



Travis County Commissioners Court Agenda Request

Meeting Date: 07/02/2013, 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. New application to the Office of the Governor, Criminal Justice Division, for the Travis County Sheriff's Office to receive one-time resources to assist in hosting the inaugural Vision Summit: Looking Toward the Future Conference that will identify and bridge existing gaps in service that weaken an offender's potential for successful reintegration into the community; and
- B. New application entitled Enhancing Supervision, Security, and Polices to Ensure Youth Safety to the United States Department of Justice with the Juvenile Probation Department.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Two new applications, the first is from the Sheriff's Office to provide funds to host a conference to improve reintegration of offenders into society. The second is for funds to examine processes and systems in Juvenile Probation to ensure the safety of Juveniles in the County's care.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

The Juvenile Probation grant requires a county match which is met through existing resources. No new funding is required to support these grants.

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	137 Vision Summit	01/01/13 - 09/30/13	\$78,147	\$0	\$0	\$0	\$78,147	-	R	MC	10
B	145 Enhancing Supervision, Security, and Policies to Ensure Youth Safety	10/01/13 09/30/15	\$250,000	\$262,446	\$0	\$0	\$512,446	3.15	R	MC	31

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	2/5/2013
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
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	5/28/2013
145	National School Lunch/Breakfast Program & USDA School Commodity Program	09/30/13 - 09/29/14	\$307,204	\$0	\$0	\$0	\$307,204	-	6/4/2013
145	The Eagle Soars: An Educational and Career Development Program*	09/01/13 - 08/31/14	\$115,955	\$0	\$0	\$0	\$115,955	-	6/11/2013
120	Verifying UOCAVA Ballot Inclusion in Election Results	09/01/13 - 11/30/14	\$4,183,575	\$0	\$0	\$0	\$0	1.00	6/18/2013
120	Electronic Transmission of Ballot Portal	09/01/13 - 11/30/14	\$19,950	\$0	\$0	\$0	\$0	-	6/18/2013
			\$51,592,930	\$1,434,621	\$631,149	\$73,588	\$49,528,763	74.05	

*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
147	Fire Mitigation Assistance Grant- Perdernes Fire #2959	09/04/11	\$306,990	\$0	\$0	\$0	\$306,990	-	5/28/2013
147	Fire Mitigation Assistance Grant- Steiner Ranch Fire #2960	09/04/11	\$204,379	\$0	\$0	\$0	\$204,379	-	5/28/2013
158	Comprehensive Energy Assistance Program #58120001710	04/01/13 - 07/31/13	\$1,263,589	\$0	\$0	\$0	\$1,263,589	-	5/28/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
147	Fire Mitigation Assistance Grant- Hodde Lane Fire #2957	09/04/11	\$20,951	\$0	\$0	\$0	\$20,951	-	6/11/2013
149	Pace Bend Park Low Water Boat Ramp	09/04/11	\$80,460	\$0	\$26,820	\$0	\$107,280	-	6/18/2013
			\$14,971,031	\$400,027	\$214,286	\$0	\$15,585,344	23.08	

*Amended from original agreement.

FY 2013 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Cm. Ct. Contract Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request					
137	Child Abuse Victim Services Personnel**	9/1/12-8/31/13	\$8,920	\$0	\$8,920	1.00	10/31/2012	8/14/2012	N/A	Yes
119	Family Violence Accelerated Prosecution Program	9/1/12-8/31/13	\$12,620	\$0	\$12,620	1.00	10/31/2012			
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$10,922	\$0	\$10,922	1.00	10/31/2012	8/21/2012	N/A	Yes
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	No
142	Drug Diversion Court	09/01/12 - 08/31/13	\$10,144	\$0	\$10,144	1.00	10/31/2012	8/28/2012	N/A	Yes
145	Juvenile Accountability Block Grant- Local Assessment Center	09/01/12 - 08/31/13	\$13,747	\$0	\$13,747	1.00	11/30/2012	8/28/2012	N/A	Yes
145	Residential Substance Abuse Treatment Program	10/01/12 - 09/30/13	\$15,046	\$0	\$15,046	1.00	12/31/2012	8/28/2012	N/A	Yes
158	Parenting in Recovery (PIR) FY 12	09/30/12 - 09/29/13	\$94,630	\$0	\$94,630	-	12/31/2012	9/25/2012	N/A	Yes
158	Parenting in Recovery (PIR) FY 13	09/30/12 - 09/29/13	\$84,756	\$0	\$84,756	-	12/31/2012	10/2/2012	N/A	Yes
158	Comprehensive Energy Assistance Program	1/1/2013-12/31/2013	\$29,196	\$200,000	\$229,196	4.00	3/31/2013	1/8/2013	N/A	No
158	Low Income Home Emergency Program	04/01/13 - 03/31/14	\$0	\$100,000	\$100,000	-	6/30/2013	4/2/2013	N/A	No
158	Comprehensive Energy Assistance Program**	1/1/2013-12/31/2013	\$29,196	\$300,000	\$329,196	4.00	6/30/2013	4/2/2013	N/A	No
Totals			\$334,807	\$600,000	\$934,807	16.00				



