of services to women, children, and families who are involved in the state child welfare system as a result of maternal drug and/or alcohol dependence. The two-year RPG grant extension, awarded in 2012, opened the door for PIR to solidify current progress, complete outstanding goals, and finalize the transition of PIR from a grant supported project to a sustained community program.

The essential goal of the PIR coalition is to help mothers of young children recover from substance dependence, maintain or regain custody of their children, and establish safe and healthy lives and homes. To that end, the original PIR grant established three primary objectives:

1. Provide cross-systems training for child welfare and substance abuse counselors to promote more effective collaboration and treatment planning and increase ability to service families with substance dependency problems and child welfare involvement
2. Preclude or decrease the number of out-of-home placements for children of mothers with substance dependency
3. Increase the safety and well-being of children of substance dependent mothers by reducing risks factors and increasing protective factors for child maltreatment.

While it has made significant progress in meeting these project objectives, PIR developed additional project enhancements attached to the grant extension, as follows:

1. Advance the child/youth service delivery system to increase the overall well-being of the children/youth
2. Sustain critical elements of the service delivery system for an additional two years while local funding is identified and secured
3. Further develop the existing collaboration by establishing a more defined system of shared information with a focus on local data.

Each of these enhancements is deemed necessary to garner system support for the long-term sustainability of the project.

PIR participants are Travis County residents who have been identified by Texas Department of Family & Protective Services (DFPS), Child Protective Services (CPS) as exhibiting symptoms of substance use disorders that impact the care and well-being of their young children.

CPS referrals to PIR may occur under any of the following three basic criteria:

1. A mother gives birth to a baby who tests positive for drugs.
2. A mother is pregnant and tests positive for drugs and has at least one child under age five in the home.
3. A mother is using drugs and has at least one child under age five in the home.

Eligible participants must meet the following conditions:

1. Mother is dependent on alcohol and/or other drugs.
2. Mother is not in acute distress due to a mental health diagnosis such that it would preclude her from actively participating in treatment.

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

3. Mother's children fit into one or more of the following categories:
 - a. Children are with mother and will accompany her into treatment.
 - b. Children are with relatives or fictive kin in Travis or a contiguous county.
 - c. Children are with relatives, fictive kin, or foster care, regardless of their location, with an intention to reunify with mother within 45 days of removal or when in the best interest of the children and agreed upon by the child advocates to the case.
 - d. Children are with relatives, fictive kin, or foster care, regardless of their location, with an intention to place with relatives or fictive kin in Travis or contiguous county within 45 days of removal or when in the best interest of the children and agreed upon by the child advocates to the case.
4. Mother demonstrates her willingness to participate in PIR by entering substance abuse treatment and enrolling Family Drug Treatment Court.

Services available to PIR participants include inpatient and outpatient substance abuse treatment, family drug court participation, psychological and psychiatric evaluation, collaborative case management, parenting skills training, peer recovery coaching, safe housing, individual and family counseling, home visitation, child-care assistance, mental health services, medical, dental, and pharmaceutical services, and educational and employment support. Services available to the children of PIR participants that were expanded or added as the result of the two year extension include child developmental, emotional, and social assessments by a licensed child therapist, individualized treatment planning for children's medical, dental, psychological, emotional, educational and therapeutic needs, wraparound support services for children including access to concrete services, behavioral aides, alternative therapies such as art, music, and equine therapy (not covered by Medicaid), parent mentoring, and pro-social skills groups. Children also have access to legal representation by an attorney familiar with the drug court program structure, who can represent the children's voice during drug court proceedings.

The PIR core partnership includes the following entities:

- Travis County Health & Human Services (TCHHS)
- Texas Department of Family & Protective Services, Child Protective Services (CPS)
- Travis County Family Drug Treatment Court (FDTC)
- Austin Recovery Women's and Women & Children's Treatment Programs (AR)
- Foundation Communities (FC)

PIR collaborative partners include the following:

- Travis County District Attorney's Office (DA)
- Travis County Office of Child Representation (OCR)
- Texas Court Appointed Special Advocates (CASA)
- Travis County Court Appointed Family Advocates (CAFA)
- Austin/Travis County Integral Care (ATCIC)
- Manos de Cristo (Dental)
- Mauney & Associates, LLC (Parent Training & Individual Therapy)
- EyeSite Family Vision (Eye Examination)
- Eyemart Express (Eye Glasses)
- David Brown, MD (Psychiatric)

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

- **Communities for Recovery (CforR—Peer Recovery Coaching, Crosstalk Meetings & Service Work Opportunities)**
- **Austin Oxford Houses (Sober Living)**
- **MedSavers Pharmacy (Pharmaceuticals)**
- **Lone Star Circle of Care (LSCC—Medical & Behavioral Health)**

PIR enrolled its first treatment group participant on February 21, 2008 and celebrated its first successful full-term graduate in April 2009. Since that time, PIR has enrolled 128 participant mothers and 207 children and discharged 94 participant mothers and 156 children.

Years 5-6 PIR Activities: Highlights

The agencies and individuals associated with the Regional Partnership, now referred to locally as Parenting in Recovery (PIR)—Family Drug Treatment Court (FDTC), expressed excitement and gratification at the announcement that PIR had received one of eight two-year RPG grant extensions. PIR-FDTC partners were excited to continue and expand the work begun in 2008, and to fine tune the FDTC sustainability plan. They were gratified by the implication that their work over the past five years has been acknowledged and valued by their grantors.

PIR-FDTC accomplished much during Year 5 and the first half of Year 6, that is, September 30, 2011 through March 31, 2013. For example:

- **Enhanced its strong community collaboration by adding partners who provide relevant services needed to help reduce the risk factors and increase protective factors associated with maternal substance abuse**
- **Embraced a larger family recovery model that lends more time, attention, and resources to identifying and meeting the emotional, behavioral, social, and legal needs of the children of PIR-FDTC participants**
- **Initiated the process of developing and implementing a self-sufficient shared data collection system with an emphasis on performance indicators at the local level**
- **Began accepting into the PIR-FDTC program adults who are receiving medication assisted treatment (MAT)**
- **Consistently complied with the evaluation component of the RPG grant by collecting, maintaining, uploading, and analyzing data for both treatment and control groups**
- **Earned the full support and commitment to long-term sustainability of the project from the Travis County community as evidenced by RPG partners' allocation of \$365,000 in dedicated funding and agreement to sustain positions and community infrastructure established by the original RPG grant**

During Year 5 and the first half of Year 6, PIR admitted 44 treatment group mothers and 71 children. Thirty of those mothers and 44 children were still enrolled on March 31st.

During the same time period, PIR discharged 34 mothers and 56 children from the program, as follows:

- **Eighteen mothers discharged successfully and maintained custody of their children.**
- **Eight mothers discharged unsuccessful:**
 - **Two mothers voluntarily relinquished their parental rights, and their children were placed for adoption.**

Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services

- Six mothers continued with open CPS cases while their children resided with relatives.
- Eight mothers were discharged neutral, and their cases were not followed.

Since inception of the RPG grant in 2008 through March 31, 2013, PIR has enrolled 281 participant mothers and 476 children as follows:

- 128 treatment group mothers
- 207 treatment group children
- 153 control group mothers
- 269 control group children

PIR does not enroll fathers into its program; however, FDTC has enrolled 16 fathers into its drug court program.

Since inception through March 31, 2013, PIR has discharged 94 treatment group participants as follows:

- 44 successful completions, defined as follows:
 - *Either* one of two conditions upon discharge from FDTC:
 - Participant successfully completes Family Drug Treatment Court (FDTC), or
 - Participant maintains parental rights—solely or jointly—of the children named in the court petition as parties to the child welfare case and does not show evidence of current use of drugs and/or alcohol (i.e., within 30 days of discharge).
- 34 unsuccessful completions, defined as follows:
 - *Both* of two conditions upon discharge from FDTC:
 - Participant is discharged unsuccessful from FDTC, *and*
 - Participant does not maintain parental rights—solely or jointly—of the children named in the court petition.
- 16 neutral discharges, defined as follows:
 - Admitted but did not receive services beyond partial substance abuse treatment by *Either* one of two conditions:
 - Participant declines to enroll in FDTC.
 - Participant is discharged from FDTC with no resolution due to incarceration or demise.
- PIR-FDTC participants have given birth to 10 drug negative infants while they were enrolled in the program. Participants have given birth to 13 infants following discharge from the program. Five of these were drug negative births, and eight were drug positive. Of the five drug negative births, two came from successful graduates, and three were from unsuccessful discharges.

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

All PIR Participants Discharged, *Including* Neutral Discharges, by RPG Year: *Program Inception through March 2013*

Discharged Including Neutral	Years 1 & 2		Year 3		Years 4		Year 5		Year 6 9/30/12– 3/31/13	
<i>All</i>	16	100%	26	100%	18	100%	27	100%	7	100%
Discharged Successful	5	31%	13	50%	10	56%	13	48%	5	71%
Discharged Unsuccessful	7	44%	11	42%	6	33%	7	26%	1	14%
Discharged Neutral*	4	25%	2	8%	2	11%	7	26%	1	14%

* Neutral discharges from PIR do not receive services beyond partial substance abuse treatment and do not participate in FDTC; therefore they tend to distort meaningful discharge category statistics. They are included here merely for comparison purposes.

All PIR Participants Discharged, *Excluding* Neutral Discharges, by RPG Year: *Program Inception through March 2013*

Discharged Including Neutral	Program Completion Years 1 & 2		Program Completion Year 3		Program Completion Year 4		Program Completion Year 5		Program Completion Year 5.5: 9/30/12– 3/31/13	
<i>All</i>	12	100%	24	100%	16	100%	20	100%	6	100%
Discharged Successful	5	42%	13	54%	10	63%	13	65%	5	83%
Discharged Unsuccessful	7	48%	11	46%	6	37%	7	35%	1	17%
Discharged Neutral*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* Neutral discharges from PIR do not receive services beyond partial substance abuse treatment and do not participate in FDTC; therefore they tend to distort meaningful discharge category statistics. They are included here merely for comparison purposes.

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

Permanency Outcomes for Children Discharged from PIR-FDTC and a Final Order Entered: *Program Inception through April 19, 2013*

Permanency Outcomes		
All Children with Final Orders	137*	100%
Permanency with FDTC participant parent	62	45%
Permanency with relative or other parent without termination of parental rights	35	26%
Adoption by relatives with termination of parental rights	21	15%
Permanency with parent, other parent, or relatives: <i>Combines the three categories above.</i>	118	86%
Unrelated/ Non-kin adoption with termination of parental rights	19	14%

*This figure is different from the 156 number noted above as being discharged from PIR since inception because it represents status at end of CPS case, not PIR discharge, i.e., some CPS cases extend beyond participation in PIR-FDTC.

The following narrative expands on these and other highlights through a more detailed presentation of grant activities, accomplishments, challenges, and project deviations that have occurred during the past year and a half. The narrative concludes with a comprehensive sustainability plan for Year 7 that focuses on maintaining FDTC and the participant supports that have been shown to encourage success among program participants.

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
Project Maintenance		
Grant management	<ul style="list-style-type: none"> • PIR-FDTC management staff has remained intact since the beginning of the original PIR grant: <ul style="list-style-type: none"> ○ PIR Project Manager (PM = Laura Peveto) ○ PIR Program Director (PD = Chuck Roper); position fully funded by Travis County ○ PIR Program Evaluator (PE = Sanna Thompson) ○ Drug Court Coordinator (DCC = Michelle Kimbrough); position fully funded by a grant from the Governor's Office of the State of Texas • PM, PD, PE, and DCC attended and contributed to RPG conference calls and webinars as appropriate to each. • Grant staff drew down and expended funds appropriately. • Travis County conducted regularly scheduled PIR audit of all files and sub-recipient contracts. • PM, PD, and PE collaborated to submit semi-annual progress reports (SAPR) in a timely fashion. • PE successfully uploaded PIR data to RPG database as required by the grant. 	Ongoing, with continuous review
Program management &	<ul style="list-style-type: none"> • PIR-FDTC Management Team (PM, PD, DCC) meets weekly to discuss relevant issues, accomplishments, challenges, and 	Ongoing, with continuous review

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
maintenance	<p>upcoming activities.</p> <ul style="list-style-type: none"> • PIR Evaluation Team (PM, PD, PE) meets monthly, or as needed, to discuss evaluation and data issues, database efficacy, and data analysis. • PIR-FDTC Operations Committee (aka the Drug Court Team [DCT]) meets monthly to discuss and decide policies, procedures, service opportunities and barriers, partner roles & responsibilities, and related issues. • PIR-FDTC Operations Committee formed three subcommittees to coordinate service delivery to FDTC participants and their children, as follows: <ul style="list-style-type: none"> ◦ Children's Voice in FDTC/Integration of Children's Issues ◦ Concrete Service Expenditures ◦ Service Delivery Process for Children All three subcommittees accomplished their assigned tasks. • PIR PD continues to update and revise the PIR Policies & Procedures Manual as needed. • PIR PD continues to revise and update program tools as needed and to distribute revised program tools to members of the DCT as appropriate. • PIR PD continues to work in close partnership with the DCC to develop, revise, and distribute FDTC program policies, procedures, and tools. 	
<i>Systems Enhancement</i>		
Regional partnership	<ul style="list-style-type: none"> • Partnership remained stable with one new partner addition: Lone Star Circle of Care (LSCC), a Federally Qualified Community Health Center.* • Regional Partnership experienced no losses. <p><i>* See Attachment 1--LSCC Memorandum of Understanding:</i></p>	Ongoing with continuous review
Partnership collaboration	<ul style="list-style-type: none"> • PIR-FDTC partners continue to work together collaboratively for the good of the program and its program participants. • PIR-FDTC partners continue to meet as scheduled for discussion, problem solving, and planning, as follows: <ul style="list-style-type: none"> ◦ Operations Committee—Monthly ◦ Operations Subcommittees—As needed ◦ Advisory Committee—Quarterly, or more frequently as needed ◦ The Children's Continuum (TCC) Management Team—Monthly (Note: TCC Management Team delivers oversight for another Federal grant program through the Office of Juvenile Justice and Delinquency Prevention designed to meet service needs of the children of PIR/FDTC participants.) – monthly 	Ongoing with continuous review
Core partner participation	<ul style="list-style-type: none"> • Travis County Family Drug Treatment Court (FDTC) <ul style="list-style-type: none"> ◦ FDTC installed a new Associate Judge to the FDTC bench. ◦ Associate Judge hears both FDTC and CPS cases. ◦ Associate Judge participates in weekly FDTC pre-hearing 	Ongoing with continuous review

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	<p>staff meetings and monthly Operations Committee meetings.</p> <ul style="list-style-type: none"> ○ Presiding District Court Judge supervises Associate Judge and, along with another Associate Judge, covers the drug court docket as needed. ○ FDTC DCC continued to participate in service planning and provision at a consistently high level. ○ PIR-FDTC partners attended the National and Texas Associations of Drug Court Professionals conferences. ● Texas Department of Family Protective Services (DFPS), Child Protective Services (CPS) <ul style="list-style-type: none"> ○ CPS continued its commitment to and support of PIR-FDTC. ○ Budget restrictions and employee turnover continued to influence the agency's ability to work cases effectively and provide needed services to families but not to the extent that they negatively affected PIR-FDTC participants significantly. ○ PIR-FDTC dedicated CPS investigation/FBSS unit remained relatively stable. ○ PIR PD provided training and mentoring to CPS designated unit supervisor, investigators, and case workers. ○ PIR PD and CPS unit supervisor met as needed to discuss cases referred into the unit. ● Austin Recovery (AR) <ul style="list-style-type: none"> ○ AR continued in its role as PIR-FDTC's primary substance abuse treatment partner. ○ AR merged with the Houston Council on Alcohol and Drugs effective January 1, 2013. ○ Effective that date, AR's CEO resigned and was replaced by an executive from the Houston Council. ○ The new Houston Council executive relocated to the Austin area and was introduced as the new local head of AR, with the title of chief financial officer (CFO); the president of the Houston Council assumed the title of CEO over both agencies and will continue to reside in Houston. ○ Following the merger, AR at least temporarily discontinued its capital campaign to fund a new Family House women & children's treatment facility. ○ AR administrative, clinical, and case management staff that provides direct services to PIR-FDTC participants remained stable. ○ AR occasionally placed new PIR participants on a wait list for entry into residential substance abuse treatment but never for more than ten days. ○ AR provided daycare for the children of PIR-FDTC participants during their stay in residential treatment, limited to children over the age of six months. ● Foundation Communities (FC) 	

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	<ul style="list-style-type: none"> ○ FC continued in its role as PIR-FDTC's primary housing partner. ○ FC housing case manager continued to administer housing assessments to PIR-FDTC participants within 30 days of program admission. ○ FC case manager continued to help participants obtain waiting list status for public and other subsidized housing programs, as appropriate. ○ FC case manager continued to help guide participants' transition from residential treatment into sober housing and from sober housing into independent living. ○ FC maintained its relatively strict admission standards for PIR-FDTC participants, resulting in few admissions into FC housing. 	
Collaborative partner participation	<ul style="list-style-type: none"> ● Travis County District Attorney's Office (DA) continued to serve as prosecuting attorney on PIR-FDTC CPS cases. ● Travis County Office of Child Representation (OCR) continued to serve as attorney ad litem for the children of PIR-FDTC participants. ● Texas Court Appointed Special Advocates (CASA) continued to serve as guardian ad litem for the children of PIR-FDTC participants. ● Travis County Court Appointed Family Advocates (CAFA) continued to provide court-appointed legal representation for PIR-FDTC participants. ● Austin/Travis County Integral Care (ATCIC) continued to provide administrative support for the PIR program. ● Manos de Cristo continued to deliver essential dental care funded by PIR to PIR-FDTC participants. ● Mauney & Associates, LLC continued to provide parent training funded by PIR and The Children's Continuum (TCC) to all PIR-FDTC participants. ● EyeSite Family Vision Center and Eyemart Express provided eye examinations and glasses purchases funded by PIR to PIR-FDTC participants. ● David Brown, MD continued to provide psychiatric assessments funded by PIR for PIR-FDTC participants in need of immediate short-term care. ● Communities for Recovery (CforR) delivered peer recovery coaching and other recovery-related activities funded by PIR to all PIR-FDTC participants. ● CforR supported PIR-FDTC's efforts to develop an alumnae group by subsidizing costs associated with meetings and gatherings. ● Austin Oxford Houses provided sober living funded by PIR for PIR-FDTC participants and their children. ● MedSavers Pharmacy provided low cost prescription medications funded by PIR to PIR-FDTC participants and their 	Ongoing with continuous review

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	children. • Lone Star Circle of Care (LSCC) provided medical, psychiatric, and psychotherapeutic care funded by PIR and Medicaid to PIR-FDTC participants and their children.	
Coalition partner and community training	• PIR and TCC continued to provide quarterly cross-trainings for PIR-FDTC partners and the larger Austin service-provider community. • PIR PD provided ongoing training and review for members of the CPS designated investigations/FBSS supervisor, investigators, caseworkers, and transporters. • PIR PD and FDTC DCC delivered intensive training regarding the workings of the various grants that support PIR-FDTC and relevant information about substance abuse, substance abuse treatment, and substance abuse recovery, along with a training resource guide, to the new FDTC Associate Judge. • Upcoming, during the extension period: <ul style="list-style-type: none"> ○ The Center for Elimination of Disproportionality and Disparities (CEDD) will provide training to enhance cultural competence of RPG partners and the community workforce, as well as provide an assessment of the project practices and protocols. ○ The Houston-based Child Trauma Academy will deliver trauma-specific training to PIR partners and the larger social services community to enhance their understanding and treatment of trauma. 	Accomplished, with ongoing review
<i>PIR Participate Identification & Entry</i>		
Assignment of cases to treatment and control groups	• Assignment of drug-related cases to the PIR-FDTC designated CPS investigation unit continued as outlined in the original RPG grant. • Referrals by CPS unit investigators into treatment and control groups continued as defined in PIR policies & procedures.	Accomplished; open to review
Enrollment of participants into PIR	• Treatment group participants continued to be enrolled into PIR and FDTC as outlined in P&P. • CPS continued to conduct pre-PIR enrollment family team meetings (FTM), during which PIR-FDTC is officially offered. • Control group participants were enlisted as outlined in P&P.	Accomplished; open to review
Case staffing	• PIR Director and CPS Unit Supervisor continued to meet as needed to review and discuss referrals into the unit and plan direction of investigations as they relate to PIR program involvement.	Accomplished and ongoing
Drug testing at investigation stage	• CPS investigators continued to refer mothers, fathers, and children for urinalysis and 90-day segmented hair follicle drug testing during the investigation stage of the case.	Accomplished and ongoing
Substance Abuse and Mental Health screening	• CPS investigators discontinued using the MINI to screen for substance use disorders and began using the UNCOPE to screen for symptoms of substance abuse and dependence and on clinical professionals to assess mental health conditions.	Accomplished and ongoing
<i>Treatment & Recovery</i>		