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Sheriff	
Contact Person/Title:	Karen Maxwell, Sr. Planner / Danny Smith, Counseling & Education Manager	
Phone Number:	4-7508 / 4-5396	

Grant Title:	Vision Summit		
Grant Period:	From: <input type="text" value="1/1/2013"/>	To: <input type="text" value="9/30/2013"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor, Criminal Justice Division		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 78,147	\$ 0	\$ 0	\$ 0	\$ 78,147
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 78,147	\$ 0	\$ 0	\$ 0	\$ 78,147
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.					
2.					
3.					
+ - Measures for the Grant					
1.					
	Outcome Impact Description	Host reentry conference with an anticipated 300 participants			
2.					
	Outcome Impact Description	Engage 25 State and local agencies in participation			
3.					
	Outcome Impact Description	Engage 25 community-based provider organizations in participation			

PBO Recommendation:

TCSO is requesting approval to submit a application to the Office of the Governor, Criminal Justice Division, for grant resources to supplement the costs of the first Vision Summit Conference. The conference is hosted by TCSO and will connect re-entry stakeholders statewide in order to bridge the gap between incarnation and re-entry back into the community. The conference will be held September 10 - 13, 2013 at the Holiday Inn Midtown in Austin. The conference will be covered by participant feeds, donations, and grant funds if awarded. The estimated grant award is \$78,147. However, it will be reduced as generated participant fees and donations are received.

TCSO submitted an item to temporarily use County funds to purchase foods and other event costs until the County would be reimbursed and was approved by Commissioners Court on May 7, 2012 (Item 28).

PBO recommends approval of the grant application in order to help offset the costs of the event.

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?

TCSO is hosting the inaugural Vision Summit in an effort to bring correctional officials and community providers together in order to identify and bridge existing gaps in service that weaken an offender's potential for successful reintegration into our communities. This conference will inform participants about best practices and will share lessons learned in the field of reentry.

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

none

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

No match funding is required.

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

n/a

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.

n/a

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

The topics and information being provided through this summit will complement existing inmate programs. Travis County Sheriff's Office processed 56,385 releases during FY12 (more than 20,000 from TCCC).

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.

While in custody, it is the obligation of the correctional system incarcerating an individual to provide for basic needs. Upon release, that support is removed, but during the period of incarceration, individuals may have lost some or all of the supports established prior to incarceration. Most providers serving clients in the community are not currently engaged in reentry planning and service within the corrections systems. There is a need to bridge the gap between institutions and community in order to provide better reentry outcomes. Summit planners plan to create an on-going process to continue the collaboration begun during the conference dates, building relationships and lessons learned into a solid foundation for improved service.



GREG HAMILTON
TRAVIS COUNTY SHERIFF

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(512) 854-9770
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JAMES N. SYLVESTER
Chief Deputy

PHYLLIS CLAIR
Major - Law Enforcement

DARREN LONG
Major - Corrections

MARK SAWA
Major - Administration & Support

June 17, 2013

MEMORANDUM

To: The Travis County Commissioners Court
From: Karen Maxwell, Senior Planner
Subject: Grant Application- Vision Summit
Office of the Governor, Criminal Justice Division

Attached is a grant application to the Office of the Governor, Criminal Justice Division, requesting grant funding to assist in hosting the inaugural Vision Summit: Looking Towards the Future. This application seeks state funds in the amount of \$78,147 to supplement participant's registration fees to cover allowable expenses arising from hosting this conference. There is no required match for this grant. Any generated program income from such things as participant registrations and exhibitors fees will be applied toward the conference costs and reduce the amount of funding received from the State as it is received.

On May 7, 2013, the Commissioner's Court approved a request from the Sheriff's Office to use County funds to purchase food and other event costs for this project until the County can be reimbursed from participant registration fees (Item 28).

We are requesting the Commissioners Court approve submission of this grant application. If you have questions, please don't hesitate to contact me at 854-7508.

Cc: DeDe Bell, County Auditor's Office
Matt Naper County Auditor's Office
Jim Connolly, County Attorney's Office
Travis Gatlin, PBO
Danny Smith, TCSO

**THE STATE OF TEXAS
COUNTY OF TRAVIS**

RESOLUTION

WHEREAS, the Travis County Commissioners' Court finds that it is in the best interest of the citizens of Travis County to seek additional resources in the form a grant from the Criminal Justice Division of the Office of the Governor to assist in funding a project titled the Vision Summit; and

WHEREAS, the Travis County Commissioners' Court has agreed to provide the minimum matching percentage for said project as required by the CJD grant application; and

WHEREAS, the Travis County Commissioners' Court has agreed that in the event of loss or misuse of the Criminal Justice Division funds, the Travis County Commissioners' Court assures that the funds will be returned to the Criminal Justice Division in full; and

WHEREAS, the Travis County Commissioners' Court designates the County Judge of Travis County as the authorized official with the power to apply for, accept, reject, alter or terminate said grant; and

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

RESOLVED this the ____ day of _____, 2013.