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
Primary substance abuse treatment provider: Austin Recovery (AR)	<ul style="list-style-type: none"> • AR continued to provide a consistent continuum of care for PIR-FDTC participants. • AR continued to provide a balanced treatment curriculum of evidence-based substance abuse treatment services that includes trauma-informed Seeking Safety components to women in residential and intensive outpatient treatment. • AR continued to utilize its <i>Milestones</i> program that permits PIR-FDTC participants to advance through stages and earn special privileges. • AR shifted treatment philosophy away from and then back to <u>12-Step recovery programming</u>. 	Ongoing, with periodic review
Secondary substance abuse treatment providers	<ul style="list-style-type: none"> • PIR-FDTC referred participants to alternative residential and intensive outpatient substance abuse treatment providers under certain circumstances: <ul style="list-style-type: none"> ○ Cases of relapse following more than one treatment episode with AR or when AR declines to admit a participant for any reason ○ Cases in which participants exhibited extraordinary needs such as concurrent treatment for co-occurring substance abuse and dual diagnosis issues 	Ongoing, with periodic review
Substance abuse treatment continuum of care	<ul style="list-style-type: none"> • PIR-FDTC participants continued to experience a comprehensive continuum of care, as follows: <ul style="list-style-type: none"> ○ Ninety days of residential treatment in AR Family House for women and children, funded through PIR, Travis County General Revenue Funds (TCGR), and/or Texas Department of State Health Services (DSHS) ○ Up to 90 days of supportive residential treatment for a select few participants whose personal circumstances during their initial 90 days prevented them from achieving their stated goals ○ Five weeks of intensive outpatient treatment (IOP), funded through DSHS and/or Medicaid ○ Eight weeks of weekly group aftercare, funded through DSHS and/or Medicaid ○ Thirty days of residential relapse track treatment in AR Voyager Program when indicated, funded through PIR and/or TCGR funds 	Accomplished and ongoing
Community-based recovery supports	<ul style="list-style-type: none"> • PIR-FDTC participants engage in community-based recovery support as follows: <ul style="list-style-type: none"> ○ Attend community-based 12-Step meetings (NA, CA, AA) throughout enrollment in the program unless granted an exclusive alternative plan by the DCT ○ Obtain and meet at least weekly with a 12-Step sponsor or non-12-Step accountability partner throughout enrollment in the program. ○ Establish a "home" recovery group. • Participants documented in writing their recovery meeting attendance and reviewed their meeting participation and 	Accomplished with ongoing review

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	<p>experience verbally during FDTC hearings.</p> <ul style="list-style-type: none"> • PIR-FDTC partners transported participants from AR to outside 12-Step meetings twice per week. • CforR facilitated mandatory weekly cross-talk 12-Step meetings prior to FDTC hearings every Thursday morning. • CforR provided community service restitution and other service work opportunities for PIR-FDTC participants and graduates. 	
Collaborative case management	<ul style="list-style-type: none"> • PIR-FDTC partners, including some combination of CPS caseworkers, attorneys and guardian ad litem, treatment counselors and case managers, housing case manager, Drug Court Coordinator, PIR Director, and PIR participant and her available family members, continued to meet as scheduled for participant case review and planning, as follows: <ul style="list-style-type: none"> ○ Pre-Court Hearing Case Staffing—Weekly ○ Case Management Team—Bimonthly ○ Family Group Conferences—As needed, for every participant and her family ○ Discharge Plan Meetings—As needed, for every participant 	Accomplished and ongoing
<i>Recovery Support Services</i>		
Housing	<ul style="list-style-type: none"> • Housing continued to present PIR-FDTC with one of its greatest challenges. • Housing partner Foundation Communities helped participants apply for public and other subsidized housing programs and transition from residential treatment into sober housing and independent living. • Some participants transitioned from residential treatment into temporary sober housing when it was available and appropriate. • Some participants transitioned back into temporarily housing with safe family members. • Participants with previous rental housing evictions and felony convictions experienced significant challenges to find independent housing; however all participants transitioned into independent living prior to successful completion of the PIR-FDTC program. 	Accomplished, with ongoing review
Childcare	<ul style="list-style-type: none"> • CPS continued to provide childcare for children of PIR-FDTC participants upon successful completion of residential treatment, continued throughout the duration of their CPS case, and in some instances for six months after case closure. • PIR continued to pick up childcare funding in cases when there were delays in initiation of and gaps in CPS funding. 	Accomplished and ongoing
Dental care	<ul style="list-style-type: none"> • Manos de Cristo, Travis County's only non-profit provider of low cost dental services, continued to provide essential dental care not available to PIR-FDTC participants through other resources. • Monos de Cristo referred participants to a private oral surgery practice to obtain dental services for procedures that Manos de Cristo does not perform; oral surgery services were provided at one-half of the local rate. 	Accomplished, with ongoing review

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	<ul style="list-style-type: none"> Accelerating dental care expenses over Years 5&6 prompted PIR to limit its funding for dental services to essential pain-related care. 	
Medical care	<ul style="list-style-type: none"> Lone Star Circle of Care (LSCC) provided PIR-FDTC participants and their children the opportunity to obtain medical care and establish a primary medical home. 	Accomplished, with ongoing review
Eye care	<ul style="list-style-type: none"> EyeSite Family Vision Center and Eyemart Express provided eye examinations and glasses purchases to PIR-FDTC participants when those services were not available through other resources. 	Accomplished, with ongoing review
Parent training	<ul style="list-style-type: none"> Mauney & Associates (M&A) provided 24 hours of one-on-one parent training to all PIR participants beginning one week prior to participants' discharge from residential treatment. PIR funded the first 12 hours of service, and The Children's Continuum (TCC) funded the second 12 except for those few participants who did not qualify for services under the TCC grant. Parent trainers utilized the Nurturing Parenting Program curriculum during the initial 12 sessions and individualized the remaining 12 sessions to meet the unique needs of the families. Parent trainers administered the AAPI-2 instrument to all PIR-FDTC participants on three occasions: At the beginning of training, after 12 weeks of training, and at the conclusion of training. Parent trainers utilized participants' scores and the skill sets suggested by their scores on the AAPI-2 to develop individualized training plans. Since inception, 100% of PIR-FDTC participants who took pre-, post-1, and post-2 AAPI-2 measures improved their scores pre- to -post-2, as follows: <ul style="list-style-type: none"> Average scores were pre- = 31.4; post-2 = 43.9 (both out of possible 50). Overall score improvement pre- to post-2 = 28.5%. 	Accomplished, with ongoing review
Mental health support	<ul style="list-style-type: none"> CPS funded psychological assessments for PIR-FDTC participants. CPS funded psychiatric assessments as well as ongoing psychiatric services when indicated. PIR funded psychiatric assessments and services in cases where immediate need was present at the beginning of PIR-FDTC participation and when participants requested alternative care to that offered by the CPS-funded psychiatrist. PIR provided funding for PIR-FDTC participants to obtain psychotropic medications when no other resources were available. CPS funded individual counseling and therapy options for individuals, couples, children, and families when recommended or ordered by FDTC, utilizing trauma trained therapists as appropriate and available. 	Accomplished, with ongoing review

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	<ul style="list-style-type: none"> • PIR and The Children's Continuum (TCC) child therapists provided a continuum of screening, developmental, therapeutic, non-traditional therapeutic, concrete services, and appropriate community referrals for children of all ages of PIR-FDTC participants. • PIR child therapist delivered trauma informed care for PIR-FDTC participants and their children, utilizing Trauma-Informed Cognitive Behavioral Therapy, Seeking Safety Curriculum, and Eye Movement Desensitization and Reprocessing (EMDR), as appropriate. • SafePlace, the PIR-FDTC domestic violence services partner, delivered educational and therapeutic services to participants who acknowledged childhood and/or adult trauma, including sexual abuse and domestic violence. • CforR offered three weekly Dual Recovery Anonymous (DRA) meetings for individuals with co-occurring substance abuse and mental illness conditions. 	
Recovery coaching	<ul style="list-style-type: none"> • CforR delivered up to 20 one-on-one peer recovery coaching sessions funded by PIR to PIR-FDTC participants beginning immediately following their successful discharge from residential treatment; • CforR delivered peer recovery sessions at no cost to PIR-FDTC for fathers enrolled in FDTC. 	Accomplished and ongoing
Financial counseling	<ul style="list-style-type: none"> • Foundation Communities provided group classes and one-on-one financial counseling for PIR-FDTC participants. • PIR-FDTC required documentation of financial counseling participation for participants to successfully complete PIR-FDTC. 	Accomplished and ongoing
Education & employment support	<ul style="list-style-type: none"> • PIR-FDTC utilized a variety of public and private resources in support of participants' achieving education and employment goals. • PIR-FDTC participants are required to obtain and document paid employment or another reliable source of income before they become eligible to successfully complete the FDTC program. • Obtaining employment adequate to become self-sufficient continued to be one of participants' greatest challenges. 	Accomplished, with ongoing review
Drug testing	<ul style="list-style-type: none"> • FDTC funded random drug testing to monitor participant abstinence, including the following: <ul style="list-style-type: none"> ○ Random call-in program for standard urinalysis and EtG/EtS testing ○ Random urinalysis kit testing during treatment program visits, in-home visits, and prior to FDTC docket appearances ○ Segmented hair follicle testing prior to phase advancement into each of three FDTC phases and immediately prior to successful program graduation, as well as when warranted to confirm longer-term drug abstinence and/or to influence 	Accomplished with ongoing review

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

PIR Years 5-6 Accomplishments to Date		
Activity	Product	Status
	child placement issues <ul style="list-style-type: none"> PIR-FDTC obtained the ability to test for a greater variety of substances not available previously, including synthetic marijuana, bath salts, Ambien, and Suboxone. Travis County Child Welfare Board funded hair follicle testing for parents and children during investigation stage of identified CPS drug-related cases. 	
Evaluation		
IRB approval	<ul style="list-style-type: none"> IRB renewal submitted annually by PIR Program Evaluator and approved by the University of Texas at Austin. 	Completed and ongoing annually
Database upgrades	<ul style="list-style-type: none"> PIR PE continued to maintain and improve the PIR database and web portal as needed. PIR evaluation team began the process of expanding the PIR database to include additional elements of interest to PIR-FDCT partners and the community at large. 	Completed, with ongoing review
Data collection & reporting	<ul style="list-style-type: none"> PIR PD continued to collect and enter treatment group and control group data into the PIR database as outlined in the RPG grant. PIR PD and DCC continued to collect and compile local data and share statistics with members of the DCT and the Advisory Committee. 	
RPG data upload	<ul style="list-style-type: none"> PIR PE successfully uploaded data to the RPG database as required. 	Completed and ongoing biannually
Sustainability		
Sustainability planning	<ul style="list-style-type: none"> PIR-FDTC Management Team and members of the Advisory Committee accomplished significant goals related to sustainability: <ul style="list-style-type: none"> Developed a comprehensive Sustainability Plan Chart* that outlines the steps required to sustain FDTC as an independent entity that includes participant supports shown to be associated with PIR-FDTC participant success Expanded the sustainability plan to reflect the interplay of current grants Successfully integrated the service provisions of three grants that support PIR and FDTC Continued to work with PIR PE to develop materials based on current data to support project funding PIR will be sustained locally as the service component of the Travis County FDTC <p>* See Attachment 2--FDTC Sustainability Plan</p>	Accomplished and ongoing
Identify potential funding sources	<ul style="list-style-type: none"> PIR-FDTC partner commitments to sustaining the project remain strong. PIR-FDTC Advisory Committee continues to investigate viable options for sustaining most aspects of FDTC. PIR Management Team continues to research grant applications and local resources to sustain existing services. 	Accomplished and ongoing

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

PIR Years 5-6 Project Plan Implementation	
Goals from Project Plan for Year 5	Status
A sustained FDTC will include two governing bodies: The Advisory Committee (AC) and the Drug Court Team (DCT).	The AC and DCT governing bodies are established and populated as planned.
FDTC Advisory Committee (AC) has written and approved a charter, a services and funding report, and the post-grant FDTC design. Efforts will now continue in earnest focus on identifying funding sources for the FDTC infrastructure and services and supports for FDTC participants.	The PIR Management Team and AC developed a comprehensive sustainability plan that outlines the steps projected to sustain FDTC as an independent entity that includes participant services and supports shown to be associated with PIR-FDTC participant success.* The AC has made significant progress in maximizing available State funds and redirecting local County dollars and will continue to concentrate on applying for Federal grants and possibly contacting local and regional foundations. * See Attachment 2--FDTC Sustainability Plan
The AC will be comprised of management/ supervisory representatives from the following entities: TC District Court, TC DA's Office, CASA, TCHHS, CPS, and SA Treatment. It will also include a Defense Attorney, two Community Representatives, and a Drug Court Graduate and/or Family Representative. The DCC will attend AC meetings to represent the DCT.	The AC is comprised of management/supervisory representatives from TC District Court, TC DA's Office, CASA, TCHHS, CPS, SA Treatment, a Defense Attorney, two Community Representatives, and a Drug Court Graduate and/or Family Representative. The DCC and PIR PD attend AC meetings as non-voting representatives of the DCT.
The Advisory Committee Chair will be selected by committee members and will serve as chair for no more than two consecutive years. Advisory Committee meetings will be facilitated by a TCHHS staff person who is not a voting member. The membership of the Committee may be expanded by the agreement of a majority of the members.	The AC chairperson is selected by AC members and is limited to two consecutive years of service. AC meetings are facilitated by a TCHHS staff person who is not a voting member. The membership of the AC has been expanded periodically by agreement of a majority of committee members.
The Advisory Committee will be responsible for the oversight and sustainability of the Drug Court program. The Committee will carry out the following functions: Approve FDTC policies Oversee sustainability efforts Monitor achievement of long-term goals Ensure an evaluation component Create and dissolve subcommittees	The AC is responsible for the oversight and sustainability of FDTC and has carried out its prescribed functions.
The Advisory Committee will meet quarterly. Additional meetings may be called as needed or at the recommendation of the DCT and may be facilitated by phone, e-mail or other electronic means as is available to the membership.	The AC has met quarterly with additional meetings called as needed.
At the first meeting of each year the Advisory Committee will select the decision-making process that will govern the Committee for that year. The	The AC decision-making process that governs the Committee has remained intact since its initial agreement and has utilized the principals of consensus

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

<p>Committee will utilize the principals of consensus decision-making as a guide for the process.</p> <p>Additionally, the Committee will solicit input from community members that will inform their decision-making on issue areas impacting the FDTC.</p>	<p>decision-making as a guide for the process.</p> <p>The AC is in the process of soliciting input from individual community members that will inform their decision-making on issues that impact the FDTC.</p>
<p>The DCT will be comprised of individuals who work directly with FDTC participants. They will represent the following entities: TC DA's Office, CASA, TCHHS, CPS, SA Treatment, Housing, the DCC, the PIR PD, a Parent Attorney, the Presiding Judge, and other individuals and/or service providers as agreed upon by the DCT.</p> <p>The DCT will oversee the operations and procedures of FDTC through: FDTC Staff Meetings—held prior to each FDTC docket to review participant compliance with court orders and make recommendations for the hearing on sanctions, dismissals, phase advancement and graduation FDTC Docket Reviews—held weekly to assess each participant's progress in FDTC Operations Committee Meeting—held monthly and facilitated by the Drug Court Coordinator to review, discuss, and adjust the implementation of FDTC procedures.</p> <p>Additional duties include the following: Create and dissolve subcommittees as deemed necessary Submit policy recommendations to the FDTC Advisory Committee Refer issues to the Advisory Committee for resolution when there is an absence of consensus on the DCT Case Management Team Subcommittee (CMT) Meetings—held bi-monthly to collaborate on FDTC participant service planning. The CMT will be comprised of members designated by the DCT.</p> <p>The DCT team will continue to observe participants' progress through the Partnership's continuum of care, programs, and services and assess programmatic strengths, weaknesses, and gaps, and to continually update the Advisory Committee of its findings. The process will be facilitated in at least two ways, as follows: Organizing and studying a significant amount of feedback obtained from current and past PIR-Drug Court participants during focus groups conducted in</p>	<p>The DCT includes representatives from FDTC, TCHHS, TCDA's office, CASA, CPS, SA treatment, housing, The Children's Continuum (TCC), SafePlace (domestic violence counseling), Communities for Recovery (CforR), the DCC, the PIR PD, a parent attorney, and the presiding associate judge.</p> <p>The DCT, in the form of the Operations Committee, meets monthly and oversees the operations and procedures of FDTC, including staff meetings, docket reviews, and subcommittee meetings.</p> <p>The Operations Committee has created and dissolved subcommittees as deemed necessary. The Operations Committee has submitted policy recommendations to the AC as appropriate The DCT has not referred any unresolvable issues to the AC.</p> <p>Case management meetings occur bimonthly to collaborate on FDTC participant service planning.</p> <p>The DCT continues to observe participants' progress through the PIR-FDTC continuum of care, programs, and services, and to assess programmatic strengths, weaknesses, and gaps; the DCT does update the AC of its findings and recommendations.</p>

**Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services**

<p>Year 4 Continuing to hold bi-monthly case management staffings attended by individuals who work closely with participants, understand their needs, and hear their reactions to relevant services, resources, and phases of programming</p> <p>The DCT Data Subcommittee, comprised of members of the Operations and Advisory Committees, will study and analyze an extensive compilation of treatment group participant local data that was collected and organized during Year 4. This compilation includes over 4200 pieces of data on 82 past and current PIR and/or Drug Court participants. Categories of variables include the following: Demographics, services received, substance abuse treatment and recovery history, education and employment, case outcomes, and child placements.</p> <p>The initial goal of this effort will be to identify personal and situational characteristics of participants, such as criminal history, mental health diagnoses, intelligence quotients, prior child welfare involvement, prior parental rights terminations, and timing of parent-child reunification, that may be relevant to and/or predictive of successful engagement in and completion of the program. Another possible goal will be to compare specific outcomes of PIR-Drug Court participant cases to statewide data gathered by CPS. Implementation of this goal will depend on the availability of statewide data, which is expected to be limited if available at all. Sanna Thompson, the PIR Project Evaluator, has agreed to provide statistical and data analysis expertise to the local data project.</p> <p>The Data Subcommittee will develop a written plan to collect, maintain, and analyze data on an ongoing basis post-grant. Subcommittee members will decide what and how measures will be collected, where the data will be maintained, what analyses will be run, and how reports will be formatted and presented to the Advisory Committee and the community.</p>	<p>The DCT Data Subcommittee was dissolved; its functions and responsibilities were assumed by the PIR Evaluation Team.</p> <p>The PIR Program Evaluator ran SPSS analyses on over 4200 pieces of treatment group participant local data that was collected and organized during Year 4 of the grant. The analyses yielded few significant results..</p> <p>The PIR Evaluation Team has initiated an extensivel modification of the PIR database, adding additional data elements that will help the DCT more closely understand the outcomes of participants. The team will also add data elements specific to the children of PIR-FDTC participant mothers, with the goal of enabling the DCT to more clearly understand child outcomes within the context of their parents' involvement in the child welfare system and the PIR-FDTC program.</p> <p>The Data Subcommittee did not develop a written plan to collect, maintain, and analyze data on an ongoing basis; as indicated above, the PIR Evaluation Team has absorbed and begun this task.</p>
<p>PIR PD will work closely with the CPS Investigation Unit Supervisor to continue to study the initial screening process for PIR-Drug Court participants as it relates to identifying substance use disorders. They will not continue to investigate screening tools for mental health conditions since the PIR-Drug Court team has recommended against uniformly screening for them during the investigation stage of cases. The team will rely instead on initial screenings conducted by the</p>	<p>The DCT has relied on mental health screenings and assessments conducted by AR during participants' admissions process and the psychological and psychiatric evaluations administered by psychologists and psychiatrists that occur at 30-45 days into their cases.</p>