By: _____
Samuel T. Biscoe
Travis County Judge

Date: _____

Agency Name: Travis County
Grant/App: 2736701 **Start Date:** 1/1/2013 **End Date:** 9/30/2013

Project Title: Vision Summit
Status: Application Pending Submission

Eligibility Information

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

Application Eligibility Certify: Created on:4/22/2013 2:24:12 PM By: Heather Morgan

Profile Information

Applicant Agency Name: Travis County
Project Title: Vision Summit
Division or Unit to Administer the Project: Travis County Sheriff's Office
Address Line 1: PO Box 1748
City/State/Zip: Austin Texas 78767-1748
Start Date: 1/1/2013
End Date: 9/30/2013

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

Grant Officials:

Authorized Official

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

Project Director Not Found

User Name: Karen Maxwell
Email: karen.maxwell@co.travis.tx.us
Address 1: PO Box 1748
City: Austin, Texas 78767
Phone: 512-854-7508 Other Phone:
Fax: 512-854-9772
Title: Ms.
Salutation: Ms.

Financial Official

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

Grant Writer

User Name: Karen Maxwell
Email: karen.maxwell@co.travis.tx.us
Address 1: PO Box 1748
City: Austin, Texas 78767
Phone: 512-854-7508 Other Phone:
Fax: 512-854-9772
Title: Ms.
Salutation: Ms.

Grant Vendor Information

Organization Type: County

Organization Option: applying to provide services to all others

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

Data Universal Numbering System (DUNS): 030908842

Narrative Information

Primary Mission and Purpose

The State Criminal Justice Planning (421) Fund supports programs designed to reduce crime and improve the criminal or juvenile justice system.

Funding Levels

The anticipated funding levels for the Fund 421 program are as follows:

- Minimum Award - \$5,000
- Maximum Award - None
- Match Required - None

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

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

Juvenile Justice Program Requirements

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

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

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

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

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

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

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

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

Disproportionate Minority Contact (DMC) (for Statewide and OOG-identified County Organizations Only) - The purpose of this funding is to assist designated jurisdictions and agencies in developing and implementing strategies to reduce racial disparities at various contact points in the juvenile justice system. Section 223(a) (22) of the JJDP Act provides that the State shall: "[Address] juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system."

Victim Assistance Program Requirements

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

Culturally Competent Victim Restoration - Applicants agree to promote collaboration and coordination among local service systems that involve multiple disciplines and Preference will be given to applicants that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also encouraged to streamline

administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

Criminal Justice Program Requirements

Preferences – Preference will be given to applicants that support law enforcement activities, prosecution, and improvements to technology, and reentry of offenders into the community. Preference will also be given to applicants who need assistance with improving criminal history reporting.

Eligible Activities - Applicant assures that its proposed project meets at least one of the following areas to be eligible for funding:

- Law Enforcement – Supports state and local law enforcement agencies that address violent crime or statistically supported major crime initiatives at the local level.
- Prosecution and Court – Programs that improve the prosecution of serious and violent crimes, including those that reduce the time from arrest to disposition.
- Technology – Programs that implement or expand a law enforcement agency’s ability to report and analyze crime. Applicant assures that any criminal intelligence databases developed under this program will comply with 28 CFR Part 23.
- Corrections and Community Corrections – Programs that reintegrate adults and juveniles into the community.
- Drug Treatment – Programs that target substance abuse treatment for juveniles or adults who have been court ordered to participate, including drug courts and projects that serve as alternatives to incarceration.

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

- Deduction Method – Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless CJD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.
- Asset Seizures and Forfeitures – Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

Assets Seizures and Forfeitures

Applicant agrees to comply with the following:

1. Applicant will maintain on file and provide a copy of the asset sharing agreement between the agency and any other criminal justice agency outlining the distribution of assets forfeited in the course of grant-related activities. The asset agreement must clearly describe the distribution of forfeited assets within the grantee agency in regards to grant-funded and non-grant funded personnel participating in grant-related activities.
2. Applicant shall maintain a logbook of all assets seized in the course of grant-related activities. The logbook shall record the assets seized, the date and time of the asset seizure, the case number of the incident involving the asset seizure, the name of the grantee agency employee(s) who were involved in the seizure of the assets, the date seized assets are forfeited, the date forfeited assets are liquidated if not cash, and the final disposition of cash from cash forfeitures or property sales to the grantee agency.

Uniform Crime Reporting - Applicant assures that if it operates a law enforcement agency, the agency is current and has been current in reporting required Part 1 violent crime data for three previous years to the Texas Department of Public Safety and will continue reporting throughout the grant period.

Criminal History Reporting - Applicant assures that they are currently reporting and will maintain timely reporting of all information required under the Texas Code of Criminal Procedure, Chapter 60.

Constitutional Compliance - Applicant assures that they will engage in no activity that violates Constitutional law including profiling based upon race.

Information Systems - Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

Drug Court Program Requirements

Preferences – Preference will be given to:

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

Ten Essential Characteristics

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

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

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

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

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

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

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

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

Judicial Interaction – Ongoing judicial interaction with program participants.

Evaluation – Monitoring and evaluation of program goals and effectiveness.