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

<p>substance abuse treatment provider during their admissions process and formal psychological and psychiatric evaluations that occur at 30-45 days into the case.</p> <p>The PIR PD and CPS Supervisor will pilot the use of at least one instrument—the UNCOPE—that was identified by PIR’s PML as being utilized successfully by at least one other RPG site. The goal of this process will be to determine the screening instrument that CPS and Drug Court will use post-grant and to integrate its use into the system.</p> <p>PIR Director will organize and study data from pre- and post-administrations of the Adult-Adolescent Parenting Inventory–2 (AAPI2) to gain insight into the effectiveness of one-on-one parent training that has been provided to PIR participants during Years 2-4 of the grant. PIR Director will provide recommendations to the Advisory Committee based on his findings.</p>	<p>PIR PD and CPS investigators initiated and continued to utilize the substance abuse screening tool UNCOPE in place of the MINI, its original tool, to screen for symptoms of substance abuse and dependence.</p> <p>PIR PD organized and analyzed data from pre- and post-administrations of the AAPI2; since inception of the grant, 100% of PIR-FDTC participants who took pre-, post-1, and post-2 AAPI-2 measures improved their scores pre- to -post-2, as follows: Average scores were pre- = 31.4; post-2 = 43.9 (both out of possible 50). Overall score improvement pre- to post-2 = 28.5%.</p>
<p>The DCT will continue to investigate more effective ways to encourage and help PIR-Drug Court participants obtain employment. Previous efforts in this regard have proven to be especially challenging for the DCT team due to at least two factors: Characteristics of the participants, including their limited education, job skills, work experience, and motivation, their criminal histories, and in some cases their cognitive abilities. The team will begin addressing this issue earlier in the case—during creation of the admission plan, and give it high priority status. Characteristics of employment partners, who in the past have represented themselves to the team as being accessible to PIR-Drug Court participants, but in reality have accepted few into their programs. The team will continue to strive to better understand the processes and expectations of its work-readiness partners and to strengthen its relationships with those partners.</p> <p>DCT will continue to encourage the Austin community to develop more sober housing for women and children. The team lost its primary sober house during Year 4 due to its being closed. Subsequently, Oxford House opened what was expected to be a women & children’s house but unexpectedly limited the number of rooms available to that population.</p> <p>DCT will continue to explore opportunities to expand the PIR Regional Partnership to include additional substance abuse providers who can meet the needs of</p>	<p>Helping PIR-FDTC participants obtain employment and become self-sufficient during their time in the program continues to be one of the DCT’s greatest challenges. PIR-FDTC participants are required to obtain and document paid employment or another reliable source of income before they become eligible to successfully complete the PIR-FDTC program. No participant has failed to successfully complete the program because of this policy, but many have taken low-paying or minimum-wage jobs to comply with it. Most participants end up relying at least partly on family support and/or government entitlements. DCT has made some strides in helping participants enroll in private, semi-private, and public job training and educational programs, but the challenge does remain present.</p> <p>During the past year, members of the DCT have met with agencies and individuals who expressed interest in and an intent to open additional houses for women and children in Travis County but for various reasons, such as liability insurance costs associated with housing children, have not yet followed through.</p> <p>PIR-FDTC has encountered barriers to expanding its partnership to include additional residential treatment options due primarily to funding considerations. AR,</p>

Regional Partnership Grant Non-Competitive Continuation Application
 Parenting In Recovery
 Travis County Health and Human Services/Veteran Services

<p>participants who require expertise beyond that afforded by Austin Recovery, the Partnership's exclusive provider. These needs include, for example, those whose mental health diagnoses preclude them from admission into or successful participation in Austin Recovery, if the team determines that serving dual-diagnosis participants is in the best interest of FDTC. Achievement of these goals may unfold naturally post-grant when funding for substance abuse treatment derives from Local, State, or Federal sources and offers numerous options for substance abuse treatment providers.</p>	<p>PIR's exclusive residential treatment provider, does not admit Spanish speaking only participants or participants whose mental health diagnoses preclude them. Other treatment options include providers that accept State funding, which is limited and subject to long waiting lists.</p>
<p>DCT will continue previous successful efforts to bring more participants' paramours into the PIR-FDTC program. During the past 12 months, three couples have successfully completed PIR; none have left unsuccessful.</p>	<p>Fathers do not qualify for PIR but can join FDTC. Since inception, 18 fathers have enrolled. Seven completed the program successfully, seven were unsuccessful, and four are current participants.</p>
<p>PIR PD will continue to develop and provide quality cross-training opportunities for PIR partners and the larger Austin service-provider community.</p>	<p>PIR-FDTC consistently has provided quarterly cross-training opportunities for PIR-FDTC partners and the larger Austin service-provider community. Since inception, PIR has provided 42 cross-trainings to over 1,600 individuals associated with substance abuse treatment, child welfare, family drug court, and social and behavioral service organizations. Training topics have included relapse, diversity, mental health, co-occurring mental health and substance use disorders, codependence, boundary issues for professionals and families, domestic violence, and adult and childhood trauma.</p>
<p>DCT team will continue to study and revise the PIR-Drug Court team's program of Drug Court rewards. Revision of Drug Court sanctions was completed during Year 4.</p>	<p>DCT team has continued to study and revise FDTC rewards and sanctions as appropriate.</p>
<p>DCT will continue to work towards developing a course curriculum for a larger sustainable training effort for child welfare workers utilizing as a guide the six-module training program obtained from CFF during the 2010 RPG Conference.</p>	<p>DCT at least temporarily abandoned its goal of developing a course curriculum appropriate for child welfare workers statewide.</p>

Deviations from Project Plan

Deviations from the original project plan include the following:

- PIR-FDTC discontinued training in motivational interviewing for members of the DCT and others who work directly with PIR-FDTC participants.
- Original project plan allowed enrolling participants into PIR without a commitment to enroll in FDTC and vice versa. However, the discrepancy in funding for FDTC participants without PIR, and the lack of substantive oversight of PIR participants without FDTC precipitated a project policy change that required participants to enroll in both programs.

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

- Original project plan allowed enrolling participants regardless of the legal status of their CPS case. However, legal time limitations associated with cases in which CPS takes temporary managing conservatorship of children required elimination of those cases from consideration for PIR-FDTC participation. Presently, only family-based cases with court ordered services are accepted.
- PIR-FDTC has made periodic adjustments to PIR treatment and control group admission procedures, including the use of segmented hair follicular testing during the investigation stage of CPS cases.
- Original project plan called for PIR-FDTC participants to transition into community-based independent living following successful completion of 90 days residential treatment. That plan was revised to require most participants to transition into sober housing or safe family homes before moving into independent living situations.
- Original plan called for participants to reside in an apartment complex managed by Foundation Communities (FC), PIR-FDTC's housing partner. This arrangement required FC to substantially relax its housing eligibility requirements. Following incidents of disruptive behavior and property damage, FC reinstated original eligibility criteria for all tenants, eliminating most PIR-FDTC participants from consideration for FC housing.
- CPS provided funding for parent training from inception of the grant through February 2011, when it abruptly discontinued funding the service due to budget constraints. PIR subsequently redirected funding to revive the service.
- PIR discontinued utilizing the MINI, its original substance abuse and mental health screening tool in favor of the UNCOPE, a simpler tool that screens for symptoms of substance abuse and dependence only.
- Original project plan made no accommodations for treatment or supports for fathers of PIR-FDTC participant mothers' children. During Year 5 of the grant, PIR acquired a limited amount of Travis County funding to provide residential substance abuse treatment and sober home living for fathers who enrolled in FDTC.
- Original project plan did not anticipate the substantial need for medical services, dental care, eye care, and prescription medication services for PIR-FDTC participants. In response, PIR-FDTC established procedural agreements and working relationships with medical, dental, optometric, optical, and pharmaceutical providers and diverted PIR funding to support these service needs.
- PIR-FDTC extended the expected length of stay for participants to a minimum of 12 months.
- Original project plan disallowed accepting adults who are receiving medication assisted treatment (MAT) into the PIR-FDTC program based on the conviction that FDTC must remain an abstinence-based recovery program, however the program shifted its stance to become increasingly receptive to MAT in general and for PIR-FDTC participants specifically.
- Original plan called for OSAR to conduct evaluations and make recommendations for services for PIR-FDTC participants who relapsed into drug and/or alcohol use. During the first half of Year 6 of the grant, the PIR PD became certified to administer and interpret the SASSI and make recommendations to the DCT for subsequent treatment services and recovery-related activities.
- Over time, PIR-FDTC has embraced a larger family recovery model that lends more time, attention, and resources to identifying and meeting the social, emotional, developmental, behavioral, and legal needs of the children of PIR-FDTC participants. This shift to a larger model was precipitated by a 2011 grant award from the Department of Justice and the 2012 RPG grant extension award which provided funding to add two full-time children's therapists, a full-time

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

FDTC case aide and transporter, and a designated Attorney ad Litem to represent the children in PIR-FDTC.

- Originally this site focused the efforts of the Child Therapist on children 0-17 of ages who were excluded from services under the Children's Continuum; a grant awarded to this site through OJJDP. Since the submission and award of the PIR extension grant, this site was able to secure an approved GAN from OJJDP to expand the services of that child therapist to include children up to 17. This has resulted in both therapists being eligible to provide services to children 0-17. The therapists both conduct the ASQ-SE or CANS screening and provide individualized therapy. Additionally, they connect children to additional specialized traditional and non-traditional therapies; such as OT, PT, speech, pro-social groups, and infant massage. The PIR funded child therapist specializes in CBT-TF and EMRD and provides those services as indicated by the age and functioning of the child. The Children's Continuum (OJJDP Grant Funded) child therapist specializes in parent/child psychotherapy specific to attachment issues with young children and provides this service as indicated by the presenting issues of the child and parent. The PIR funded therapist still serves all children and their families who are deemed ineligible to receive services under the Children's Continuum (OJJDP Grant Funded) due to parental criminal history. The growth of the FDTC since award of these grants has increased the number children and families requiring child and family focused services. Such that both child therapists maintain a caseload of 12 to 15 families and serve on average 20 children; which is a slight increase from original projections in both grant applications.

Project Challenges to Date

Continuing project challenges reported in detail in previous reports and grant re-applications, and therefore not elaborated on at great length here, include the following:

- PIR-FDTC participants present with challenging mental, emotional, personal, and life experience characteristics—unique mixtures of personal traits that challenge the imagination, ingenuity, and resolve of the DCT. Most participants present with some combination of co-occurring substance use and mental health disorders, childhood and adult trauma, educational and job readiness deficits, criminal histories, and varying degrees of intellectual deficits. In response, the members of the DCT collaborate to accept and work with each participant as an individual, providing resources and services that honor and encourage their strengths and address their distinct needs.*

*See Attachment 3--Participant Success Stories

PIR Program Participant Demographics: Program Inception through March 2013

PIR Participant Demographics				
Race	White: 36%	Black: 17%	Hispanic: 37%	Other: 10%
Average Age	28	Range: 18-44		
Gender	Female: 100%	Male: 0%		
Average IQ	91.31	Range: 57-119		
High School Diploma or GED	56%			
Mental Health Diagnosis: Not Substance Abuse	99%			
Trauma History: Victim of Abuse	78%			
Prior CPS Involvement as a Child	25%			
Prior CPS Involvement as an Adult	68%			
Prior Termination of Parental Rights	20%			
Criminal History	None: 12%	Drugs: 56%	Violence: 36%	Other: 68%
Drug of Choice (all have 1, 2, or Poly)	Cocaine: 37%	Poly: 26%	Meth: 21%	THC: 14%
	Opiates: 11%	Alcohol: 9%	Benzos: 5%	PCP: 2%

- Some PIR-FDTC partner agencies have gone through occasional restructuring and alterations in philosophy and practices, and most also have experienced significant rates of employee turnover. Turnover rates have been particularly high among PIR-FDTC core and collaborative partners Child Protective Services, Austin Recovery, CASA, the DA's office, and Communities for Recovery. In response, PIR-FDTC has adapted well to agency changes and provided ongoing program orientation and intensive training for new agency employees.
- PIR-FDTC has experienced periodic shortages of funding for residential substance abuse treatment and participant services and supports associated with funding sources outside of the RPG grant. This includes the total loss of Federal ATRII dollars, declining State and Local funding, and low reimbursement rates from Medicaid. These conditions have also precipitated

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

the loss of alternative treatment options as regional facilities have been unable to survive financially.

- Many PIR-FDTC participants resist or find challenging the program's imperative to attend, participate in, and embrace the recovery principles set forth in 12-Step recovery meetings, at least for some period of time. As a result, some participants falsify documentation of meeting attendance and sponsor contact. In response, members of the DCT began transporting participants to outside meetings and encouraging them to participate and obtain sponsors in those meetings. They also have undertaken the task of validating participants' documentation to the extent possible and confronting them with discrepancies during FDTC hearings.
- Since inception of the grant, some members of the DCT have expressed reservations regarding the validity and reliability of various drug testing methods. These questions prompted the team to participate in training by Dr. Paul Cary of The University of Minnesota and Mr. Ron Flegel, Forensic Toxicologist with SAMHSA. Following these sessions, the DCT committed to accept results of UA, EtG, and hair follicle tests unconditionally and base decisions and recommendations regarding relapse on those results.

Project challenges not reported in detail in previous reports and grant re-applications include the following:

- FDTC has experienced periods and episodes of significant change that have challenged the perception of stability of the court by PIR-FDTC participants, as well as by some members of the DCT.

Over the five and a half year course of the RPG grant, three different judges have presided over the FDTC. The third, a Travis County Associate Judge, took the bench in January 2013. The two previous sitting judges were not only well liked and respected by PIR-FDTC participants, but also were relatable to them. The first, a Presiding District Judge, was more gentle and nurturing; the second, an Associate Judge, was more straightforward and businesslike. Both were women, and one was African-American. The new Associate Judge is a white male with another very different personality and style.

This judge worked diligently to achieve the respect and trust of the DCT and the PIR-FDTC participants, but in every case, as one judge left and another arrived, participants expressed displeasure about the unpredictability of the court and confusion about the expectations of the court and how to best interact with the bench. The DCT and PIR-FDTC participants are hoping for greater stability, consistency, and predictability from the FDTC in the future.

- Austin Recovery stands as the only remaining substance abuse treatment facility in a 34-county catchment area that accepts women and children into residential treatment. It is also the only facility that accepts State (Texas Department of State Health Services [DSHS]) funded clients. Therefore the waiting list for State funded AR Family House beds has become quite long. AR does place PIR-funded referrals at the front of their waiting list and admits PIR participants as soon as beds become available. However, AR must place PIR referrals at the end of the waiting list if State funding is to be used, and these occurrences conflict with PIR's commitment to early entry into treatment, a recognized best practice.

PIR historically has relied on utilizing a certain amount of State funding in order to meet projected enrollment numbers, but the limited availability of State dollars has forced PIR to

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

rely almost exclusively on PIR grant funds and Travis County General Revenue funds, which became available in October 2012.

- Austin Recovery has undergone two major reorganizations over the past two and a half years. AR's long-serving CEO resigned in 2011 after over 20 years at the helm. His successor remained in place for about two years, during which time AR shifted from a basically 12-Step recovery-focused treatment model to a more clinical services-focused one.

On January 1, 2013, AR merged with The Council on Alcohol and Drugs Houston to become one organization. The existing CEO resigned and was replaced by an executive from the Houston Council, who relocated to the Austin area and assumed that role.

The full implications of the merger for AR clients in general, and for the PIR-FDTC program and its participants in particular, are not fully known at this time, as new treatment procedures and philosophies have not been stated publicly. However, a couple of modifications have become clear:

- Reports from AR clinical and support staff suggest movement to a treatment model that again focuses more on 12-Step recovery principles, while continuing to provide evidence-based, trauma-informed services.
 - An existing capital campaign to raise money to build a free-standing state-of-the-art women and children's treatment facility has been suspended, at least temporarily and perhaps permanently.
- Discussions and differences of opinion among members of the DCT regarding the viability and advisability of accepting adults who are receiving medication assisted treatment (MAT) into the PIR-FDTC program, especially when there is no concrete plan in place to achieve abstinence, have been ongoing to some extent since inception of the program. Initially, team members universally rejected the idea based on their convictions that FDTC must remain an abstinence-based recovery program in order to maintain its integrity.

However, as members of the DCT have delved more deeply into the literature and listened carefully in national conference workshops and local training seminars, the team has very gradually, and in some cases grudgingly, shifted its stance to become increasingly receptive to MAT in general and for PIR-FDTC participants specifically.

The timing of the DCT's greater acceptance of the validity of MAT for opiate abusers has been fortuitous, inasmuch as more PIR-FDTC-eligible participants have presented with heroin and prescription opiate drug addictions during the past two years than at any time since inception of the program. There is also the issue of Federal and State guidelines that encourage utilization of MAT where appropriate.

In a related issue, the DCT has also very gradually, and in some cases grudgingly, permitted PIR-FDTC participants to use certain psychotropic medications that have addictive potential, but only under specific circumstances, for specified periods of time, and under the immediate supervision of a medical doctor.

Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services

- When Travis County responded to the initial RPG grant application in 2007, one issue that never reached the planning table was dental care, but it became obvious early on that a majority of PIR-FDTC participants had dental needs, and some of them were serious and extensive.

PIR turned to Manos de Christo, Travis County's only non-profit provider of low cost dental services, for help, and they obliged with a partnership/procedural agreement that promised priority access to clinic affordable services. Since 2008, Manos has delivered those services to PIR-FDTC participants at approximately 47% of local retail prices. When necessary, they have referred patients out for services that they do not perform, such as root canals and oral surgery. Those referrals have been to dental specialists and oral surgeons who also have provided substantially discounted dental care.

Since the inception of the grant PIR has been able to fund not only essential dental care associated with existing mouth pain, but also more extensive work such as removal of potentially troublesome wisdom teeth and deep cleaning. PIR funded full-mouth restoration for one of its earliest participants, and has provided funding for work that was nearly that extensive for three others. Even at discounted prices, though, that level of care has been quite high, and unfortunately not sustainable post-grant or through the current two-year grant extension. PIR will continue to provide funding for dental care but will focus primarily on participants' immediate dental needs—those that are associated with existing mouth pain that may interfere with participants' full concentration and participation in treatment and recovery activities.

- Gradually, over the course of about the past two and a half years, PIR-FDTC has embraced a larger family recovery model that lends more time, attention, and resources to identifying and meeting the emotional/behavioral needs of the children of PIR-FDTC participants.

This transformation was sparked initially by a growing awareness and genuine concern among members of the DCT that at least some participants' progress was being held back by their children's problems and their reactions to those problems. It also appeared to some of the child advocates that many of the services provided to the young children were those designed to improve their parents' parenting ability. This service gap incorrectly assumed that children would automatically improve their developmental, psychological, and physical well-being if their parents improved theirs and/or if their parents became better parents.

The DCT became convinced that unique therapeutic services were required to address the children's needs separate and above from those needs directly affected by their caregivers' parenting ability. In response, PIR-FDTC enhanced the degree and extent of one-on-one parent training and encouraged Austin Recovery to expand its commitment to improving parent-child relationships. These actions did help but did not reach as deeply into the heart of the problem as the DCT anticipated.

The transformation was encouraged further by an apparent shift in the focus and expectations of new Federal grant applications that placed more emphasis on enhancing the overall functioning of families in general and the developmental, cognitive, and social and emotional well-being of children specifically. The team was further encouraged to find child-specific services and funding that became available as a result of research that suggests that children are more amenable to treatment if treated during the early years of life. The DCT became better

Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services

educated on children's needs for well-being and became aware that the overall improvement to a child's well-being is easier to achieve and has longer standing results the earlier the intervention is provided. Essentially, the DCT learned that treating children directly rather than just treating their parents created better long term outcomes for the family and its future generations. And finally, realization of the transformation was made possible through two grants obtained by Travis County that created The Children's Continuum (TCC) and extended PIR for two years.

The PIR-FDTC DCT currently includes two full time child & family therapists—master's level licensed social workers—who provide unique services in the form of clinical assessments, therapeutic interventions and services, and appropriate referrals for to every child and family in the PIR-FDTC program. These services begin soon after the family enrolls in PIR-FDTC and continue throughout their participation in the program. Most of the services take place wherever the family resides, be it at Austin Recovery, in sober houses, or in the family's home.

The child & family therapists have become an integral part of the DCT. In addition to their clinical work, they participate in FDTC court staffings and hearings, case management staffings and meetings, and family group conferences. Their presence at case management staffings encouraged the DCT to devote a significant portion of each meeting specifically to PIR-FDTC children, their needs, their services, and their progress. The therapists also serve as voting members of the PIR-FDTC Operations Committee.

- Travis County operates under a bifurcated court system that separates FDTC and CPS Court dockets, which typically are heard by the same Judge. In the past, any discussion of children's issues of safety and well-being were restricted to the CPS docket and not permitted in the FDTC docket.

One primary reason for this restriction was the fact that the "children's voice" was represented in CPS court but not in FDTC. In other words, the children's attorneys, or Attorneys Ad Litem (AAL), attended one docket but not the other. Nor did AALs participate in many of the meetings and staffings associated with FDTC. This condition was due directly to the prohibitive costs associated with many attorneys attending many meetings. But the situation created problems when decisions that impacted the children, such as a parent's move to sober housing with their children, needed to be made during FDTC pre-hearing staffings and case management meetings, when the AAL is not present. Fortunately, the issue was essentially resolved when PIR was awarded the two-year grant extension, under which one full-time AAL was funded to represent all or nearly all of the children in FDTC.

This AAL was acquired in January 2013 through the Travis County Office of Child Representation (OCR). By handling a smaller caseload than other OCR staff attorneys, the FDTC attorney is able to attend staffings, meetings, and hearings on behalf of her clients—the children—and gather information from other DCT members in a very efficient manner. She is also able to be available for emergency case planning meetings, additional follow-up visits with clients, and weekly FDTC hearings. The DCT has seen improvement in the integration of children's service planning with that of their parents.

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

- Providing safe and affordable housing for PIR-FDTC participants and their families has been a major challenge to Foundation Communities (FC), PIR-FDTC's housing partner, as well as to the entire DCT, since inception of the grant. The DCT's general intent has been to place participants and their children in sober housing for up to 90 days when they leave the safety and support of residential treatment, and then to help them transition from sober housing into the larger community.

At one time during Years 3 and 4 of the PIR-FDTC program, the DCT had as many as nine sober house rooms available to PIR women and children. But as this grant re-application is being written, the program has five; one of those is available only to one mother with one young child, and two are located about 20 miles from the center of Austin.