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

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

General Approaches

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

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

Select all that apply:

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

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

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

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

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

Drug Court Date - If the Court has commenced operations, provide the date that the Court was established. Enter the date [mm/dd/yyyy]:

Drug Court Type

- **Adult** - Programs serving adults (either pre-adjudication, post-adjudication, or reentry).
- **Veterans** - Programs serving veterans or current members of the United States armed forces, including members of the Reserves, National Guard or State Guard.
- **Family** - Programs serving parents who enter the drug court in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.
- **Juvenile** - Programs serving juveniles (either pre-adjudication, post-adjudication, or reentry).

Select the type of drug court that will be operated:

- Adult
- Veterans
- Family
- Juvenile
- N/A

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

Select the appropriate response:

- Yes
- No
- N/A

Presiding Judge - The presiding judge of a drug court funded through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over drug court, or a retired judge available as a sitting judge.

Enter the name, phone number, and email address of the **Presiding Judge** for the Drug Court. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. Applicant must notify CJD with this information when a judge is appointed.

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

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

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

Select the appropriate response:

- Yes
- No
- N/A

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

Select the appropriate response:

- Yes
- No
- N/A

If you selected **Yes** above, provide the federal award amount, grant period [mm/dd/yyyy to mm/dd/yyyy], and how the funds were used or will be used if the federal grant period overlaps with the grant period for this solicitation.

Enter the federal funding description:

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

Community Planning Participation

Did the applying agency participate in the Local or Regional community planning process?

Select the appropriate response:

- Yes
 No
 N/A

Civil Rights Liaison

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

Enter the Name of the Civil Rights Liaison: Human Resources Manager Kim Austin-Smith

Enter the Address for the Civil Rights Liaison: 700 Lavaca St., Suite 420 Austin, TX 78701

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]: (512) 854-9165

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements for Juvenile Justice, Victim Assistance, Criminal Justice**, and (if applicable) **Drug Court Program Requirements** to be eligible for funding under the State Criminal Justice (421) Fund Program Solicitations.

I certify to all of the above eligibility requirements.

Problem Statement:

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

Enter your problem statement:

While in custody, it is the obligation of the correctional system incarcerating an individual to provide for basic needs. Upon release, that support is removed, but during the period of incarceration, individuals may have lost some or all of the supports established prior to incarceration. Lengthy stays in custody may weaken or even break social and family ties. Employment, housing, and benefit eligibility may also be lost before release. Without an ability to meet basic needs, and without support mechanisms to assist with those basic needs, an individual is positioned for failure and at an increased risk to reoffend or fail terms of probation or parole. Providers are tasked with serving clients in the community; however, the time to begin planning and positioning individuals for success is before release from custody. Most providers are not currently engaged in reentry planning and service within the system, and in general corrections institutions cease to have authority for oversight once individuals are released from their facilities. There is a need to bridge this gap between institutions and community in order to provide a more fertile environment for successful reentry.

Supporting Data:

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

Enter your supporting data:

As of August 31, 2012, Texas Department of Criminal Justice (TDCJ) reported 152,303 individuals in state custody, including prison, state jails, and Substance Abuse Felony Punishment facilities (4,830 from Travis County). Also as of August 31, 2012, there were 113,374 parolees under supervision in the State of Texas, along with 406,209 under Community Supervision sentenced through local and district courts. During FY 2012, 77,316 individuals were released from state custody and returned to Texas communities. (2,769 were convicted in Travis County). During FY2012, 6,169 prison parolees were revoked (123 from Travis County) *data from the Texas Department of Criminal Justice Fiscal Year 2012 Statistical Report

Community Plan:

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

Enter your community planning needs:

During the planning process for the 2012-2015 Travis County Community Plan, community partners identified needs to improve local law enforcement, prosecution, and court services and systems, within Travis County in order to enhance local and regional initiatives that prevent crime and empower the community to address crime; to promote and support innovation in adjudication; to promote and support innovation in justice information sharing; to use advanced technology to prevent and solve crime; to enhance the ability of local law enforcement prosecution, and the courts to counter terrorism and domestic emergencies; to effectively manage adult and juvenile offenders to reduce recidivism and promote successful reentry; and, to end the cycle of mental illness and substance abuse. This project will support these identified priorities to focus on ex-offender reintegration and reentry.

Goal Statement:

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

Enter a description for the overall goals and objectives:

The inaugural Vision Summit: Looking Toward the Future of Reentry, will provide an opportunity to bring correctional officials and community providers into the same room to create that bridge between institutions and the community thus allowing more

opportunity for successful reentry outcomes. This conference will inform participants about best practices and lessons learned in the field of reentry. It will motivate stakeholders to implement such practices in their own communities around Texas. Summit planners hope to create an on-going process to continue the collaboration begun during the conference dates, building those relationships and lessons learned into a foundation for the future.

Cooperative Working Agreement (CWA):

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

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

Note: A **Sample CWA** is available [here](#) for your convenience.
Enter your cooperating working agreement(s):

Continuation Projects:

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

Enter your current grant's progress:

Project Summary:

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

Enter your summary statement for this project:

Considerable positive reform around the issues of reentry is occurring all around the country, and this summit will provide opportunity to bring qualified reentry advocates to inform and motivate participants from the Central Texas region and across the State. Conference planners are engaging participants and speakers across disciplines to engage insight and expertise from both community providers and corrections professionals in order to inform stakeholders of issues and opportunities to improve reentry planning and outcomes.