During the past year, PIR PD, DCC, and FC case manager have met with agencies and individuals who expressed interest in and an intent to open additional houses for women and children in Travis County but for various reasons have not yet followed through. One of those agencies was Oxford House, Inc., a Delaware nonprofit 501(c)(3) corporation that operates 15 sober houses in Austin and more than 1600 houses worldwide.

At present, the DCT assigns its limited number of sober house rooms thoughtfully to those participants who appear to need them the most and encourage participants who have safe and supportive family members to move in temporarily with them.

PIR PD, DCC, and FC case manager will, as in the past, continue to explore safe housing options in the community.

- Helping PIR-FDTC participants obtain employment and become self-sufficient during their time in the program has, since inception of the grant, been one of the DCT's greatest challenges. PIR-FDTC participants are required to obtain and document paid employment or another reliable source of income, which may include government entitlements, before they become eligible to successfully complete the PIR-FDTC program; this requirement has delayed but not prevented graduation for a few participants.

Some participants speak of the difficulty of making the transition from a cash-driven business model—dealing drugs, dancing in gentlemen's clubs, prostitution—to the prospects of surviving on low-paying or minimum-wage jobs. And some have difficulty obtaining even those. Most end up relying at least partly on family support and/or government subsidies to make ends meet.

Historically, participants who remained in the PIR-FDTC program for longer periods of time, that is, 14 months or more, tended to be better prepared to take care of and support themselves and their children when they discharged than those who completed the program in less than 12 months. In light of that statistic, the DCT recently voted to require a minimum of 12 full months of participation in PIR-FDTC before participants become eligible for successful discharge.

- Over the past two and a half years, PIR PD and FDTC DCC have attempted, with much effort but without a lot of success, to establish and populate a large working PIR-FDTC alumnae

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

association.

They initially envisioned a group focused on social affairs, but very few alumnae showed interest. They shifted the focus away from social interactions and toward offering alumnae options for service work such as taking 12-Step meetings into treatment facilities, telling their stories at 12-Step meetings, chairing and co-chairing crosstalk meetings that occur prior to FDTC hearings, and speaking with active participants who are having difficulty connecting with the program. The new focus has not attracted a large number of graduates, but those who have responded have done so with a meaningful commitment and positive attitude. These individuals have embraced the 12-Step principle of “giving it away in order to keep it.”

PIR PD and DCC will continue to explore avenues for PIR-FDTC alumnae to come together in a common cause and to act individually to do important 12th Step work—that is, to be of service to their fellows.

Project Plan for Year 7

PIR-FDTC will continue to address applicable primary goals set forth in previous Years 2-5 written project plans, including for example:

PIR-FDTC and TCC will continue to develop and provide quality cross-training opportunities for PIR partners and the larger Austin service-provider community. Furthermore, PIR will continue to offer local, regional, and national training opportunities to RPG partners and the individuals who represent partnership entities and agencies.

DCT team will continue to encourage the Austin community to develop more sober housing for women and children.

With the two-year grant extension in place, PIR-FDTC will expand the process of accomplishing certain specific extension period objectives.

PIR-FDTC will continue to advance the service delivery system for the children/youth of the project by providing assessments, individualized supports and services, and consistent legal representation in court.

- Child therapists will conduct a Child and Adolescent Needs and Strengths - MH (CANS-MH) assessment with every child/youth enrolled in PIR-FDTC.
- Based on results of the CANS-MH, child therapists will provide individualized supports that address trauma through Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), parent-child relationship building, behavioral and/or developmental concerns, educational support/advocacy, and the promotion of enrichment activities.
- For children ages 0-3 years old, the therapists will administer the Ages and Stages Questionnaire-Social/Emotional (ASQ-SE) to develop appropriate intervention strategies and supports.
- Services will be provided through different modalities including filial therapy, developmental services, experiential therapies and Child-Parent Psychotherapy.

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

- **Child therapists will develop and maintain individualized plans for every child/youth assessed; plans will include identified service needs, connection to relevant community services, establishment and maintenance of a medical home, and referral to specialized services to enhance functioning and well-being, including mentoring, tutoring, art/music, recreational therapy, equine or aquatic therapy, and pro-social groups.**
- **The Attorney ad Litem will represent the voice and needs of all children whose parents are enrolled in PIR-FDTC; this attorney will collaborate with the DCT, attend drug court staffings and hearings, and participate in the Operations and Advisory Committees.**

PIR-FDTC will further develop the existing collaboration through the implementation of a self-sufficient shared data collection system with an emphasis on performance indicators at the local level; PIR Program Evaluator and her newly hired Research Assistant will work together to achieve certain goals.

- **Add data elements to measure recidivism with criminal activities (arrests/incarcerations) and rework current data collection to obtain recidivism with child protective services (referrals, outcomes, removals)**
- **Complete a case study of closed treatment/control participants and a cost analysis of the project by Year 7 of the PIR extension grant**
- **Continue to contribute to increased knowledge by developing briefs, papers and reports for dissemination to four primary entities:**
 - **The local community, including government, judicial system, agencies of PIR partners, and the local workforce**
 - **The state level, including congressional representatives, and state agencies**
 - **The Federal level, including the grantor, Congress (through the reported submitted by the grantor), and other grantee communities**
 - **Conferences, conference presentations, and professional journals**

PIR-FDTC will finalize the sustainability plan that sets the blueprint to maintain a fully-realized FDTC program into Travis County's future and phase in the plan over the next two years.

- **Phase one: Review again the current design of FDTC and re-ensure full commitment by partners to sustaining the existing, as well as any new aspects of FDTC**
- **Phase two: Verify partners' ability and willingness to sustain their current in-kind contributions post-grant; these commitments will define and ensure the core staff positions necessary to manage FDTC post-grant**
- **Phase three: Implement a plan to obtain funding for services and supports that are currently dependent on grant funding; this will include the following:**
 - **Present a package request to the Travis County Commissioner's Court for both service dollars and positions**
 - **Explore possibilities under the 1115 Waiver**
 - **Consider potential grant opportunities to fund specific service needs, with a focus on substance abuse treatment, with release dates in Spring 2014 and funding available in Fall 2014**

PIR-FDTC Grant Management Team will accomplish the following tasks:

- **Attend RPG conferences and participate in RPG conference calls and webinars as appropriate**
- **Continue to manage the two-year grant extension effectively**
- **Continue to draw down and expend grant funds appropriately**

**Regional Partnership Grant Non-Competitive Continuation Application
Parenting In Recovery
Travis County Health and Human Services/Veteran Services**

- Continue to monitor and manage sub-recipient contracts
- Continue to participate in Travis County audits of PIR files and activities
- Continue to submit semi-annual progress reports (SAPR) in a timely fashion
- Continue to collect and upload PIR data to RPG database as required by the grant

PIR-FDTC will continue to be culturally responsive to the children/youth and their families by acknowledging the unique strengths, abilities and challenges of each family within the context of their unique cultures.

- PIR-FDTC will partner with the CPS “disproportionality initiative” to improve understanding, knowledge and service delivery methods as it relates to disproportional representation of minority populations in child protective services.
- PIR-FDTC will collaborate with the Center for Elimination of Disproportionality and Disparities (CEDD) to receive training, program guidance and recommendations for delivering culturally relevant and competent services.
 - CEDD will complete a project assessment of the project practices and protocols and provide recommendations and technical assistance.
 - CEDD will provide two one-day trainings on *Undoing Racism* for DCT members.
- The Child Trauma Academy, based in Houston, Texas will provide trauma-specific training to enhance the RPG partners’ and community’s understanding and treatment of trauma.

PIR-FDTC anticipates enrolling 20-24 new participant mothers and 30-32 children during Year 7 of the grant. Including participants who are enrolled in the program at the beginning of Year 7, PIR-FDTC expects to serve approximately 52 participant mothers and 78 children.

Attachments

1. Lone Star Circle of Care (LSCC) Memorandum of Understanding
2. FDTC Sustainability Plan
3. Participant Success Stories

Upload #5

Applicant: Travis County
Application Number: (To be assigned)
Project Title Targeted Grants: Methamphetamine and other Substance Abuse
Status: Work in Progress
Document Title: Project Narrative Attachments



TRAVIS COUNTY PURCHASING OFFICE
Cyd V. Grimes, C.P.M., CPPO Purchasing Agent

700 Lavaca Street, / Suite 800/ Austin, Texas 78701 / (512) 854-9700 / Fax (512) 854-9185

NOTICE OF AWARD

July 16, 2012

SUBJECT: Contract No. 4400001003, Memorandum of Agreement

Peter Perialas, Jr., Chief Executive Officer
Lone Star Circle of Care
205 E. University Ave #300
Georgetown, Texas 78626
Dear Ms. Hartenstein:

Enclosed is an executed copy of the above referenced Memorandum of Agreement entered into between your company and Travis County.

As required by the contract, **if** your contract has an insurance clause, please provide a Certificate of Insurance to the Purchasing Agent evidencing required coverages within ten (10) days after receipt of this Notice of Award. **Also, please assure your certificate contains the contract number as shown above.**

Contact Shannon Pleasant at (512) 854-1181 with any questions regarding this contract award.

Your continued service is appreciated.

Sincerely,

A handwritten signature in black ink that reads "Cyd V. Grimes". The signature is written in a cursive style.

Cyd V. Grimes, C.P.M., CPPO
County Purchasing Agent

CVG:SP

**CONTRACT
AWARD**

**TRAVIS COUNTY
PURCHASING OFFICE
700 LAVACA STREET, SUITE 800
AUSTIN, TEXAS 78701**



THIS CONTRACT IS ENTERED INTO BETWEEN TRAVIS COUNTY AND THE CONTRACTOR NAMED BELOW, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE, CHAPTER 262 OR 271, IN ACCORDANCE WITH THE REFERENCED SOLICITATION.

CONTRACT NO: 4400001003		SOLICITATION NO:	DATED: July 16, 2012
CONTRACT AMOUNT \$0.00		DELIVERY DATE OR TERM OF CONTRACT: July 3, 2012 through July 2, 2013	
CONTRACTOR	CODE:	AWARDED AS TO ITEM(S):	
Lone Star Circle of Care 205 E. University Ave #300 Georgetown, Texas 78626		Per contract scope of services	

REMARKS

Scope of Contract: The contractor shall provide personal and professional services for the care of indigents for public health education and information, in accordance with the Terms, Conditions and Specifications of the contract.

THIS CONTRACT ISSUED PURSUANT TO AWARD MADE BY PURCHASING AGENT ON JULY 13, 2012.


CYD V. GRIMES, C.P.M., C.P.P.O.
COUNTY PURCHASING AGENT


DATE

**MEMORANDUM OF AGREEMENT AND PROCEDURAL DIRECTIONS
FOR SERVICES PROVIDED RELATED TO
THE PARENTING IN RECOVERY (PIR) PROGRAM OF
TRAVIS COUNTY HEALTH AND HUMAN SERVICES AND VETERANS SERVICE
(DEPARTMENT) BY LONE STAR CIRCLE OF CARE (LSCC)**

This Memorandum of Agreement and Procedural Directions ("Agreement") includes a statement of procedural directions ("Procedures") issued by Travis County Health and Human Services and Veterans Service ("Department") related to services and activities provided in relation to the Parenting in Recovery ("PIR") Program of Travis County ("County") administered by Department under the direction of Chuck Roper, PIR Director. It is understood that this is not an obligation of funds or an agreement by County to make any payment for services; payment, if rendered, will be paid by Austin-Travis County Mental Health and Mental Retardation Center, d.b.a. Austin-Travis County Integral Care ("ATCIC") with County only providing certain documentation and recommendations. It is understood that a portion of the documentation and recommendations provided by County to ATCIC will be based on the Provider's compliance with the Procedures listed in this document. "PIR Participants" are those individuals who have met the necessary requirements of eligibility as determined by County and ATCIC. Funding for services provided will be from the Parenting in Recovery Regional Partnership Grant ("Grant"), and will be limited to available Grant funds. All payments are based on complete and correct documentation as provided to County and/or ATCIC, and compliance with any grant requirements related to PIR funding.

It is understood that any previous agreements with any representative of Travis County not executed by the Travis County Judge after full consideration by the Travis County Commissioners Court is void and of no force or effect. If the agency or organization ("Provider") referenced in these Procedures desires a written and binding contract regarding the activities addressed in these Procedures, then those contracts would have to be entered into with ATCIC at the Provider's request.

It is understood that the following applies to this Agreement: this Agreement is signed by the authorized representative of the Provider and the Department; those authorized representatives (those signing this Agreement or designated by Provider or Department for future signatures) will also sign any changes under this Agreement; and the authority of the representative of the Department is limited to agreeing to internal procedures and does not carry the authority of the Travis County Commissioners Court necessary for any contractual obligation of County.

PROCEDURES:

Provider: Lone Star Circle of Care

Type of Services: Medical and Behavioral Health Care

Procedures for PIR Participants and their dependants to receive services from Provider are as follows:

Provider Responsibilities:

1. **Referral** – Provider shall provide PIR Participant referral form, as necessary, for use by PIR Participants and their dependants.
2. **Acceptance** – Provider shall accept referrals by Department of PIR Participants and their dependants.

3. **Release** – Provider shall secure signature on appropriate release of information form at time of first encounter.
4. **Invoice** – Provider shall provide Department with a detailed invoice for all charges due (including documentation of services rendered, as requested by Department) according to these Procedures as they occur or on a monthly basis. The invoice will include details as to each PIR Participant's separate charges.
5. **Payment** – Provider shall accept payment as made by ATCIC for approved invoices for services provided to PIR Participants. Provider agrees not to bill or collect from PIR Participants whose encounters are paid for at Provider's Prospective Payment Systems (PPS) rate by ATCIC, pursuant to the terms of these Procedures.
6. **Medical Primary Care** – Provider shall provide medical primary care services, including consultation and follow-up with a primary care provider, for PIR Participants and their dependants at Provider's existing facility at 1221 W. Ben White Blvd., Suite B 200, Austin, Texas (Ben White Clinic), or such other existing Provider facility as may be convenient to both a specific PIR Participant and Provider.
7. **Behavioral Health Home Care** – Provider shall provide behavioral health service, including psychiatric evaluations, psychotherapy, and psychopharmacological assessments and medication management, for PIR Participants and their dependants at Provider's Ben White Clinic, or such other existing Provider facility as may be convenient to both a specific PIR Participant and Provider.

Department Responsibilities:

1. **Referral** – Department shall refer appropriate PIR Participants and their dependants to Provider and shall provide an appropriate referral form to PIR Participant as necessary.
2. **Release** – Department shall submit a suggested HIPAA (or other, as appropriate) release form to Provider for use in providing patient information to Department.

NOTE:

- (A) The form provided is a suggested format, and does not release Provider from the obligation to ensure the securing of full and complete legal release of information (according to all applicable laws, rules and regulations) by PIR Participant prior to any release of information. Department provides the form without warranty of any kind, either express or implied, arising by law or otherwise and does not warrant the accuracy, authority, completeness, usefulness, timeliness, or fitness for any particular purpose of the information contained therein. Travis County and its officials and employees shall not be liable for any loss or injury caused in whole or in part by its negligence, contingencies beyond its control, or errors or omissions in the information provided herein.
- (B) Provider is responsible for securing the execution of an appropriate HIPAA release form prior to the PIR Participant's first clinic visit and prior to the release of any information.
3. **Receipt of Invoice** – Department shall receive invoices from Provider for services provided.
4. **Submission to ATCIC** – Department will submit the complete and correct invoice(s) to ATCIC with the appropriate recommendation to ATCIC for reimbursement based on the invoice for all appropriately documented charges due.
5. **Payment Receipt** – Department shall receive payment from ATCIC based on the invoice(s) provided by Provider.
6. **Provider Payment** – Department shall provide ATCIC payment to Provider upon receipt of the invoice(s), with payment generally to be expected within ten (10) business days of receipt of the complete and correct invoice. The payment to Provider shall be Provider's PPS rate per encounter with a medical or behavioral health provider when the encounter is provided to PIR Participants and their dependants who are below 200% of the Federal Poverty Level and have no other payor.

General:

1. **Referrals** – A representative of Provider, identified by Provider and communicated to Department (initially Heather Hosking), and a representative of Department, identified by Department and communicated to Provider (initially Chuck Roper), will coordinate all referrals for medical primary care services and behavioral health services.
2. **Provider's Services** – All Provider's services are provided in accordance with the standards mandated by all applicable statutes and licensure requirements of federal, state, and local governing authorities. Provider will provide proof of up to date licensure and insurance to Department, as requested, and will consult with Department staff, as necessary.
3. **Changes** - If a need for changes to this Agreement or the Procedures included within is needed, Department and Provider will work in good faith to agree to such changes. The parties may only change or amend this Agreement by a written agreement, signed by both parties' designated representative.
4. **Publicity** - Provider and Department may publicize this partnership in grant requests and reports, in public forums and presentations, and in any other reasonable communication channel, including electronic media.

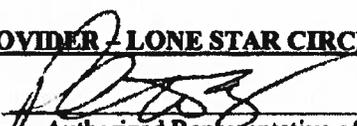
Term of Collaboration:

This Agreement commences on the date executed by both parties and remains in effect until the one-year anniversary of such date . This Agreement shall automatically renew for successive one-year terms thereafter unless terminated by either Provider or Department upon 30 days' prior written notice to the other party or unless terminated as a result of cessation of funding.

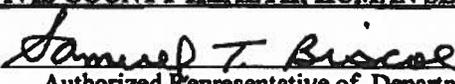
Agreement:

This Memorandum of Agreement and Procedures are acceptable to the parties, who have executed this Agreement as of the dates specified below:

PROVIDER - LONE STAR CIRCLE OF CARE

By: 
Authorized Representative of Provider
Name: Peter Perialas, Jr.
Title: Chief Executive Officer
Date: _____, 2012

**DEPARTMENT -
TRAVIS COUNTY HEALTH, HUMAN SERVICES AND VETERANS SERVICES**

By: 
Authorized Representative of Department
Name: Samuel T. Biscoe
Title: Travis County Judge
Date: July 3, 2012

TRAVIS COUNTY FAMILY DRUG TREATMENT COURT SUSTAINABILITY PLAN

Drug Court Partners	Current Contribution to FDTC	Necessary Contribution Post-grant
District Court	In-Kind: Positions and Associated Costs	Same
District Attorney's Office	In-Kind: Positions and Associated Costs; Attorney Fees	Same
DFPS-CPS Region 7: TC	In-Kind: Positions and Associated Costs; Services	Same
CASA	In-Kind: Positions and Associated Costs	Same; Consider funding Sup position
Foundation Communities	In-Kind: Supervision of Grant Position	Same; Consider funding Case Mgr position
ATCIC	In-Kind: Reduced MSO Fee; Sup of Grant Position	Same; Consider funding positions w/contracts
HHS/VS	In-Kind: Mgmt; Match dollars for position and Service \$	Same
CPS Board	Service Dollars for Drug Testing	Same
Austin Recovery	In-Kind: Positions and Associated Costs	Same

Funding Name	Funding Type	Amount	Funding Commitment
Children's Continuum	Grant	\$500,000 over 3 years	Ends 9/30/2014 w/ possible seven month extension
Parenting in Recovery	Grant	\$500,000 annually	Ends 9/30/2014
Governor's Grant	Grant	\$135,000 annually	Competitive application annually
HHS/VS	GF/Reserves	\$365,000 as match to PIR II	As match to grant - Ends 9/30/2014
Partners	In-Kind Match	\$500,000 estimate positions (10)	Post Grant
Office of Child Representation	In-Kind: Supervision of Grant Position		Same; Consider funding AAL position

Unmet Funding Need	Amount	Lead Agency/Department	Viability of Sustaining Post Grant
Substance Abuse Treatment	\$325,000	Advisory Committee	Pending Resource Identification: Grant \$
Wraparound Services	\$160,000	HHSVS/Advisory Committee	Strong
Coaching Services	\$31,000	Advisory Committee / HHSVS	Strong
AAL Position	\$90,246	OCR/District Court/HHSVS	Moderate: Pending verification of Partners Commitment
Child Therapist (2)	\$120,267	ATCIC/HHSVS	Moderate: Pending verification of Partners Commitment
CASA Supervisor	\$48,000	CASA/Advisory Committee	Moderate: Pending verification of Partners Commitment
SA Clinical Mgr (DC Staff)	\$73,000	HHSVS/Advisory Committee	Strong
DCC	\$60,000	District Court/HHS/Advisory Committee	Moderate: Pending verification of Partners Commitment; Grant\$
TOTAL:	\$907,513		