Project Activities Information

Juvenile Justice Projects

Juvenile Justice Board Priorities

Select the Juvenile Justice Priority that best fits your project:

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

Disproportionate Minority Contact (DMC) Projects

For Statewide and OOG-identified County Organizations Only - The purpose of this funding is to assist designated jurisdictions and agencies in developing and implementing strategies to reduce racial disparities at various contact points in the juvenile justice system. Section 223(a)(22) of the JJDP Act provides that the State shall: "[Address] juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system."

Addressing Disproportionate Minority Contact in the Texas Juvenile Justice System

Briefly summarize the project's approach using the framework provided in the "Addressing Disproportionate Minority Contact in the Texas Juvenile Justice System: Causes and Solutions from the Community Perspective" research study conducted by Texas A&M Public Policy Research Institute. This study encourages a multidisciplinary approach targeting five factors:

1. Family/Social Circumstances – Within this broad theme, specific areas to address include broken families, poverty, a lack of role models, and cultural norms that under-value the importance of education in building a positive future for youth.

2. Criminal Justice System – Within this broad category, three specific issues of concern were identified. These include a lack of therapeutic interventions for delinquent youth, inequities experienced by poor and minority youth navigating the juvenile justice system, and a lack of juvenile detention facilities.
3. Special Populations at Increased Risk of DMC – Concern was most often expressed for youth with mental health or behavior disorders and for those who are members of a minority group.
4. School Related Factors – Areas that should be addressed include standardized testing policies, school discipline policies, and issues of communication between schools and families.
5. Need for Supervised Programs – Contributors to the study often identified a lack of supervised community programs as a factor contributing to DMC.

Note: For information regarding the Texas A&M PPRI study, applicants are encouraged to go [here](#).

Provide summary of DMC approach:

DMC Advisory Board

Please list the names and positions of stakeholders involved in the advisory board.

Victims Projects

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

- Sexual Assault Percentage (%): 0
- Domestic Abuse Percentage (%): 0
- Child Abuse Percentage (%): 0
- DUI / DWI Crashes Percentage (%): 0
- Survivors of Homicide Percentage (%): 0
- Assault Percentage (%): 0
- Adults Molested as Children Percentage (%): 0
- Elder Abuse Percentage (%): 0
- Robbery Percentage (%): 0
- Stalking Percentage (%): 0
- Dating/Acquaintance Violence Percentage (%): 0
- Human Trafficking Percentage (%): 0

Drug Court Projects

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

- Yes
- No
- N/A

List the members of your project’s treatment team and describe their role in supporting the participants, or enter 'N/A' if this item does not apply.

Provide the average caseload size for a full-time case manager/probation officer assigned to this project, or enter 'N/A' if this item does not apply.

Provide your project’s policy on drug testing participants, or enter 'N/A' if this item does not apply.

Describe the process you will use to determine your project’s effectiveness, or enter 'N/A' if this item does not apply.

Provide the total cost for operating your project during the previous fiscal year, or enter '0' if this item does not apply. (This should include all salaries, travel, counseling, treatment services, office supplies, etc.)

List the sources and amounts of non-CJD funding used to support this project during the previous fiscal year, or enter 'N/A' if this item does not apply. (This may include local or state funds and any other charges to participants.)

List the treatment resources used for this project (e.g., ATR, TAIP, in-house, etc.), or enter 'N/A' if this item does not apply.

Provide the total fees collected in your county during the most recently completed fiscal year, in accordance with Chapter 102.0178, Code of Criminal Procedure, for offenses found in Chapter 49, Penal Code (DWI) and Chapter 481, Health and Safety Code (controlled substances), or enter '0' if this item does not apply. Note: The party responsible for collecting court assessed fees in your

county may be the treasurer, county clerk, or district clerk.

Of the fees collected in your county, provide the amount that was directed to your project, or enter '0' if this item does not apply.

Describe how your project used those fees, or enter 'N/A' if this item does not apply.

Law Enforcement Projects

What is your agency's approved budget for law enforcement operations for the current fiscal year, or enter 'N/A' if this item does not apply?

45135477

How many commissioned peace officers are funded through your agency's current budget, or enter '0' if this item does not apply?

332

Provide the amount of asset forfeitures awarded to your agency in the previous fiscal year, or enter '0' if this item does not apply.

312883

Provide the balance of asset forfeitures on hand as of the date of this application, or enter '0' if this item does not apply.

113144

Describe the proposed use of the forfeiture funds or enter 'N/A' if this item does not apply:

Current encumbrances include: incinerator emissions testing (8660), dive team boat (45000-in conjunction with state grant), Vision summit (25000), replacement K-9 (8000), ammunition (6012), google maps license (1490), various training (538), recon scout throwbot (7215), honor guard reserve (3000)

Sources of Financial Support

Please complete the following information on all **law enforcement or homeland security grants** awarded to your agency during the previous fiscal year, and all applications you have submitted or new awards for the current fiscal year, or enter 'N/A' if this item does not apply.