TRAVIS COUNTY FAMILY DRUG TREATMENT COURT SUSTAINABILITY PLAN

Current service for FDTC	Current Funding	Responsible Agency/Department	Lead Person	Sustainability Plan	Next Steps
Staff FDTC – Drug Court Coordinator	Governor’s Grant – annual grant award	District Court HHS/VS	Judge Byrne Andrea Colunga-Bussey	Permanent Funding for the position through County GF - \$60,000	Decide what FY District Court & HHS/VS will submit Budget Request
Staff for Drug Court Hearings – Judge; Administrative Staff	District Court - County	District Court	Judge Byrne	District Court maintain the staff dedicated to drug court post grant	Confirmation by District Court of the sustainability plan
Dedicated Staff from DA’s Office	District Attorney - County	District Attorney	Beverly Mathews	DA’s office maintain the staff dedicated to drug court post grant	Confirmation by DA’s office of the sustainability plan
Staff FDTC – PIR Director (SA Clinical Mgr)	County Reserves as Match to PIR II Grant – funding ends 9/30/14	HHS/VS	Andrea Colunga-Bussey	Permanent Funding for the position through County GF - \$73,000	HHS/VS will submit budget request for FY 15 (due 3/14)
Dedicated Staff from CPS (2 FBSS; 3 Investigators; 1 supervisor)	DFPS – FTE’s	DFPS – CPS	Irina Meza & Drug Unit Staff	DFPS-CPS maintain drug unit post grant	Confirmation by DFPS of the sustainability plan -
Dedicated Staff from CASA – Supervisor & Volunteers	CASA Children’s Continuum Grant – funding ends 9/30/14 – possible 7 months extension	CASA	Laura Wolf & Key Richardson	CASA maintain the Supervisor and Volunteers post grant - \$48,000	Confirmation by DFPS of the sustainability plan
Dedicated Staff from AR – Case manager; family therapist	Austin Recovery	Austin Recovery	Joel Ferguson & Linda Mikesic	AR maintain current staff dedicated to Austin Family House post grant	Confirmation by AR of the sustainability plan
Attorney representation for Parents	District Court - County	District Court	Judge Byrne	District Court maintain the funding for the Attorneys dedicated to drug court post grant	Confirmation by District Court of the sustainability plan
Housing – 25% of housing case manager	Foundation Communities PIR II Grant funding ends 9/30/14	Foundation Communities	Julian Huerta & Mario Cortez	To be determined – need method to navigate housing options for participants	Discuss what housing support is needed post grant and who can provide that service

TRAVIS COUNTY FAMILY DRUG TREATMENT COURT SUSTAINABILITY PLAN

Current service for FDTC	Current Funding	Responsible Agency/Department	Lead Person	Sustainability Plan	Next Steps
Attorney ad Litem for children of FDTC	PIR II Grant funding ends 9/30/2014	Office of Child Representation, HHSVS & District Court	Leslie Hill Andrea Colunga-Bussey	Permanent Funding for the position through County GF - \$90,246	Verify the plan w/ partners; OCR submit budget request FY 15
Child Therapist	Children's Continuum Grant-- funding ends 9/30/14 - possible 7 month extension	ATCIC & HHSV	Arturo Hernandez Laura Peveto	Fund the position through the Main Inter-local contract between HHS/VS & ATCIC - 1115 waiver \$58,854	Verify the plan w/ partners; develop a plan for contract modification by 6/14 or 1115 waiver plan
Child Therapist	PIR II Grant funding ends 9/30/2014	ATCIC & HHSV	Arturo Hernandez Laura Peveto	Fund the position through the Main Inter-local contract between HHS/VS & ATCIC - 1115 waiver \$61,413	Verify the plan w/ partners; develop a plan for contract modification by 6/14 or 1115 waiver plan
Wraparound Supports (Housing, Utilities, Medical/Dental, Educational support, Gap Funding, Medication, Basic Needs, etc)	PIR II Grant funding ends 9/30/2014 HHS/VS	HHS/VS	Andrea Colunga-Bussey	Increase the funds allocated for the System of Care Contract to \$160,000	Verify the plan w/partners; HHS/VS submit budget request FY 15 (due 03/14)
Recovery Coaching Parent Coaching	Children's Continuum Grant- funding ends 9/30/14 PIR II Grant funding ends 9/30/2014 HHS/VS	Advisory Committee HHS/VS	Andrea Colunga-Bussey	Potentially additional funds could be requested for the SOC Contract to cover these services - \$31,000	Establish plan and funding source

TRAVIS COUNTY FAMILY DRUG TREATMENT COURT SUSTAINABILITY PLAN

Current service for FDTC	Current Funding	Responsible Agency/Department	Lead Person	Sustainability Plan	Next Steps
Mental Health Services/Supports: Psychological eval. Individual counseling Domestic violence Psychiatric	DFPS-CPS LSCC-Medicaid PIR II Grant funding ends 9/30/2014	DFPS-CPS SafePlace HHS/VS ATCIC	Irina Meza & Drug Unit Staff	DFPS continues to fund through contracts and Medicaid. Psychological Assessments; Individual Counseling LSCC will execute an MOU with FDTC SafePlace will continue to provide services to FDTC participants while at AR and upon discharge	Confirmation by DFPS for funding post grant; Drug Court Mgmt Team to renew MOU with LSCC post grant; SafePlace will verify their ability to serve Aus Family House participants post grant; ATCIC will explore potential services through their programs
Substance Abuse Treatment – 90 days of Inpatient Treatment @ AR > Austin Family House	PIR II Grant funding ends 9/30/2014 TC Reserves	Advisory Committee	To Be Decided	To be developed – Current expenditure annually: \$325,000	Identify potential funding sources post grant
Employment – secondary relationship with WorkSource	None	Advisory Committee	To Be Decided	To be developed	Advisory to decide whether this support requires a formal relationship with provider(s) and if there are any funding issues to consider

Along with their challenges, PIR-DCT participants bring their own combination of strengths. Most are tough, resourceful, and resilient. They are typically wise to the inner world of “the street” and can recognize dishonesty and manipulation when they see it. Despite their histories of damaged and failed relationships and of sometimes severe childhood and/or adult trauma that encourage individuals to distrust others and hide within themselves, most do allow themselves to become open and vulnerable with members of the DCT that they trust. They care about and support their peers. They love their children.

- Sara enrolled in PIR-FDTC at 31 years of age, when she gave birth to her third child and both of them tested positive for cocaine at the time of delivery. Upon entering the program, she reported complete personal humiliation and devastation as a result of her addiction to crack cocaine and its possible effect on her infant. She reported that for several years prior she had been essentially homeless, living on the streets, and prostituting. She said that she wanted a better life for herself and her children. Sara’s mother was also a drug addict, and because of that Sara was raised by her maternal grandmother, who also had custody of Sara’s 11 year old son. Her three year old daughter resided with her biological father. Sara successfully completed 90 days of inpatient substance abuse treatment, five weeks of intensive outpatient treatment, and eight weeks of aftercare. Following residential treatment, she transitioned into sober housing for three months, and then obtained independent housing in the Austin area. Sara gave birth to another daughter in July 2012; this baby tested negative for all substances. Sara obtained full-time work in telemarketing, became very actively involved in her church, and reached out to others who were struggling with addictions. She told her story of transformation to her church congregation and to other people in her community. She also stepped up to help other PIR-FDTC participants when they struggled to remain abstinent and when they relapsed. Sara began the long and intensive process of repairing her relationship with her grandmother and her son through family therapy. She did the same with her oldest daughter and was able to bridge the relationship with this child’s father in order to co-parent. When Sara completed PIR-FDTC, CPS closed her child welfare case. Her two youngest daughters remained in her care. Shortly after, she married a man who accepted her for who she is and became a father to the girls. Sara continues to maintain contact with the PIR/FDTC DCT, as well as some of the current and recently departed participants. At last report, she and her family are doing very well; they are self-sufficient and very happy. Sara nearly set a record for endurance by residing in the PIR/FDTC program for over 21 months.
- Elaine came into PIR-FDTC at age 28 after she tested positive for cocaine during her pregnancy with and the birth of her sixth child. Her three oldest children, ages six, 11, and 12, lived with paternal grandparents; Elaine had not seen them since they were babies. She did have custody of her two younger children and the infant. One of those children was born

in prison, while Elaine was incarcerated for a drug-related offense. The CPS referral that eventually brought Elaine into PIR-FDTC occurred when Elaine attempted to stab and bite her paramour while her two and three year old sons were present. The three year old re-enacted the scene for the CPS investigator by making stabbing motions with his arm and hand. Elaine was arrested for aggravated assault with a deadly weapon. Elaine expressed a desire to enroll in PIR-FDTC, but the child advocates in CPS court tried to block her enrollment due to her extensive criminal and child welfare history. They recommended that the State take temporary custody of the children and place them safely with foster parents. Fortunately for Elaine, her children, and the entire DCT, she did join. And she excelled at every turn. Her inpatient treatment counselor reported early on that Elaine had experienced what in 12-Step program parlance is referred to as a spiritual awakening, and few on the DCT or within her family doubted that. She participated fully in treatment by attending every class and group; she allowed herself to become vulnerable and gave honest feedback to her peers. She complied with every court order and took and passed every requested drug test. Following residential treatment, Elaine immersed herself in the 12-Step recovery community; she obtained a strict sponsor and diligently worked the 12 Steps. She engaged in individual therapy and enrolled her sons, who had observed the domestic violence incident, in play therapy, and their behaviors improved significantly. Elaine enrolled in community college to become licensed as a medical assistant, and at the time of her successful commencement from PIR-FDTC she had begun her internship as her final step to licensure. On the day of Elaine's successful graduation from the PIR-FDTC program, the child advocates who had argued against her joining in the first place apologized to her and stated that they were very happy and proud to be proven wrong.

- Beth came to the attention of CPS and subsequently enrolled in PIR-FDTC as a result of her use of cocaine during pregnancy and following the birth of her fourth daughter. Beth admitted that she had been drinking heavily four to five times a week and abusing cocaine for the last few years. Beth held a college degree and an honorable discharge from the United States Air Force. Beth had a good work history having never been fired from any job. Beth's partner and the father of her two youngest daughters also had a history of alcohol and drug abuse, but he flatly refused to join FDTC or accept multiple offers to enter substance abuse treatment. Beth successfully completed 90 days of residential treatment and transitioned into sober housing with all four of her daughters, ages infant to pre-teen, one of whom lived with Asperger's syndrome. While there, Beth's husband died in his sleep from an apparent drug overdose. Beth and her daughters were devastated. She survived emotionally at least partly by accepting support from her sober housemates, other PIR-FDTC participants, and other women in the recovery community. She continued to attend 12-Step meetings, embrace the principles of recovery, and work a 12-Step program with her sponsor. She also continued to conscientiously comply with the expectations of the program. She reported experiencing episodes of profound grief, and at the same time, she talked about her commitment to

recovery and motherhood. Beth went into therapy and enrolled her daughters in therapy services that matched their individual needs. Beth remained in sober housing with her girls for seven months before obtaining employment and procuring independent housing. All four of her daughters attended her successful graduation from the program.

- Jamie, age of 37, gave birth to her daughter at 32 weeks gestation due to severe cocaine abuse throughout her pregnancy. When they entered residential treatment at AR Family House, they carried with them multiple health problems as a result of Jamie's cocaine addiction. Jamie suffered from high blood pressure, heart problems, and uterine cysts and while in treatment, she was diagnosed with schizoaffective disorder. The baby was medically fragile and required constant medical attention. Jamie had a long history of numerous incarcerations for assault, drug, and theft offenses. Despite an addiction that spanned 22 years and played a large part in her leaving the upbringing of her two older children to relatives, Jamie had never been in treatment and had never seriously considered living a life free of drugs. But after joining PIR-FDTC and entering treatment, Jamie jumped into recovery with both feet. She engaged fully in the therapeutic process at AR, and upon successfully completing the 90 day program, she asked to remain in supportive residential for another 90 days. At the same time she made a genuine commitment to working an honest 12-Step program and becoming an active member of the recovery community. She obtained a stable and supportive sponsor and established herself in a 12-Step program home group. She exceeded all PIR-FDTC program expectations and services, including peer recovery coaching, parenting training, individual therapy, and domestic violence and sexual assault support services. She also cooperated with the terms of her current probation, and she expressed pride in becoming a law-abiding citizen. Jamie obtained comprehensive medical and developmental services for her daughter, including physical, occupational, and speech therapy, and by the time she was one year old, her daughter had caught up on several important developmental milestones. Jamie's health also improved, and she completely quit smoking cigarettes. At the time of her graduation from PIR-FDTC, Jamie had obtained her own housing and disability income related to her mental health diagnosis and her daughter's medical issues. Jamie's PIR-FDTC graduation ceremony was a time of great joy for Jamie and everyone associated with the program. She spoke eloquently, powerfully, and enthusiastically about her journey into a life that she never could have imagined.

Upload #6

Applicant: Travis County
Application Number: (To be assigned)
Project Title Targeted Grants: Methamphetamine and other Substance Abuse
Status: Work in Progress
Document Title: Indirect Costs



**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
(512) 854-4100
Fax (512) 279-2197**

Travis County is not claiming any indirect costs with this application.

Upload #7

Applicant: Travis County
Application Number: (To be assigned)
Project Title Targeted Grants: Methamphetamine and other Substance Abuse
Status: Work in Progress
Document Title: Budget Items

**Travis County - Parenting in Recovery II
Budget Overview
(Detailed yearly budget and grant partner budgets on subsequent pages)**

<u>Partner Expenses</u>	Year 2
Austin Travis County Integral Care	\$ 284,168.00
Encompass Medical Mgmt.	\$ 81,800.00
Foundation Communities	\$ 15,146.00
Travis County Office of Child Representation	\$ 97,086.00
<u>General Expenses</u>	
Grant Partner Travel	\$ 2,800.00
Grant Funds	\$ 481,000.00
Match	259,000
Grant Percentage	0.65
Total Funds	\$ 740,000.00

Trevi County - Parenting in Recovery II

Year 2	Position	Months	Percentage of Time	Personal	Financial Benefits	Travel	Equipment	Supplies	Contractual	Other	Federal	Non-Federal
Parent Expenses												
Austin Trevi County Integral Care contract	Child Therapist	12	100%						67,651			67,651
Austin Trevi County Integral Care contract	SOC and SAMSO services	12							216,517			216,517
Encompas Medical Management contract	Evaluator Research Asst.	12	32%						66,800			66,800
Foundation Communities	Case Manager	12	49%						15,000			15,000
Trevi County Office of Child Representation	Attorney Ad Litem	12	33%						15,146			15,146
Trevi County Office of Child Representation	Attorney Ad Litem	12	100%	68,096	22,149		2,381			4,460		97,086
General Expenses												
Grant Partner Travel						2,800						2,800
Systems Development Training												
Total Match*				68,096	22,149	2,800	2,381	391,114	4,460	481,000		
Trevi County Health and Human Services and Veterans Service	Parenting in Recovery Project Director	12	100%	62,008	12,572						74,580	184,420
Flex Funds									184,420			268,800
Total												

*The salary and benefits for the PIR Project Director are providing \$74,580 in match. A portion of the flex funds dollars provided to ATCIC by Trevi County is making up the balance (\$184,420) of the year two match.

Travis County - Parenting in Recovery II

Year 2

General Expenses

Grant Partner Travel

Year 2 - Funding for 2 attendees x 1 trip

(Funding for key grant funded staff and key staff from partners to attend

annual grantee mtg. in Wash., D.C.)

Hotel = 180 per night x 3 nights (540)

Airfare = Roundtrip (555)

Per Diem = 46 per day w/o receipts or 60 per day w/ receipts x 4 days (240)

Misc. = taxi, baggage fee (65)

Total = 1,400 per trip x 1 trip x 2 staff

(Note: Travel for Evaluator will be included in the sub-contract for that partner.)

Total

2,800
2,800

Travis County - Parenting in Recovery II

Encompass Medical Management

ACTIVITY	Contract Hours	Hourly Rate	Year 2
Encompass Medical Management - Database Development Activities			
Modify web-based database for entry of data required by grantor; include various drop-down menu items that conform to the federal indicator criteria and match the indicator criteria to the federal data dictionary requirements. Also determine best method of data entry for additional child indicators associated with standardized measures.	130	100	13,000
Develop connection with DPS to gather data on criminal history	20	100	2,000
Refine interfaces between PIR and DFPS databases to allow data to be uploaded to federal database that tracks grant evaluation component	18	100	1,800
Develop data structure for cost/benefit analysis and manage data	50	100	5,000
Total			21,800
Encompass Medical Management - Ongoing Database Evaluation Activities			
Manage data connections and data feeds from CPS state databases in the PIR access database for all reports	25	100	2,500
Warehouse the data in secure data repository and HIPAA compliant site	25	100	2,500
Conduct on-going security checks of data and data sources	25	100	2,500
Administration of data privacy and validity for HIPAA and confidentiality	25	100	2,500
Ongoing consulting to evaluator on data management	25	100	2,500
Develop XML mapping process and validity checks to meet federal data requirements	20	100	2,000
Upload program data to federal data repositories for semi-annual reports	25	100	2,500
Total			17,000
Encompass Medical Management - Ongoing Program Evaluation Activities			
Monitor/modify data collection plan with designated federal and local performance indicators	20	100	2,000
Meet with federal program officers and liaison at national meetings and on-site; provide information to these individuals concerning the evaluation status as requested	20	100	2,000
Continue Institutional Review Board Human Subjects Protection activities, including application to IRB, maintenance of IRB protocols, consent forms, strategies to recruit, monitoring of the informed consent process	40	100	4,000
Training activities, such as training in new assessment instruments, data entry into web-based database, and training research assistant in data needed for control group	15	100	1,500
Develop and conduct cost/benefit analysis & develop and conduct case study	75	100	7,500
Assist in developing semi-annual & annual reports on federal and local indicators	30	100	3,000
Interface with database developers as needed	30	100	3,000
Supervise research assistant and provide oversight of data collection	50	100	5,000
Total			28,000
Research Assistant - part-time - 15 hours / week			
Work with project director to collect all "missing data" from previous years in database	300	15	4,500
Conduct qualitative interviews with individual program participants	100	15	1,500
Ongoing monitoring of web-based database to ensure data gathered from project partners throughout the year in correct formats	50	15	750
Data collection and data entry from all partner databases	100	15	1,500
Develop tracking system for data, with special concentration on collecting control group data at pre- and post-testing	50	15	750
Modify current SPSS databases for use with Excel and Web-based database for data analysis	100	15	1,500
Assist in developing semi-annual & annual reports on federal and local indicators	100	15	1,500
Assist developing final reports to grantor	100	15	1,500
Assist in developing cost/benefit analysis	100	15	1,500
Total			15,000
Grand Total			81,800

Travis County - Parenting in Recovery II

Office of Child Representation

<u>Personnel</u>	<u>Calculation</u>	<u>Year 2</u>
Attorney Ad Litem		
Salary		68,096
Total		68,096
<u>Fringe</u>		
FICA	(Salary x .0785)	5,209
Health Insurance	(696.08 x 12 mos.)	8,353
Life Insurance	(8.25 x 12 mos.)	99
Retirement	(Salary x .1227)	8,355
WCI	(Salary x .75 x .0026)	133
Total		22,149
<u>Supplies</u>		
Office supplies	(Based on another attorney position same as grant funded position)	300
Family Code (includes shipping cost for all 3 code books)	(Based on another attorney position same as grant funded position)	120
Notebook workstation w/ network port	(Travis Co. ITS quote)	-
Desktop licenses and security software	(Travis Co. ITS quote)	-
Security software maintenance and port maintenance	(Travis Co. ITS quote)	76
Computer installation and voice and data cabling installation	(Travis Co. ITS quote)	-
Phone ISM license	(Travis Co. ITS quote)	-
Phone and port costs	(Travis Co. ITS quote)	-
Voice and data cabling installation for phone	(Travis Co. ITS quote)	-
Long distance phone calls (per year)	(Based on another attorney position same as grant funded position)	25
State bar license dues (per year)	(Based on another attorney position same as grant funded position)	148
National Association of Council for Children membership	(Based on another attorney position same as grant funded position)	100
Texas Rules - Civil Trials	(Based on another attorney position same as grant funded position)	85
Family Law Handbook	(Based on another attorney position same as grant funded position)	135
Broadband (per year)	(Based on another attorney position same as grant funded position)	456
Cell phone (per year)	(Based on another attorney position same as grant funded position)	936
Furniture - desk	(Based on another attorney position same as grant funded position)	-
Furniture - chair	(Based on another attorney position same as grant funded position)	-
Total		2,381
<u>Other</u>		
Mileage	600 miles per month x 12 months x .55 per mile	3,960
Continuing legal education	(Based on another attorney position same as grant funded position)	500
Total		4,460
Grand Total		97,086

Travis County - Parenting in Recovery II

Foundation Communities

<u>Personnel</u>	<u>Calculation</u>	Year 2
Case Manager		
Salary		37,003
Total		37,003
<u>Fringe</u>		
FICA	(Salary x .0765)	2,831
Workers Comp	3.70 per payroll x 26 payrolls	96
Medical Insurance	287.92 per month x 12 mos.	3,455
LTD Insurance	10 per month x 12 mos.	120
ADD/Life Insurance	7.25 per month x 12 mos.	87
Retirement (401K)	71.16 per payroll x 26 payrolls	1,850
Total		8,439
Grand Total		45,442
(Total Salary and Fringe x .3333)		
Personnel		12,333
Fringe		2,813
(Total Salary and Fringe x .3333)		15,146

Travis County - Parenting In Recovery II

ATCIC

<u>Personnel</u>	<u>Calculation</u>	<u>Year 2</u>
Child Therapist		
Salary		48,904
Total Personnel		48,904
<u>Fringe</u>		
FICA	Salary x .0765	3,741
Health Insurance	442.75 x 10 mos.	5,313
Dental Insurance	10.66 x 10 mos.	128
Employee Assistance Program	39 x 10 mos.	468
Other Insurance	Salary x .0026	127
State Unemployment	Salary x .0074	362
Worker's Comp.	Salary x .00414	169
Retirement	Salary x .045	2,201
Total Fringe		12,509
<u>Supplies</u>		
Office supplies	Actual cost	300
Duplicating/Computer supplies	Actual cost	160
Notebook Computer/Docking Station	Actual cost	-
Printer	Actual cost	-
Total Supplies		460
<u>Other</u>		
Mileage Reimbursement	400 miles X .525 per mile x 12 mos.	2,520
Mobile Phone Airtime (computer aircard)	40 x 12 mos.	480
Cell Phone Allowance	36.75 x 12 mos.	441
Personnel Advertising	Cost for one month Amount allotted to each staff for trainings or conferences	-
Staff Development	Costs allocated per employee	500
IT Replacement Fund		186
Hardware/Software Maintenance	"	469
Telephone Line	"	490
Internet Connection	"	47
Liability Insurance	"	68
Building Occupancy:	"	
capital improvement fee	"	74
repairs/maintenance	"	16

Travis County - Parenting in Recovery II

electricity/water	"	188
elevators	"	23
landscaping	"	43
fire equipment	"	33
pest control	"	6
locksmith services	"	2
janitorial services	"	115
garbage disposal	"	40
property insurance	"	37
Total Other		5,778
 Grand Total Personnel & Other		 67,651

	Flexible funding to spend on specialized services for children and parents (cost based on estimate of services needed and includes 5% MSO Fee totaling \$10,826)	
Flexible Funds in separate contracts (System of Care and SAMSO)		216,517
Grand Total Flexible Funds		216,517

Upload #8

Applicant: Travis County
Application Number: (To be assigned)
Project Title Targeted Grants: Methamphetamine and other Substance Abuse
Status: Work in Progress
Document Title: Miscellaneous



<http://www.acf.hhs.gov/grants/certification-regarding-lobbying>

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

County Judge

Organization

Travis County

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1894-0010 Exp. 05/31/2012

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

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

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

Applicant's (Organization) Name:

Applicant's DUNS Number:

Federal Program:
CFDA Number:

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

Yes No

2. Is the applicant a faith-based organization?

Yes No

3. Is the applicant a secular organization?

Yes No

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

Yes No

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

Yes No

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

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

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

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

Upload #9

Applicant: Travis County
Application Number: (To be assigned)
Project Title Targeted Grants: Methamphetamine and other Substance Abuse
Status: Work in Progress
Document Title: Site Location

Project/Performance Site Location(s)

Project/Performance Site Primary Location

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County: Province:

* State: * Country:

* Zip Code: * Project/ Performance Site Congressional District:

(-) Remove Site	Project/Performance Site Primary Location	<input type="checkbox"/> I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.
	Organization Name:	<input type="text"/>
	DUNS Number:	<input type="text"/>
	* Street1:	<input type="text"/>
	Street2:	<input type="text"/>
	* City:	<input type="text"/> County: <input type="text"/> Province: <input type="text"/>
	* State:	<input type="text" value="TX: Texas"/> * Country: <input type="text" value="USA: United States of America"/>
	* Zip Code:	<input type="text"/> * Project/ Performance Site Congressional District: <input type="text"/>
	(+) Add Next Site	

Project/Performance Site Location Instructions

Enter Project/Performance Site Primary Location (Required):

Indicate the primary site where the work will be performed. The primary project/performance site location is a required section.

If a portion of the project will be performed at any other site(s), identify the site location(s) in the additional block(s) provided. These additional sites are optional.

Field Name	Input
Organization Name	Indicate the organization name of the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided. (This field is not applicable for applicants using the SF 424 Individual Form Set.)
DUNS	Enter the DUNS number associated with the organization where the project will be performed. (Note this field is not required for applicants using the SF424 Individual Form set.)
*Street 1	Enter first line of the street address in "Street 1" field of the primary performance site location.
Street 2	Enter second line of the street address in "Street 2" field for the primary performance site location. This field is optional.
County	Select the County for the performance site location.
*City	Enter the City for address of the primary performance site location. This field is required.
*State	Enter the State where the primary performance site location is located. This field is required if the Project Performance Site is located in the United States.
Province	Enter the Province where the primary performance site location is located.
Country	Select the name of the country for the primary project performance site
*Zip Code	Enter the nine-digit Postal Code (e.g., ZIP code) of the primary performance site location. This field is required if the Project Performance Site is located in the United States.
*Project's Congressional District	Enter the Congressional District of the Primary Project/Performance location in the format: 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. If all districts in a state are affected, enter "all" for the district number. Example: MD-all for all congressional districts in Maryland. If nationwide (all districts in all states), enter US-all. If the program/project is outside the US, enter 00-000. To locate your congressional district, visit the Grants.gov web site. Note it is likely that this field will be identical to the "Congressional Districts of Applicant" field provided elsewhere in this application.

Project/Performance Site Location Instructions

Project/Performance Site Location 1 (Optional): If more than 30 performance site locations are proposed, provide the requested information in a separate file and attach.

Field Name	Input
Organization Name	Indicate the organization name of the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided. (This field is not applicable for applicants using the SF 424 Individual Form Set.)
DUNS	Enter the DUNS number associated with the organization where the project will be performed. (Note this field is not required for applicants using the SF424 Individual Form set.)
*Street 1	Enter first line of the street address in "Street 1" field of the primary performance site location.
Street 2	Enter second line of the street address in "Street 2" field for the primary performance site location. This field is optional.
County	Select the County for the performance site location.
*City	Enter the City for address of the primary performance site location. This field is required.
*State	Enter the State where the primary performance site location is located. This field is required if the Project Performance Site is located in the United States.
Province	Enter the Province where the primary performance site location is located.
Country	Select the name of the country for the primary project performance site
*Zip Code	Enter the nine-digit Postal Code (e.g., ZIP code) of the primary performance site location. This field is required if the Project Performance Site is located in the United States.
*Project's Congressional District	Enter the Congressional District of the Primary Project/Performance location in the format: 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. If all districts in a state are affected, enter "all" for the district number. Example: MD-all for all congressional districts in Maryland. If nationwide (all districts in all states), enter US-all. If the program/project is outside the US, enter 00-000. To locate your congressional district, visit the Grants.gov web site. Note it is likely that this field will be identical to the "Congressional Districts of Applicant" field provided elsewhere in this application.

Add additional sites as necessary using the "Next Site" button.



TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Emergency Services/Emergency Management	
Contact Person/Title:	Pete Baldwin/974-0472	
Phone Number:	974-0472	

Grant Title:	Accept and Authorize Disbursement of the Fire Mitigation Assistance Grant for the Pedernales Fire #2959		
Grant Period:	From: <input type="text" value="September 4, 2011"/>	To: <input type="text" value="Present"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Department of Homeland Security/Federal Emergency Management Agency		
Will County provide grant funds to a sub-recipient?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	Department of Homeland Security/Federal Emergency Management Agency		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 306,990	\$ 0	\$ 0	\$ 0	\$ 306,990
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 306,990	\$ 0	\$ 0	\$ 0	\$ 306,990
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 type="checkbox"/>		
County Attorney	<input type="checkbox"/>		

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

PBO Recommendation:

Travis County was serving the primary applicant to the Department of Homeland Security Federal Emergency Management Agency (FEMA) for three fires that started on September 4, 2011. Since these fires were declared disasters, our region is allowed to submit 75% reimbursement for costs associated directly to fighting the fires.

Travis County will be receiving \$7,572.62 as reimbursement for expenses resulting from the Pedernales fire. Unfortunately FEMA rules do not allow the agency that applies for the grant to claim reimbursement for regular salaries. In other similar circumstances, the City has applied in the past and lost out on reimbursement in the past. The fires were in Travis County and after much consultation between agencies Travis County agreed to be the lead applicant.

Please note that since these expenditures occurred in a prior fiscal year, the funds that Travis County receives will be reclassified against those expenses, resulting in a fund balance increase this year.

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 Pedernales fire occurred on September 4, 2011 and was declared eligible for a Fire Mitigation Assistance Grant (FMAG) which is a 75%/25% reimbursement of expenses with 25% being the responsibility of the Applicant. After submitting expenses associated with the fire, the Federal Emergency Management Agency (FEMA) denied a large number of the expenses based on a ruling that the Interlocal Cooperation Act that was in place was actually a Mutual Aid Agreement and did not address reimbursement. Travis County appealed the decision which was eventually overturned and FEMA paid Travis County \$306,989.55 or 75% of the eligible expenses which were submitted. This grant proposal is to accept and authorize disbursement of the funds to the eligible agencies.

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

There is no long term commitment for this grant.

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

Each agency that submitted expenses will bear the 25% match of their eligible expenses. For Travis County, the Sheriff's Office submitted \$10,096.82 in eligible expenses and will receive \$7,572.62 as the reimbursement.

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

The grant program does not have an indirect cost allocation.

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

There is no commitment after the funds have been disbursed.

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

This is the termination of the FMAG process.

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.

There is no affect on the Office Of Emergency Management's current operations.

TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N. LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

www.dps.texas.gov



STEVEN C. McCRAW
DIRECTOR
DAVID BAKER
CHERYL MacBRIDE
DEPUTY DIRECTORS



COMMISSION
A. CYNTHIA LEON, CHAIR
CARIN MARCY BARTH
ADA BROWN
ALLAN B. POLUNSKY
RANDY WATSON

25 April 2013

TRAVIS COUNTY
PO BOX 1748
AUSTIN, TX 78767-1748

RE: FEMA - 2959 - 2011 Pedernales Bend Fire

This is to inform you that \$306,989.55, in disaster relief funds associated with the above referenced disaster has been Directly Deposited into your jurisdiction/ organization's account.

These are federal funds (CFDA #97.046) from FEMA, passed through the Texas Department of Public Safety's Division of Emergency Management. If your organization has expenditures over \$500,000 in federal funds within a fiscal year that began December 31, 2003 or later, you must have an audit done in accordance with the Single Audit Act Amendment of 1996 (OMB Circular A-133).

Please share this letter with your FEMA grant coordinator.

This letter concerns the following project ID number(s):

Bundle 3, PW 00002 -- \$10,050.00; PW 00003 -- \$38,415.91; PW 00004 -- \$258,523.64. Project Complete paying 100% Federal Share.

If you have any questions concerning the computation or audit requirements, please call Debra Lewis at 5124374048 or email at debra.lewis@dps.texas.gov.

Sincerely,

A handwritten signature in black ink that reads "Edwin B. Staples".

Edwin Staples
FMS Adiministrator
Texas Division of Emergency Management

RECEIVED
2013 MAY - 1 AM 9:50
TRAVIS COUNTY
AUDITORS OFFICE

TRAVIS COUNTY AUDITOR'S OFFICE
 FMAG - PEDERNALES #2959
 GRANT 800280 - INTERNAL ORDER 100841

<u>Agency</u>	<u>Total Approved Expenditures</u>	<u>75% Payout</u>
1 Marble Falls	7,717.14	5,787.86
2 Hoover Valley	6,292.00	4,719.00
3 ESD1 - N. Lake Travis	7,441.10	5,580.83
4 ESD9 - West Lake	24,239.35	18,179.51
5 A/TC EMS	31,410.26	23,557.70
6 ESD6 - Lk Travis	10,600.97	7,950.73
7 TCSO	10,096.82	7,572.62
8 ESD4 - Fire Control	11,006.35	8,254.76
9 NORTH HAYS CO	34,734.10	26,050.58
10 HAYS CO SO	3,600.85	2,700.64
11 ESD3 - Oak Hill	23,624.54	17,718.41
12 ESD14 - Volente	9,479.95	7,109.96
13 ESD10	5,355.12	4,016.34
14 HAYS COUNTY	8,140.18	6,105.14
15 SOUTH HAYS COUNTY	19,531.81	14,648.86
16 AUSTIN FIRE	125,008.92	93,756.69
17 AUSTIN POLICE	1,573.95	1,180.46
18 ESD8 - Pedernales	69,465.99	52,099.49
	-	-
	<u>409,319.40</u>	<u>306,989.55</u>

Funding Rec'd 306,989.55



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Emergency Services/Emergency Management	
Contact Person/Title:	Pete Baldwin/Emergency Management Coordinator	
Phone Number:	974-0472	

Grant Title:	Accept and Authorize Disbursement of the Fire Mitigation Assistance Grant for Steiner #2960		
Grant Period:	From: <input type="text" value="September 4, 2011"/>	To: <input type="text" value="Present"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Department of Homeland Security/Federal Emergency Management Agency		
Will County provide grant funds to a sub-recipient?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	Department of Homeland Security/Federal Emergency Management Agency		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 204,379	\$ 0	\$ 0	\$ 0	\$ 204,379
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 204,379	\$ 0	\$ 0	\$ 0	\$ 204,379
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 type="checkbox"/>		
County Attorney	<input type="checkbox"/>		

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

PBO Recommendation:

Travis County was serving the primary applicant to the Department of Homeland Security Federal Emergency Management Agency (FEMA) for three fires that started on September 4, 2011. Since these fires were declared disasters, our region is allowed to submit 75% reimbursement for costs associated directly to fighting the fires.

Travis County will be receiving \$10,908.61 as reimbursement for expenses resulting from the Steiner Ranch fire. Unfortunately FEMA rules do not allow the agency that applies for the grant to claim reimbursement for regular salaries. In other similar circumstances, the City has applied in the past and lost out on reimbursement in the past. The fires were in Travis County and after much consultation between agencies Travis County agreed to be the lead applicant.

Please note that since these expenditures occurred in a prior fiscal year, the funds that Travis County receives will be reclassified against those expenses, resulting in a fund balance increase this year.

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 Steiner Ranch fire occurred on September 4, 2011 and was declared eligible for a Fire Mitigation Assistance Grant (FMAG) which is a 75%/25% reimbursement of expenses with 25% being the responsibility of the Applicant. After submitting expenses associated with the fire, the Federal Emergency Management Agency (FEMA) denied a large number of the expenses based on a ruling that the Interlocal Cooperation Act that was in place was actually a Mutual Aid Agreement and did not address reimbursement. Travis County appealed the decision which was eventually overturned and FEMA paid Travis County \$204,378.53 or 75% of the eligible expenses which were submitted. This grant proposal is to accept and authorize disbursement of the funds to the eligible agencies.

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

There is no long term commitment with the funding of the grant.

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

Each agency that submitted expenses will bear the 25% match of their eligible expenses. For Travis County, the Sheriff's Office submitted \$14, 544.81 in eligible expenses and will receive \$10,908.61 as the reimbursement.

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

There is no indirect cost allocation associated with 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.

There is no commitment after the funds have been disbursed.

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

This is the termination of the FMAG process.

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 program does not affect the current operations of the Office of Emergency Management.

**TRAVIS COUNTY AUDITOR'S OFFICE
 FMAG - STEINER RANCH #2960
 GRANT 800279 - INTERNAL ORDER 100840**

<u>Agency</u>	<u>Total Approved Expenditures</u>	<u>75% Payout</u>
1 ESD1	4,269.21	3,201.91
2 A/TC EMS	27,445.60	20,584.20
3 ESD6	132,409.14	99,306.86
4 TCSO	14,544.81	10,908.61
5 NORTH HAYS CO	1,400.00	1,050.00
6 ESD3 - OAK HILL	2,384.78	1,788.59
7 ESD14 - Volente	3,889.05	2,916.79
8 ESD10	1,080.00	810.00
9 AUSTIN FIRE	63,861.81	47,896.36
10 AUSTIN POLICE	2,624.87	1,968.65
11 AUSTIN ENERGY	8,192.75	6,144.56
12 AUSTIN WATER	7,497.80	5,623.35
13 COA HSEM	2,904.89	2,178.67
	<u>272,504.71</u>	<u>204,378.53</u>

Funding Rec'd 204,378.53

TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N. LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

www.dps.texas.gov



STEVEN C. McCRAW
DIRECTOR
DAVID BAKER
CHERYL MacBRIDE
DEPUTY DIRECTORS



COMMISSION
A. CYNTHIA LEON, CHAIR
CARIN MARCY BARTH
ADA BROWN
ALLAN B. POLUNSKY
RANDY WATSON

25 April 2013

TRAVIS COUNTY
PO BOX 1748
AUSTIN, TX 78767-1748

RE: FEMA - 2960 - 2011 Steiner Ranch Fire

This is to inform you that \$204,378.53, in disaster relief funds associated with the above referenced disaster has been Directly Deposited into your jurisdiction/ organization's account.

These are federal funds (CFDA #97.046) from FEMA, passed through the Texas Department of Public Safety's Division of Emergency Management. If your organization has expenditures over \$500,000 in federal funds within a fiscal year that began December 31, 2003 or later, you must have an audit done in accordance with the Single Audit Act Amendment of 1996 (OMB Circular A-133).

Please share this letter with your FEMA grant coordinator.

This letter concerns the following project ID number(s):

Bundle 3, PW 00002 -- \$47,408.04; PW 00003 -- \$154,326.74; PW 00004 -- \$2,643.75. Project Complete paying 100% Federal Share.

If you have any questions concerning the computation or audit requirements, please call Debra Lewis at 5124374048 or email at debra.lewis@dps.texas.gov.

Sincerely,

A handwritten signature in black ink that reads "Edwin B. Staples".

Edwin Staples
FMS Adiministrator
Texas Division of Emergency Management

RECEIVED
2013MAY -1 AM 9:51
TRAVIS COUNTY
AUDITORS OFFICE

110



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

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

Grant Title:	Comprehensive Energy Assistance Program (CEAP) #58120001710		
Grant Period:	From: <input type="text" value="Apr 1, 2013"/>	To: <input type="text" value="Jul 31, 2013"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Department of Housing & Community Affairs		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	U. S. Department of Health and Human Services		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 206,714	\$ 0	\$ 0	\$ 0	\$ 206,714
Operating:	\$ 1,056,875	\$ 0	\$ 0	\$ 0	\$ 1,056,875
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 1,263,589	\$ 0	\$ 0	\$ 0	\$ 1,263,589
FTEs:	4.00	0.00	0.00	0.00	4.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.	Number of Individuals receiving utility assistance	28,358	15,000	15,000	
2.					
3.					
+ - Measures for the Grant					
1.	Number of Households receiving utility assistance through the two grant components: Household Crisis and Utility Assistance			3,708	
Outcome Impact Description		Utility assistance provided by this program is used to address a household energy crisis situation or provide multiple term energy payments for the household in order to achieve energy self-sufficiency.			
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

PBO Recommendation:

Health and Human Services and Veterans Service is requesting Commissioners Court approval of a grant award for the Comprehensive Energy Assistance Program (CEAP) from the Texas Department of Housing and Community Affairs (TDHCA). The grant award is for \$ 1,263,589.

This supplementary grant award represents Travis County's allocation of unspent 2012 CEAP grant funds. These funds must be used by July 31, 2013, and will be used to assist low-income households with heating and cooling energy utility assistance, with priority given to those in predesignated special need categories. The County accepted the FY 13 Grant award from TDHCA on April 30, 2013. Because of this additional funding, the 2013 CEAP grant funds will not be spent until August 1, 2013.

There are no indirect costs associated with this grant, no County match is required and no there is no commitment by the Court to fund services if funds are discontinued.

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 one?

The program assists low-income households with heating and cooling energy utility assistance with priority given in no particular order to elderly, persons with disabilities, households with a child 5 years of age or under, households with high energy burden and households with high energy consumption . This program funding helps in meeting the department's goal of achieving energy self-sufficiency for low-income families and individuals within Travis County. The CEAP program guidelines allow assistance for those households seeking utility assistance to address a crisis situation relating to household energy bills. The type of assistance may be to address the crisis energy situation or a multiple payment term of assistance may be used.

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

TDHCA is redistributing the unspent CEAP funds from 2012 to the state's subrecipients to fully expend the funds as they were intended. All CEAP expenses that occur during this time period will use this funding allocation until these funds are exhausted or the end of the period. This will suspend expending from the current 2013 CEAP grant award until August 1, 2013.

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

No additional funds are required.

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

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

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

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

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

Yes

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

N/A

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

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

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



**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
(512) 854-4100
Fax (512) 854-4115

DATE: May 14, 2013

TO: MEMBERS OF THE COMMISSIONERS COURT

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

SUBJECT: Acceptance of Comprehensive Energy Assistance Program (CEAP) Grant
Contract #58120001710

Proposed Motion: Consider and take appropriate action to approve the contract #58120001710 with Texas Department of Housing and Community Affairs (TDHCA) for the Comprehensive Energy Assistance Program Grant in 2013.

Summary and Staff Recommendation: Staff requests the acceptance of this contract #58120001710 from the Texas Department of Housing and Community Affairs. The grant funding will be \$1,263,589. This allocation is unspent 2012 CEAP grant funding that TDHCA is redistributing throughout the state of Texas. The goal is to have these funds spent within the State and Travis County where the funds were intended.