Each source of funding you select below should include the following information for each grant award; or if your agency did not receive funding from any of the sources listed below, enter 'N/A':

1. name of agency providing funds;
2. grant period;
3. amount of the award (or amount requested);
4. amount expended; and
5. how the funds have been or will be used.

BJA -

FY 12

1. US Department of Justice, thru City of Austin
2. 10/10/2011 - 09/30/2014
3. \$98,424
4. \$0
5. To purchase a Specialty Police Command Vehicle Trailer for use in law enforcement and critical incident response community wide.

JAG FY11

1. US Department of Justice
2. 10/01/2009 - 09/30/2013
3. \$114,285
4. \$0
5. To purchase laptops for LE HEAT unit, and for e-citation software.

FY 13

1. US Department of Justice, thru City of Austin
2. 10/10/2012 - 09/30/2015
3. \$86,000
4. \$0
5. To implement a license plate reader Project

SCAAP FY12

1. US Department of Justice, BJA, State Criminal Alien Assistance Program (SCAAP)
- 2.
3. \$492,999
4. \$0
5. Reimbursement of Correctional Costs for inmates meeting criteria housed 7/1/2010 - 06/30/2011.

ABTPA

FY 12

1. TX Department of Motor Vehicles
2. 09/01/2011 – 08/31/2012
3. \$618,617
4. \$643,375 (including program income)
5. Salaries and expenses to operate the multi-jurisdictional Sheriff's Combined Auto Theft Task Force. Some of funds are passed on to partner agencies for Investigator Salaries.

FY 13

1. TX Department of Motor Vehicles
2. 09/01/2012 – 08/31/2013
3. \$641,481
4. \$357,742
5. Salaries and expenses to operate the multi-jurisdictional Sheriff's Combined Auto Theft Task Force. Some of funds are passed on to partner agencies for Investigator Salaries.

STEP-

FY12

1. US Dept of Transportation, thru TXDOT
2. 03/14/2012 – 09/30/2012
3. \$18,102
4. \$13,625
5. overtime compensation for selective traffic enforcement focused on impaired driving during targeted times

FY13

1. US Dept of Transportation, thru TXDOT
2. 02/14/2013 – 09/30/2013
3. \$16,906
4. \$3,001
5. overtime compensation for selective traffic enforcement focused on impaired driving during targeted times

Office of the Governor of Texas, Criminal Justice Division-

FY12

1. USDOJ, thru OOG (Victims of Crime Act Formula Grant Program)
2. 09/01/2011 – 08/31/2012
3. \$28,748
4. \$28,124
5. portion of salary and fringe for an FTE to serve victims of child abuse offenses

FY13

1. USDOJ, thru OOG (Victims of Crime Act Formula Grant Program)
2. 09/01/2012 – 08/31/2013
3. \$24,997
4. \$11,610
5. portion of salary and fringe for an FTE to serve victims of child abuse offenses

FY14 - Pending

1. USDOJ, thru OOG (Victims of Crime Act Formula Grant Program)
2. 09/01/2013 – 08/31/2014
3. \$23,092
4. \$0
5. portion of salary and fringe for an FTE to serve victims of child abuse offenses

FY12

1. USDOJ, thru OOG (JAG-ARRA)
2. 12/01/2011 – 05/31/2012
3. \$100,000
4. \$99,999
5. Law enforcement equipment including surveillance, underwater search & diving equipment.

FY13

1. USDOJ, thru OOG (JAG)
2. 09/01/2012 – 06/30/20113
3. \$250,000
4. \$0
5. Purchase of a dive boat capable of supporting TCSO dive/recovery operations and year-round response.

Does your agency expect to be awarded funds from any of the following sources during the project period of this grant?

Select the appropriate response(s):

- The American Recovery and Reinvestment Act (any source)
- Community Oriented Policing (COPS)
- Weed and Seed Program
- Bureau of Justice Assistance
- Homeland Security Grant Program (HSGP)
- Operation Stonegarden (OPSG)
- Interoperable Emergency Communications Grant Program (IECGP)
- Emergency Operations Center (EOC) Grant Program
- State Criminal Justice Planning (421) Fund
- Governor's Division of Emergency Management (GDEM) or Texas Department of Public Safety
- Texas Automobile Burglary and Theft Prevention Authority (ABTPA)
- Selective Traffic Enforcement Program (STEP)
- Texas Border Sheriff's Coalition (TBSC)
- Other state or federal grant programs
- Private Organization, Private Enterprise, or Non-Government Organization Grant Programs
- Applicant does not expect to receive grant funds from any source to support its law enforcement agency

If you selected any of the boxes above (except for the last box), describe your agency's internal controls and processes that will be used to **prevent supplanting** of your agency's budgeted funds with grant funds. Example: Timesheets will be tracked to determine allowable charges for each fund source and to ensure that duplicate invoices are not submitted to multiple agencies.

Travis County's accounting system complies with OMB A-87 and state law, and its annual basic financial statements are prepared accordingly. Separate fund sources are maintained and tracked. All project expenses are maintained separately from general fund and all require supporting documentation, such as purchase orders & invoices, or timesheets & activity logs, as relevant to each particular grant project.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Conference & Training Presentation focused on Effective Reentry Practices	100.00	Travis County Sheriff's Office is hosting the inaugural Vision Summit: Looking Toward the Future of Reentry, to provide motivating, innovative workshops for approximately 300 attendees.

Geographic Area:

Primary focus on Travis County/Central Texas partners, but engaging participants from across Texas

Target Audience:

Stakeholders with a vested interest in reentry from correctional environments (corrections professionals, service providers, previously incarcerated individuals)

Gender:

Both males & females

Ages:

Adults

Special Characteristics:

Individuals with an interest in overcoming barriers presented to those returning to communities from incarceration.

Measures Information

Progress Reporting Requirements

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

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
----------------	--------------	--------------

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Conference hosted	0	1
Number of state and local agencies participating	0	25
Number of community-based service providers participating	0	25

Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
-----------------	--------------	--------------

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
------------------------	--------------	--------------

Certification and Assurances

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

Resolution from Governing Body

Except for state agencies, each applicant must provide information related to the [resolution](#) from its governing body, such as the city council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your governing body addresses items one through four below.

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

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

Contract Compliance

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

Select the Appropriate Response:

- Yes
 No

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

Enter a description for monitoring contract compliance:

The Program Coordinator monitors contract compliance with the vendors used for professional services. This includes conducting site visits, maintaining contact with the vendors to monitor client services and progress, authorizing payments consistent with the contract documents, exercising remedies as appropriate where a contractor's performance is deficient, resolving disputes in a timely manner, and maintaining appropriate records. The Program Coordinator ensures that the contract requirements are satisfied, that the services are delivered in a timely manner, and that the financial interests of the County and the granting agency are protected.

Lobbying

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

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

Select the Appropriate Response:

- Yes
 No
 N/A

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

Select the Appropriate Response

- Yes
 No
 N/A

Fiscal Year

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

Enter the Begin Date [mm/dd/yyyy]: 10/1/2012

Enter the End Date [mm/dd/yyyy]: 9/30/2013

Sources of Financial Support

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

Enter the amount (\$) of Federal Grant Funds: 11886603
Enter the amount (\$) of State Grant Funds: 3306595

Single Audit

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

Select the Appropriate Response:

- Yes
 No

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

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

Enter the date of your last annual single audit: 9/30/2012

Equal Employment Opportunity Plan (EEOP)

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

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

Requirements for a Type I Entity:

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

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

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

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

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

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

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

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and

- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

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

Select the appropriate response:

- Type I Entity
- Type II Entity
- Type III Entity

Debarment

Each applicant agency will certify that it and its principals:

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

Select the appropriate response:

- I Certify
- Unable to Certify

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

Enter the debarment justification:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Contractual and Professional Services	Conference and Meeting Services (e.g., room / equipment rental)	Conference facility and services provided by Holiday Inn Midtown. Estimates for services include meeting rooms with projection screens, podiums/sound/mixers, and service fees (estimated at \$2,405), exhibit rooms and tables (estimated at \$522), food & refreshments for participants during conference (estimated at \$32,000)	\$34,927.00	\$0.00	\$0.00	\$0.00	\$34,927.00	0
Contractual and Professional Services	Conference and Meeting Services (e.g., room / equipment rental)	Conference audio visual equipment not available through host hotel, to be provided by conference planner JHM Management. Needs and costs are estimated as follows: two 5000 lumen projectors (\$800/each/day=\$4,800), splitters & cords (\$150), three 2500 lumen projectors (\$300/each/day=\$2,700), lavalier & handheld microphones (\$100/each/day=\$1,400), computers & supporting electronics for conference sessions (\$1,995), breakout mixers for each room (4 rooms/\$50/day=\$600), computer interface for sound (4 rooms/\$50ea=\$600). No service or labor charged, includes taping cords.	\$12,245.00	\$0.00	\$0.00	\$0.00	\$12,245.00	0

Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	Travel for two keynote speakers to Austin, Texas, includes airfare (estimated at \$1600) and hotel accommodations (estimated at \$200)	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0
Supplies and Direct Operating Expenses	Presentation and/or Training Supplies	Conference materials are estimated as follows: badge stock paper and holders (estimated at \$900), printing services (estimated at \$400), portfolios (estimated at \$4225), customized table covers (estimated at \$1,500)	\$7,025.00	\$0.00	\$0.00	\$0.00	\$7,025.00	0
Contractual and Professional Services	Professional, Presentation, and/or Training Services	Conference Management services provided by JMH Events to provide logistical conference planning and services including locate, negotiate and manage hotel contracts, interact with caterers and hotel staff managing food/beverage functions and room blocks, identify and coordinate av needs, layout and place signs and supervise set-up for all meeting spaces.	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0
Contractual and Professional Services	Professional, Presentation, and/or Training Services	Keynote Speaker Mansfield Frazier fee (2 days)	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0
Contractual and Professional Services	Professional, Presentation, and/or Training Services	Keynote Speaker - to be determined (2 days)	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0
Supplies and Direct Operating Expenses	Training Stipends	Training stipend includes registration fees for an estimated 32 presenters plus 10 ex-offender scholarships (\$9,450) and hotel accommodations for workshop presenters traveling from outside the area (estimated at \$2,400)	\$11,850.00	\$0.00	\$0.00	\$0.00	\$11,850.00	0