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

Budgetary and Fiscal Impact: We will be able to use the CEAP funds for direct services, administration, and case management services. The funds for direct services will be budgeted in the corresponding indigent utility assistance GL accounts. No matching funds are required. The contract period is 04/01/13 through 07/31/13. All CEAP expenses that occur during this time period will use this funding allocation until these funds are exhausted or the end of the period. Essentially suspending the 2013 CEAP grant contract expenses until August 1, 2013.

Background: The Health and Human Services & Veterans Service department has provided the CEAP program and its great value to the community for the past eighteen years. The department coordinates its efforts with other community resources such as faith-based organizations and local agencies providing services to low-income residents of Travis County to ensure residents will attain the assistance they are seeking.

In the current grant period which began in January, the department has assisted 1,057 households within Travis County. The operation of this grant allows our department the ability to provide assistance to clients who are experiencing an energy-related hardship, and provide case management services to clients. The aim of such services, to assist clients in obtaining self-sufficiency, is consistent with the goal of the Travis County Health and Human Services and Veterans Service department.

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

cc: Leslie Browder, County Executive, Planning and Budget Office
Aerin Toussaint, Budget Analyst Sr., Planning and Budget Office
Nicki Riley, CPA, Travis County Auditor
Kay Tindel, Auditor Analyst III, County Auditors Office
Cyd Grimes, C.P.M., C.P.P.O., Travis County Purchasing Agent
Jennifer Francis, Business Analyst, Purchasing Department
Mary Etta Gerhardt, Assistant County Attorney
Jim Lehrman, Division Director, Family Support Services

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
CONTRACT NO. 58120001710 FOR THE
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)

SECTION 1. PARTIES TO THE CONTRACT

This Comprehensive Energy Assistance Program Contract No. 58120001710 (the "Contract") is made by and between the Texas Department of Housing and Community Affairs, a public and official agency of the State of Texas (the "Department"), and Travis County, a political subdivision of the State of Texas (the "Subrecipient"), hereinafter the "Parties".

SECTION 2. CONTRACT PERIOD

The period for performance of this Contract, unless earlier terminated, is April 01, 2013 through July 31, 2013 (hereinafter the "Contract Term").

SECTION 3. SUBRECIPIENT PERFORMANCE

Subrecipient shall, on an equitable basis throughout its service area, operate a Comprehensive Energy Assistance Program, (hereinafter the "CEAP"), in accordance with the Economic Opportunity Act of 1964 (Public Law 88-452), the Low-Income Home Energy Assistance Act of 1981 as amended (42 U.S.C. Sec. 8621 et seq.) (Title XXVI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended) (hereinafter the "LIHEAP Act"), Chapter 2306 of the Texas Government Code (hereinafter the "State Act"), the implementing State regulations under Title 10, Part 1, Chapter 5, Subchapters A and D of the Texas Administrative Code, as amended or supplemented from time to time (hereinafter the "State Rules"), the LIHEAP State Plan, Subrecipient's Service Delivery Plan as defined in the State Rules, the Department's guidance related to CEAP, all applicable state and federal regulations and the terms of this Contract. Subrecipient shall assist low-income households with priority being given in no particular order to elderly, persons with disabilities, households with a young child 5 years of age or under, households with high energy burden and households with high energy consumption. Subrecipient shall implement the CEAP in accordance with the Certifications attached hereto as Exhibit A, the Budget attached hereto as Exhibit B, the Personal Responsibility and Work Opportunity Act of 1996 ("PRWORA") Requirements for the CEAP attached hereto as Exhibit C, the Documentation of Disability requirements attached hereto as Exhibit D, and all such Exhibits incorporated herein for all relevant purposes; the assurances, certifications, and all other statements made by Subrecipient in its application funding under this Contract; and with all other terms, provisions, and requirements herein set forth.

SECTION 4. DEPARTMENT OBLIGATIONS

- A. In consideration of Subrecipient's satisfactory performance of this Contract, Department shall reimburse Subrecipient for the actual allowable costs for administrative expenditures and Assurance 16 activities as defined herein incurred by Subrecipient during the Contract Term in the amount specified in Exhibit B, Budget, of this Contract.
- B. Any decision to obligate additional funds or deobligate funds shall be made in writing by Department in its sole discretion based upon factors including, but not limited to, the status of funding under grants to Department, the rate of Subrecipient's utilization of funds under this or previous contracts, the existence of questioned or disallowed costs under this or other contracts between the Parties, and Subrecipient's overall compliance with the terms of this Contract.
- C. Department's obligations under this Contract are contingent upon the actual receipt of funds from the U.S. Department of Health and Human Services. If sufficient funds are not available to make payments under this Contract, Department shall notify Subrecipient in writing within a reasonable time after such fact is determined. Department shall then terminate this Contract and will not be liable for the failure to make any payment to Subrecipient under this Contract. Department acknowledges that it has received obligations from those sources which, if paid, will be sufficient to pay the allowable costs incurred by Subrecipient under this Contract.
- D. Department is not liable for any cost incurred by Subrecipient which:
 - 1. is subject to reimbursement by a source other than Department;

2. is for performance of services or activities not authorized by the LIHEAP Act, or which is not in accordance with the terms of this Contract;
 3. is not incurred during the Contract Term;
 4. is not reported to Department on a monthly expenditure or performance report within forty five (45) days following the end of the Contract Term; or
 5. is incurred for the purchase or permanent improvement of real property.
- E. Subrecipient shall refund, within fifteen (15) days of the Department's request, any sum of money paid to Subrecipient which Department determines has resulted in an overpayment or has not been spent in accordance with the terms of this Contract.
- F. Notwithstanding any other provision of this Contract, the total of all payments and other obligations incurred by Department under this Contract shall not exceed the sum of
\$1,263,589.00.

SECTION 5. METHOD OF PAYMENT/CASH BALANCES

- A. Each month, Subrecipient may request an advance payment of CEAP funds under this Contract. As per the Uniform Grant Management Standards, 34 T.A.C. §20.421 et seq (herein "UGMS"), Subrecipient's requests for advances shall be limited to the amount needed and be timed to be in accordance with actual immediate cash requirements of the Subrecipient in carrying out the purpose of this Contract.
- B. Subrecipient shall establish procedures to minimize the time elapsing between the disbursement of funds from Department to Subrecipient and the expenditure of such funds by Subrecipient.
- C. Subrecipient must request an advance payment by submitting a properly completed monthly expenditure report to the Department through the electronic reporting system no later than the fifteenth (15th) day of the month prior to the month for which advance payment is sought.
- D. Subsection 4(A) notwithstanding, Department reserves the right to utilize a modified cost reimbursement method of payment, whereby reimbursement of costs incurred by a Subrecipient is made only after the Department has reviewed and approved backup documentation provided by the Subrecipient to support such costs for all funds if (1) Subrecipient maintains excessive cash balances or requests advance payments in excess of thirty (30) days need; (2) Department identifies any deficiency in the internal controls or financial management system used by Subrecipient; (3) Subrecipient violates any of the terms of this Contract; (4) Department's funding sources require the use of a cost reimbursement method of payment or (5) Subrecipient owes the Department funds.
- E. Department may offset or withhold any amounts otherwise owed to Subrecipient under this Contract against any amount owed by Subrecipient to Department arising under this Contract.
- F. All funds paid to Subrecipient under this Contract are paid in trust for the exclusive benefit of the eligible clients of the CEAP and for allowable direct services and for allowable administrative expenditures and Assurance 16 activities defined below incurred during the Contract Term, including but not limited to training/travel expenditures and services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance (hereafter "Assurance 16 activities") as defined in the LIHEAP Act

SECTION 6. COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS

- A. Except as expressly modified by law or the terms of this Contract, Subrecipient shall comply with the cost principles and uniform administrative requirements set forth in the UGMS. All references therein to "local government" shall be construed to mean Subrecipient.

- B. Uniform cost principles for political subdivisions are set forth in OMB Circular A-87 as implemented by 2 C.F.R. Part 225. Uniform administrative requirements for political subdivisions are set forth in OMB Circular A-102. OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," sets forth audit standards for governmental organizations and other organizations expending Federal funds. The expenditure threshold requiring an audit under Circular A-133 is \$500,000.
- C. Notwithstanding any other provision of this Contract, Department shall only be liable to Subrecipient for costs incurred or performances rendered for activities specified in the LIHEAP Act.
- D. Subrecipient may incur costs for activities associated with the closeout of the CEAP Contract for a period not to exceed forty-five (45) days from the end of the Contract Term defined in Section 2 of this Contract.

SECTION 7. TERMINATION AND SUSPENSION

- A. Pursuant to §5.17 of the State Rules, Department may terminate this Contract, in whole or in part, at any time Department determines that there is cause for termination. Cause for termination includes, but is not limited to, Subrecipient's failure to comply with any term of this Contract or reasonable belief that Subrecipient cannot or will not comply with the requirements of the Contract. If the Department determines that a Subrecipient has failed to comply with the terms of the Contract, or has failed to provide services that meet appropriate standards, goals, or other requirements established by the Department, Department will notify Subrecipient of the deficiencies to be corrected and require the deficiencies be corrected prior to implementing termination.
- B. Subrecipient's failure to expend the funds provided under this Contract in a timely manner may result in either the termination of this Contract or Subrecipient's ineligibility to receive additional funding under CEAP, or a reduction in the original allocation of funds to Subrecipient.
- C. Nothing in this Section shall be construed to limit Department's authority to withhold payment and immediately suspend this Contract if Department identifies possible instances of fraud, abuse, waste, fiscal mismanagement, or other deficiencies in Subrecipient's performance including but not limited to, Subrecipient's failure to correct any monitoring findings on this or any state contract or on a single audit review. Suspension shall be a temporary measure pending either corrective action by Subrecipient or a decision by Department to terminate this Contract.
- D. Notwithstanding any exercise by Department of its right of termination or suspension, Subrecipient shall not be relieved of any liability to Department for damages by virtue of any breach of this contract by Subrecipient. Department may withhold any payment due to Subrecipient until such time as the exact amount of damages due to Department is agreed upon or is otherwise determined in writing between Parties.
- E. Department shall not be liable for any costs incurred by Subrecipient after termination or during suspension of this Contract.

SECTION 8. ALLOWABLE EXPENDITURES

- A. The allowability of Subrecipient's costs incurred in the performance of this Contract shall be determined in accordance with the provisions of Section 4 and the regulations set forth in the LIHEAP Act and the State Rules, subject to the limitations and exceptions set forth in this Section.
- B. CEAP funds may be used for administrative activities and Assurance 16 activities during the Contract Term as well as other allowable expenditures under this Contract such as direct services incurred until the end of the Contract Term, and include the following:
 - 1. Conducting Assurance 16 activities, to include needs assessment, referrals, budget counseling, energy conservation education and assistance with energy vendors;
 - 2. Providing assistance to low income households in meeting their home energy costs;
 - 3. Intervening in energy crisis situations; or

4. Department-approved travel and training.
- C. CEAP funds allow up to 6% of the award amount to be utilized for administrative costs. Administrative costs incurred by Subrecipient in performing this Contract are to be based on actual programmatic expenditures and shall be allowed up to the amount outlined in Exhibit B of this Contract. Eligible administrative costs include costs related to staff performance of management, accounting and reporting activities.
 - D. Administrative and Assurance 16 Activities funds as defined under and in accordance with the State Rules are earned through provision of direct services to clients. Subrecipient may choose to submit a final budget revision no later than forty five (45) days prior to the end of the Contract Term to use its administration and Assurance 16 activities funds for direct service categories; however, Subrecipient is still required to perform Assurance 16 activities.
 - E. Subrecipient shall provide direct services to clients within sixty (60) days of receipt of funds under this Contract pursuant to §5.406(b) of the State Rules.

SECTION 9. RECORD KEEPING REQUIREMENTS

- A. Subrecipient shall maintain fiscal and programmatic records and supporting documentation for all expenditures of funds made under this Contract in accordance with the UGMS, Section III, Common Rule: State Uniform Administrative Requirements for Grants and Cooperative Agreements, Subpart C -Post Award Requirements, .42.
- B. Open Records. Subrecipient acknowledges that all information collected, assembled, or maintained by Subrecipient pertaining to this Contract is subject to the Texas Public Information Act, Chapter 552 of Texas Government Code and must provide citizens, public agencies, and other interested parties with reasonable access to all records pertaining to this Contract subject to and in accordance with the Texas Public Information Act.
- C. Subrecipient shall give the U.S. Department of Health and Human Services, the U.S. General Accounting Office, the Texas Comptroller, the State Auditor's Office, and Department, or any of their duly authorized representatives, access to and the right to examine and copy, on or off the premises of Subrecipient, all records pertaining to this Contract. Such right to access shall continue as long as the records are retained by Subrecipient. Subrecipient agrees to maintain such records in an accessible location for the greater of: (i) four (4) years; (ii) if notified by the Department in writing, the date that the final audit is accepted with all audit issues resolved to the Department's satisfaction; (iii) if any litigation claim, negotiation, inspection, or other action has started before the expiration of the required retention period records must be retained until completion of the action and resolution of all issues which arise under it; (iv) a date consistent with any other period required by federal or state law or regulation. Subrecipient agrees to cooperate with any examination conducted pursuant to this Subsection. Upon termination of this Contract by the Department, all records are property of the Department; however the Department shall allow Subrecipient to retain records for any audit or external investigation purposes.
- D. Subrecipient shall maintain a client file system to document direct services rendered. Each client file shall contain the following:
 1. Client application containing all Department requirements;
 2. Documentation/verification of client income for the thirty (30) days preceding their application for all household members eighteen (18) years and older, or Declaration of Income Statement (DIS) (if applicable). In order to use the DIS form, each subrecipient shall develop and implement a written policy and procedure on the use of the form, including policies requiring a client statement of efforts to obtain documentation of income with a notarized client signature; as outlined in § 5.407(e) of the State Rules.
 3. Copy of client's utility bill(s);
 4. Energy consumption history for previous twelve (12) months (all fuel types) (not applicable for Household Crisis);

5. Documentation of payment (Documentation of payment may be maintained in a separate file, but must be accessible to the Department.);
 6. Documentation of benefits determination;
 7. Notice of Denial Form (if applicable);
 8. Right of appeal and procedures for denial or termination of services (if applicable);
 9. Any documentation required by directives;
 10. Priority rating form; and
 11. Case notes sufficient to document that Assurance 16 activity has occurred.
- E. Subrecipient shall maintain complete client files at all times. Costs associated with incomplete files found at the time of program monitoring may be disallowed.

SECTION 10. REPORTING REQUIREMENTS

- A. Subrecipient shall electronically submit to Department, no later than fifteen (15) days after the end of each month of the Contract Term, a Funding Report of all expenditures of funds and clients served under this Contract during the previous month. **These reports are due even if Subrecipient has no new activity to report during the month.**
- B. Subrecipient shall submit to Department, no later than forty five (45) days after the end of the Contract Term, an inventory of all vehicles, tools, and equipment with a unit acquisition cost of \$5,000 and /or a useful life of more than one year, if purchased in whole or in part with funds received under this Contract or previous CEAP contracts. The inventory shall include the vehicles, tools, equipment, and appliances purchased with Energy Crisis funds on hand as of the last day of the Contract Term. Subrecipient acknowledges that all equipment and supplies purchased with funds from the CEAP are the property of CEAP and as such, stay with the subrecipient which provides CEAP services in the service area.
- C. Subrecipient shall electronically submit to Department, no later than forty-five (45) days after the end of the Contract Term, a final report of all expenditures of funds and clients served under this Contract. Failure of Subrecipient to provide a full accounting of funds expended under this Contract may result in the termination of this Contract and ineligibility to receive additional funds. If Subrecipient fails to submit a final expenditure/performance report within 45 days of the end of the Contract Term, Department will use the last report submitted by Subrecipient as the final report.
- D. If Subrecipient fails to submit, in a timely and satisfactory manner, any report or response required by this Contract, Department may withhold any or all payments otherwise due or requested by Subrecipient hereunder. Payments may be withheld until such time as the delinquent report or response is received by Department. If the delinquent report or response is not received within forty-five (45) days of its due date, Department may suspend or terminate this Contract. If Subrecipient receives funds from Department over two or more Contract Terms, funds may be withheld or this Contract suspended or terminated for Subrecipient's failure to submit a past due report or response (including an audit report) from a prior contract or Contract Term.
- E. Subrecipient shall provide the Department with a Data Universal Numbering System (DUNS) number and a Central Contractor Registration (CCR) System number. The DUNS number must be provided in a document from Dun and Bradstreet and the current CCR number must be submitted from a document retrieved from the <https://www.sam.gov/portal/public/SAM/> website. These documents must be provided to the Department prior to the processing first payment to Subrecipient. Subrecipient shall maintain a current DUNS number and CCR number for the entire Contract Term.

SECTION 11. VENDOR AGREEMENTS

For each of Subrecipient's vendors, Subrecipient shall implement and maintain a vendor agreement that contains assurances relating to fair billing practices, delivery procedures, and pricing procedures for business transactions involving CEAP clients. All vendor agreements are subject to monitoring procedures performed by TDHCA. All vendor agreements must be renegotiated every two years.

SECTION 12. CHANGES AND AMENDMENTS

- A. Any change, addition or deletion to the terms of this Contract required by a change in federal or state law or regulation is automatically incorporated herein and is effective on the date designated by such law or regulation.
- B. Except as specifically provided otherwise in this Contract, any changes, additions, or deletions to the terms of this Contract shall be in writing and executed by both Parties to this Contract. If any Party returns an executed copy by facsimile machine or electronic transmission, the signing party intends the copy of its authorized signature printed by the receiving machine or the electronic transmission, to be its original signature.
- C. Written requests for Contract amendment must be received by the Department by no later than forty five (45) days prior to the end of the Contract Term.

SECTION 13. PROGRAM INCOME

Subrecipient shall account for and expend program income derived from activities financed in whole or in part with funds provided under this Contract in accordance with the UGMS, Common Rule, § .25 and OMB Circular A-102, Attachment, 2e.

SECTION 14. TECHNICAL ASSISTANCE AND MONITORING

Department may issue technical guidance to explain the rules and provide directions on terms of this Contract. Department or its designee may conduct on and off-site monitoring and evaluation of Subrecipient's compliance with the terms of this Contract. Department's monitoring may include a review of the efficiency, economy, and efficacy of Subrecipient's performance. Department will notify Subrecipient in writing of any deficiencies noted during such monitoring. Department may provide training and technical assistance to Subrecipient in correcting the deficiencies noted. Department may require corrective action to remedy deficiencies noted in Subrecipient's accounting, personnel, procurement, and management procedures and systems in order to comply with State or Federal requirements. Department may conduct follow-up visits to review the previously noted deficiencies and to assess the Subrecipient's efforts made to correct them. Repeated deficiencies may result in disallowed costs. Department may terminate or suspend this Contract or invoke other remedies Department determines to be appropriate in the event monitoring reveals material deficiencies in Subrecipient's performance, or Subrecipient fails to correct any deficiency within a reasonable period of time, as determined by the Department. Department or its designee may conduct an ongoing program evaluation throughout the Contract Term.

SECTION 15. INDEPENDENT SUBRECIPIENT

It is agreed that Department is contracting with Subrecipient as an independent contractor.

SECTION 16. PROCUREMENT STANDARDS

- A. For making procurements under this contract, Subrecipient shall comply with 45 C.F.R. Part 92, OMB Circular A-102, 10 T.A.C. §5.10, and all applicable federal, state, and local laws, regulations, and ordinances.
- B. Subrecipient may not use funds provided under this Contract to purchase personal property, equipment, goods, or services with a unit acquisition cost (the net invoice unit price of an item of equipment) of more than \$5,000 unless Subrecipient has received the prior written approval of Department for such purchase.

- C. Upon the termination or non-renewal of this Contract, Department may transfer title to any such property or equipment having a unit acquisition cost (the net invoice unit price of an item of equipment) of \$5,000 or more to itself or to any other entity receiving Department funding.

SECTION 17. SUBCONTRACTS

- A. Subrecipient may not subcontract the primary performance of this Contract, including but not limited to expenditure and performance reporting and drawing funds through the Community Affairs Contract System, and only may enter into properly procured contractual agreements for consulting and other professional services, if Subrecipient has received Department's prior written approval. Subrecipient may subcontract for the delivery of client assistance without obtaining Department's prior approval. Any subcontract for the delivery of client assistance will be subject to monitoring by the Department as per Section 14.
- B. In no event shall any provision of this Section 17, specifically the requirement that Subrecipient obtain Department's prior written approval of a subcontractor, be construed as relieving Subrecipient of the responsibility for ensuring that the performances rendered under all subcontracts are rendered so as to comply with all of the terms of this Contract, as if such performances rendered were rendered by Subrecipient. Department's approval under this section does not constitute adoption, ratification, or acceptance of Subrecipient's or subcontractor's performance hereunder. Department maintains the right to monitor and require Subrecipient's full compliance with the terms of this Contract. Department's approval under this section does not waive any right of action which may exist or which may subsequently accrue to Department under this Contract.

SECTION 18. AUDIT

- A. Subrecipient shall arrange for the performance of an annual financial and compliance audit of funds received and performances rendered under this Contract, subject to the following conditions and limitations:
1. Subrecipient expending \$500,000 or more in total Federal awards or \$500,000 in total state financial assistance shall have an audit performed in accordance with the Single Audit Act Amendments of 1996, 31 U.S.C. 7501, and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations" issued June 30, 1997. For purposes of this Section 18, "Federal financial assistance" means assistance provided by a Federal agency in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance or direct appropriations, or other assistance, but does not include amounts received as reimbursement for services rendered to individuals in accordance with OMB guidelines. The term includes awards of Federal financial assistance received directly from Federal agencies, or indirectly through other units of State and local government;
 2. Sections 4 D (3) and (4) above notwithstanding, Subrecipient may utilize funds budgeted under this Contract to pay for that portion of the cost of such audit services properly allocable to the activities funded by Department under this Contract.
 3. Subrecipient shall submit three (3) copies of such audit report and any associated management letter to the Department, two (2) copies of the audit report to Department's Compliance and Asset Oversight Division and one (1) copy of the audit report to the Department's Community Affairs Division within the earlier of thirty (30) days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Subrecipient shall make audit report available for public inspection within thirty (30) days after receipt of the audit report(s). Audits performed under this Section are subject to review and resolution by Department or its authorized representative. Subrecipient shall submit such audit report to the Federal clearinghouse designated by OMB in accordance with OMB A-133.
 4. The audit report must include verification of all expenditures by budget category, in accordance with Exhibit B, Budget, of this Contract.
- B. The cost of auditing services for a Subrecipient expending less than \$500,000 in total Federal awards per fiscal year is not an allowable charge under Federal awards.

- C. Subsection A of this Section 18 notwithstanding, Department reserves the right to conduct an annual financial and compliance audit of funds received and performance rendered under this Contract. Subrecipient agrees to permit Department or its authorized representative to audit Subrecipient's records and obtain any documents, materials, or information necessary to facilitate such audit.
- D. Subrecipient understands and agrees that it shall be liable to the Department for any costs disallowed pursuant to financial and compliance audit(s) of funds received under this Contract. Subrecipient further understands and agrees that reimbursement to Department of such disallowed costs shall be paid by Subrecipient from funds which were not provided or otherwise made available to Subrecipient under this Contract.
- E. Subrecipient shall facilitate the performance of such audit or audits conducted pursuant to this Section 18 as Department may require of Subrecipient.
- F. Subrecipient shall procure A-133 audit services through an open, competitive process at least once every five years. The auditor shall retain working papers and reports for a minimum of the three years after the date of directive of the auditor's report to the Subrecipient. Audit working papers shall be made available upon request to Department at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities consistent with the purposes of this Section. Access to working papers includes the right to obtain copies of working papers, as is reasonable and necessary.
- G. For any fiscal year ending within or immediately after the Contract Term, Subrecipient must submit an "Audit Certification Form" (available from the Department) within sixty (60) days after the Subrecipient's fiscal year end.

SECTION 19. MANAGEMENT OF EQUIPMENT AND INVENTORY

- A. Subrecipient shall comply with Subchapter A of the State Rules.
- B. Subrecipient may not use funds provided under this Contract to purchase personal property, equipment, goods, or services with a unit acquisition cost (the net invoice unit price of an item of equipment) of more than \$5,000 unless Subrecipient has received the prior written approval of Department for such purchase
- C. Upon the termination or non-renewal of this Contract, Department may transfer title to any such property or equipment having a useful life of one year or more or a unit acquisition cost (the net invoice unit price of an item of equipment) of \$5,000 or more to itself or to any other entity receiving Department funding.

SECTION 20. TRAVEL AND TRAINING

The travel funds are to be used only for Department-approved training events. Subrecipient shall adhere to OMB Circular A-87 and either its board-approved travel policy, or in the absence of such a policy, the State of Texas travel policies.

SECTION 21. BONDING AND INSURANCE REQUIREMENTS

- A. If Subrecipient will enter in to a construction or facility improvements contract with a third-party in the amount of \$25,000 or greater, Subrecipient must execute with the contractor a payment bond in the full amount of the contract. If the Subrecipient will enter in to contract with a prime contractor in excess of \$100,000, a performance bond in the full amount of the contract is also required. These bonds must be executed by a corporate surety authorized to do business in Texas, a list of which may be obtained from the State Insurance Department. Such assurances of completion will run to the Department as obligee and must be documented prior to the start of construction.
- B. Subrecipient shall maintain adequate personal injury and property damage liability insurance. Subrecipient is encouraged to obtain pollution occurrence insurance in addition to the general liability insurance. Generally, regular liability insurance policies do not provide coverage for potential effects of many health and safety measures, such as lead disturbances and other pollution occurrence items. Subrecipient should review existing policies to determine if lead contamination is covered. If it is not, Subrecipient should consider securing adequate coverage for all construction projects. Additional liability insurance costs may be paid from administrative funds. The Department strongly recommends the Subrecipient require their contractors to carry pollution occurrence insurance to avoid being liable for any mistakes the contractors may make. Each agency should get a legal opinion regarding the best course to take for implementing the pollution occurrence insurance coverage.

SECTION 22. LITIGATION AND CLAIMS

Subrecipient shall give Department immediate written notice of any claim or action filed with a court or administrative agency against Subrecipient and arising out of the performance of this Contract or any subcontract hereunder. Subrecipient shall furnish to Department copies of all pertinent papers received by Subrecipient with respect to such action or claim.

SECTION 23. LEGAL AUTHORITY

- A. Subrecipient assures and guarantees that it possesses the legal authority to enter into this Contract, to receive and manage the funds authorized by this Contract, and to perform the services Subrecipient has obligated itself to perform hereunder. The execution, delivery, and performance of this Contract will not violate Subrecipient's constitutive documents or any requirement to which Subrecipient is subject and represents the legal, valid, and binding agreement of Subrecipient, enforceable in accordance with its terms.
- B. The person signing this Contract on behalf of Subrecipient hereby warrants that he/she has been duly authorized by Contract to execute this Contract on behalf of Subrecipient and to validly and legally bind Subrecipient to the terms, provisions and performances herein.
- C. Department shall have the right to suspend or terminate this Contract if there is a dispute as to the legal authority of either Subrecipient, or the person signing this Contract on behalf of Subrecipient, to enter into this Contract or to render performances hereunder. Subrecipient is liable to Department for any money it has received from Department for performance of the provisions of this Contract, if the Department has terminated this Contract for reasons enumerated in this Section 23.

SECTION 24. COMPLIANCE WITH LAWS

- A. FEDERAL, STATE AND LOCAL LAW. Subrecipient shall comply with the LIHEAP Act, the federal rules and regulations promulgated under the LIHEAP Act, the State Act, the State CEAP Rules, LIHEAP State Plan, and all federal, state, and local laws and regulations applicable to the performance of this Contract.
- B. DRUG-FREE WORKPLACE ACT OF 1988. The Subrecipient affirms by signing this contract that it is implementing the Drug-Free Workplace Act of 1988.
- C. PRO-CHILDREN ACT OF 1994. Subrecipient shall follow the requirements of the Pro-Children Act of 1994, (20 U.S.C. Sec. 6081 et seq.) which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through States or local governments by Federal grant, contract, loan or loan guarantee.
- D. LIMITED ENGLISH PROFICIENCY (LEP). Subrecipients must provide program applications, forms, and educational materials in English, Spanish, and any appropriate language, based on the needs of the service area and in compliance with the requirements in Executive Order 13166 of August 11, 2000. To ensure compliance, the Subrecipient must take reasonable steps to insure that persons with Limited English Proficiency have meaningful access to the program. Meaningful access may entail provide language assistance services, including oral and written translation, where necessary.

SECTION 25. PREVENTION OF WASTE, FRAUD, AND ABUSE

- A. Subrecipient shall establish, maintain, and utilize systems and procedures to prevent, detect, and correct waste, fraud, and abuse in activities funded under this Contract. The systems and procedures shall address possible waste, fraud, and abuse by Subrecipient, its employees, clients, vendors, subcontractors and administering agencies. Subrecipient's internal control systems and all transactions and other significant events are to be clearly documented, and the documentation is to be readily available for monitoring by Department.
- B. Subrecipient shall give Department reasonable access to all of its records, employees, and agents for the purposes of any investigation of the Comprehensive Energy Assistance Program. Subrecipient shall immediately notify Department of any discovery of waste, fraud, or abuse. Subrecipient shall fully cooperate with Department's efforts to detect, investigate, and prevent waste, fraud, and abuse in the Comprehensive Energy Assistance Program.

- C. Subrecipient may not discriminate against any employee or other person who reports a violation of the terms of this Contract, or of any law or regulation, to Department or to any appropriate law enforcement authority, if the report is made in good faith.

SECTION 26. CERTIFICATION REGARDING UNDOCUMENTED WORKERS

Pursuant to Chapter 2264 of the Texas Government Code, by execution of this Contract, Subrecipient hereby certifies that Subrecipient/Local Operator, or a branch, division, or department of Subrecipient does not and will not knowingly employ an undocumented worker, where "undocumented worker" means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. If, after receiving a public subsidy, Subrecipient, or a branch, division, or department of Subrecipient is convicted of a violation under 8 U.S.C. Section 1324a(f), Subrecipient shall repay the public subsidy with interest, at a rate of five percent (5%) per annum, not later than the 120th day after the date the Department notifies Subrecipient of the violation..

SECTION 27. CONFLICT OF INTEREST/NEPOTISM

- A. Subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts.
- B. No employee, officer, or agent of Subrecipient shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award.
- C. The officers, employees, and agents of the Subrecipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. Subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Subrecipient.
- D. Subrecipients who are local governmental entities shall, in addition to the requirements of this Section, follow the requirements of Chapter 171 of the Local Government Code regarding conflicts of interest of officers of municipalities, counties, and certain other local governments.
- E. Failure to maintain written standards of conduct and to follow and enforce the written standards is a condition of default under this Contract and may result in termination of the Contract or deobligation of funds.

SECTION 28. POLITICAL ACTIVITY PROHIBITED

- A. Funds provided under this Contract shall not be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of Subrecipient from furnishing to any member of its governing body upon request, or to any other local or state official or employee, or to any citizen, information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from employment.
- B. Funds provided under this Contract may not be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of Subrecipient, the State of Texas, or the government of the United States.

SECTION 29. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

- A. A person shall not be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this Contract, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

- B. Subrecipient agrees to carry out an Equal Employment Opportunity Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1965.
- C. Subrecipient will include the substance of this Section 29 in all subcontracts.

SECTION 30. CERTIFICATION REGARDING CERTAIN DISASTER RELIEF CONTRACTS

The Department may not award a Contract that includes proposed financial participation by a person who, during the five year period preceding the date of this Contract, has been convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or assessed a penalty in a federal, civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005.

By execution of this Contract, the Subrecipient/Local Operator hereby certifies that it is eligible to participate in this Program and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

SECTION 31. MAINTENANCE OF EFFORT

Funds provided to Subrecipient under this Contract may not be substituted for funds or resources from any other source nor in any way serve to reduce the funds or resources which would have been available to, or provided through, Subrecipient had this Contract never been executed.

SECTION 32. DEBARRED AND SUSPENDED PARTIES

By signing this Contract, Subrecipient certifies that its principal employees, board members, agents, or contractors agents are not included in the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA). Subrecipient also certifies that it will not award any funds provided by this Contract to any party that is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549. Subrecipient agrees that prior to entering into any agreement with a potential subcontractor that the verification process to comply with this requirement will be accomplished by checking the System for Award Management (SAM) at www.sam.gov and including a copy of the results in its project files.

SECTION 33. FAITH BASED AND SECTARIAN ACTIVITY

Funds provided under this Contract may not be used for sectarian or inherently religious activities such as worship, religious instruction or proselytization, and must be for the benefit of persons regardless of religious affiliation. Subrecipient shall comply with the regulations promulgated by the HHS at 45 C.F.R. §87.2.

SECTION 34. COPYRIGHT

Subrecipient may copyright materials developed in the performance of this Contract or with funds expended under this Contract. Department and HHS shall each have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work for government purposes

SECTION 35. NO WAIVER

Any right or remedy given to Department by this Contract shall not preclude the existence of any other right or remedy, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other right or remedy. The failure of Department to exercise any right or remedy on any occasion shall not constitute a waiver of Department's right to exercise that or any other right or remedy at a later time.

SECTION 36. SEVERABILITY

If any section or provision of this Contract is held to be invalid or unenforceable by a court or administrative tribunal of competent jurisdiction, the remainder shall remain valid and binding.

SECTION 37. ORAL AND WRITTEN AGREEMENTS

- A. All oral and written agreements between the Parties relating to the subject matter of this Contract have been reduced to writing and are contained in this Contract.
- B. The attachments enumerated and denominated below are a part of this Contract and constitute promised performances under this Contract:
 - 1 Exhibit A, Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
 - 2 Exhibit B, Budget
 - 3 Exhibit C, PRWORA Requirements for the Comprehensive Energy Assistance Program
 - 4 Exhibit D, Documentation of Disability

SECTION 38. SPECIAL CONDITIONS

- A. In order to achieve compliance with the LIHEAP Act, Subrecipient must coordinate with other energy related programs. Specifically, Subrecipient must make documented referrals to the local Weatherization Assistance Program subrecipient and the Lite Up Texas program administered by the Public Utility Commission of Texas
- B. Subrecipient shall accept applications for CEAP benefits at sites that are geographically accessible to all households in the service area. Subrecipient shall provide elderly and disabled individuals the means to submit applications for CEAP benefits without leaving their residence or by securing transportation for them to the sites that accept such applications.

SECTION 39. APPEALS PROCESS

In compliance with the LIHEAP Act, Subrecipient must provide an opportunity for a fair administrative hearing to individuals whose application for assistance is denied, terminated or not acted upon in a timely manner. Subrecipient must establish a denial of service complaint procedure in accordance with §5.405 the State Rules.

SECTION 40. USE OF ALCOHOLIC BEVERAGES

Funds provided under this Contract may not be used for the payment of salaries to any Subrecipient's employees who use alcoholic beverages while on active duty, for travel expenses expended for alcoholic beverages, or for the purchase of alcoholic beverages.

SECTION 41. FORCE MAJURE

If the obligations are delayed by the following, an equitable adjustment will be made for delay or failure to perform hereunder:

- A. Any of the following events: (i) catastrophic weather conditions or other extraordinary elements of nature or acts of God; (ii) acts of war (declared or undeclared), (iii) acts of terrorism, insurrection, riots, civil disorders, rebellion or sabotage; and (iv) quarantines, embargoes and other similar unusual actions of federal, provincial, local or foreign Governmental Authorities; and
- B. The non-performing party is without fault in causing or failing to prevent the occurrence of such event, and such occurrence could not have been circumvented by reasonable precautions and could not have been prevented or circumvented through the use of commercially reasonable alternative sources, workaround plans or other means.

SECTION 42. TIME IS OF THE ESSENCE

Time is of the essence with respect to Subrecipient's compliance with all covenants, agreements, terms and conditions of this Contract.

SECTION 43. COUNTERPARTS AND FACSIMILE SIGNATURES

This Contract may be executed in one or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signed signature pages may be transmitted by facsimile or other electronic transmission, and any such signature shall have the same legal effect as an original.

SECTION 44. NUMBER, GENDER

Unless the context requires otherwise, the words of the masculine gender shall include the feminine, and singular words shall include the plural.

SECTION 45. NOTICE

A. If notice is provided concerning this Contract, notice may be given at the following (herein referred to as "Notice Address"):

As to Department:

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
P. O. Box 13941
Austin, Texas 78711-3941
Attention: Michael DeYoung
Telephone: (512)- 475-3950
Fax: (512) - 475-3935
michael.deyoung@tdhca.state.tx.us

As to Subrecipient:

Travis County
PO Box 1748
Austin, TX 78767
Attention: Sherri Fleming, County Executive
Telephone: (512) 854-4100 Fax: (512) 279-1608 Email: sherri.fleming@co.travis.tx.us

B. All notices or other communications hereunder shall be deemed given when delivered, mailed by overnight service, or five days after mailing by certified or registered mail, postage prepaid, return receipt requested, addressed to the appropriate Notice Address as defined in the above Subsection A of this Section 45.

SECTION 46. VENUE AND JURISDICTION

This Contract is delivered and intended to be performed in the State of Texas. For purposes of litigation pursuant to this Contract, venue shall lie in Travis County, Texas.

EXECUTED to be effective on :4/1/2013

Travis County
a political subdivision

By: _____ on _____
Samuel T. Biscoe, Travis County Judge Date

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS,

a public and official agency of the State of Texas

By:

Title: Its duly authorized officer or representative

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CONTRACT NO. 58120001710 FOR THE FY 2012
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)

EXHIBIT A
CERTIFICATION REGARDING LOBBYING FOR
CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

Travis County,
a political subdivision

The undersigned certifies, to the best of its knowledge and belief, that:

1. 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 an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form -LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is material representation of fact on which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Travis County
a political subdivision

By:

Samuel T. Biscoe, Travis County Judge

on

Date

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CONTRACT NO. 58120001710 FOR THE FY 2012
 COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
 (CFDA # 93.568)

**EXHIBIT B
 BUDGET**

Travis County,
 a political subdivision

DEPARTMENT FINANCIAL OBLIGATIONS

\$ 1,263,589.00 CEAP FUNDS CURRENTLY AVAILABLE
 TRAINING TRAVEL ALLOWANCE FUNDS CURRENTLY AVAILABLE

BUDGET FOR AVAILABLE ALLOCATIONS

BUDGET CATEGORY	FUNDS	%
Administration	\$ 78,984.00	-
Assurance 16	\$ 127,730.00	-
Direct Services	\$ 1,056,875.00	-
TOTAL CEAP BUDGET	\$ 1,263,589.00	-

BUDGET CATEGORY	FUNDS	%
Household Crisis	\$ 528,438.00	50.00
Utility Assistance	\$ 528,437.00	50.00
TOTAL DIRECT SERVICES	\$ 1,056,875.00	100.00

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

TRAVIS

Administrative costs, salaries, fringe benefits, non-training travel, equipment, supplies, audit and office space are limited to 6.2% of the contract expenditures, excluding Training/Travel costs. All other administrative costs, exclusive of administrative costs for Assurance 16 Activities, must be paid with nonfederal funds.

Assurance 16 Activities costs will be the maximum allowable under the total State of Texas LIHEAP award but at least 10% of the contract expenditures excluding Training and Travel costs.

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

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

Subrecipient is limited to only one budget revision request during the first 2 months of the Contract Term. A second and final budget revision must be received by the Department no later than 45 days prior to the end of the Contract Term.

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

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CONTRACT NO. 58120001710 FOR THE FY 2012
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)

**EXHIBIT C
PRWORA REQUIREMENTS**

Travis County ,
a political subdivision

If an individual is applying for LIHEAP funds, a Subrecipient must verify that the individual applying for LIHEAP funds is a qualified recipient for funding under the Personal Responsibility and Work Opportunity Act of 1996, ("PRWORA"), Pub. L. 104-193, 110 Stat. 2105, codified at 8 U.S.C. § 1601 et. seq., as amended by the Omnibus Appropriations Act, 1997, Pub. L. 104-208.

To ensure that a non-qualified applicant does not receive "federal public benefits," a unit of general purpose government that administers "federal public benefit programs" is required to determine, and to verify, the individual's alienage status before granting eligibility. 8 U.S.C. § 1642 (a) and (b). Subrecipient must use the SAVE verification system to verify and document qualified alien eligibility.

An exception to the requirement of verification of alienage status applies when the applicant's eligibility is determined by a non-profit charitable organization. To be eligible for this exemption, an organization must be both "nonprofit" and "charitable." An organization is "nonprofit" if it is organized and operated for purposes other than making gains or profits for the organization, its member or its shareholders, and is precluded from distributing any gains or profits to its members or shareholders. An organization is "charitable" if it is organized and operated for charitable purposes. The term "charitable" should be interpreted in its generally accepted legal sense as developed by judicial decisions. It includes organizations dedicated to relief of the poor and distressed or the underprivileged, as well as religiously-affiliated organizations and educational organizations. Federal Register on November 17, 1997 at 62 Fed. Reg. 61344.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CONTRACT NO. 58120001710 FOR THE FY 2012
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)

**EXHIBIT D
DOCUMENTATION OF DISABILITY**

Travis County,
a political subdivision

1. All CEAP purchases of portable heating/cooling units are allowable only for households "that include at least one member that is elderly, disabled, or a child aged 5 or younger when Subrecipient has met local weather crisis criteria, pursuant to 10 TAC 5.423(d)(4). No other reason for purchase, including medical reasons, shall be accepted. Notwithstanding the provisions under 10 TAC 10 TAC 5.402, 10 TAC 5.422(c), 10 TAC 5.422(d)(3), and 5.423(d)(4), under NO CIRCUMSTANCES should clients' medical information be collected or kept by Subrecipients.
2. Documentation of Disability must NOT include protected health information as defined in the Texas Health and Safety Code, Subtitle I, Chapter 181.