Source of Match Information

Detail Source of Match/GPI:

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

Summary Source of Match/GPI:

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

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$57,472.00	\$0.00	\$0.00	\$0.00	\$57,472.00
Supplies and Direct Operating Expenses	\$18,875.00	\$0.00	\$0.00	\$0.00	\$18,875.00
Travel and Training	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$78,147.00	\$0.00	\$0.00	\$0.00	\$78,147.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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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 checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Juvenile Probation/Residential Services, Administrative Services	
Contact Person/Title:	Maya Duff/Grant Coordinator	
Phone Number:	512-854-7046	

Grant Title:	Enhancing Supervision, Security, and Policies to Ensure Youth Safety		
Grant Period:	From: <input type="text" value="Oct 1, 2013"/>	To: <input type="text" value="Sep 30, 2015"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Department of Justice		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 184,701	\$ 50,721	\$ 0	\$ 0	\$ 235,422
Operating:	\$ 34,917	\$ 0	\$ 0	\$ 0	\$ 34,917
Capital Equipment:	\$ 25,000	\$ 211,725	\$ 0	\$ 0	\$ 236,725
Indirect Costs:	\$ 5,382	\$ 0	\$ 0	\$ 0	\$ 5,382
Totals:	\$ 250,000	\$ 262,446	\$ 0	\$ 0	\$ 512,446
FTEs:	2.15	1.00	0.00	0.00	3.15

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.	Number of staff available to review policies and standards related to PREA	n/a	2	2	3
2.	Number of additional part-time staff used to exceed required staff ratio to ensure the safety and security of residents	n/a	n/a	n/a	4
3.					
+ - Measures for the Grant					
1.	Number of hours worked by part-time staff to exceed required staff ratio to ensure the safety and security of residents	n/a	n/a	n/a	3,536
Outcome Impact Description		Increased staff will offer enhanced supervision leading to fewer opportunities for misconduct to occur.			
2.	Number of policies related to PREA reviewed and/or enhanced	n/a	n/a	n/a	65
Outcome Impact Description		TCJPD will have consistent policies across the department that conform to PREA mandates. These policies will allow for improved training and result in fewer incidents of misconduct. Enhancing policies will also allow for an improved, more efficient response if an allegation of misconduct is made.			
3.					
Outcome Impact Description					

PBO Recommendation:

The Juvenile Probation Department is seeking approval for a grant application to the Department of Justice for a new grant to fund resources and staff in the department to support compliance with the Prison Rape Elimination Act (PREA). The department is requesting Federal funds of \$250,000 complemented with a County match of \$262,446, for a total programmatic cost of \$512,446. Indirect costs of \$5,382 are contained in this grant.

The department plans to hire 5 part-time Residential Treatment Officer Assistants, contract with a Policy Consultant, and use already-budgeted salary of a current FTE and Capital funds for a surveillance system budgeted in FY 13 as the required grant match. PBO will work with the department to re-budget the funds associated with the surveillance system in the FY 14 budget to meet the requirements of the grant.

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

The goal of this program is to provide increased security, supervision, and policy revision to ensure that youth are not sexually victimized while in the facility. The goal fits into current activities of the department as we strive to comply with the Prison Rape Elimination Act (PREA). This will be a new program. Through grant funding, we will hire additional supervisory staff to be placed in targeted areas that potentially pose a higher risk for sexual victimization and contract with a Policy Consultant who will revise current TCJPD policies to make them PREA compliant.

Through this grant funding, TCJPD will hire 5 part-time (43% FTE) Residential Treatment Officer Assistants.

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

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

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

Yes, a 50% County Match is required. TCJPD is included the security system that it will be purchasing in the fall as the match. The funding for this security system has already been approved. TCJPD will also match one additional full time Residential Treatment Officer Assistant.

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

Yes. 2% indirect costs have been included.

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

This program will not end upon termination of grant funding. TCJPD will seek internal and external grant funding upon exhaustion of funds.

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

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

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

This program will ensure that policies are in place at TCJPD that will protect youth. It will also increase and enhance security and supervision so that sexual victimization does not take place at the facility. Ensuring a safe environment will allow TCJPD youth to focus on successful reentry.





TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

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

ESTELA P. MEDINA
Chief Juvenile Probation Officer

TO: Aerin Toussaint, PBO
Budget Analyst

FROM: 
Estela P. Medina
Chief Juvenile Probation Officer

THROUGH: 
Maya Duff
Grant Coordinator

SUBJECT: Enhancing Supervision, Security, and Policies to Ensure Youth Safety Grant
Application to the Department of Justice

DATE: June 20, 2013

The Travis County Juvenile Probation Department is submitting an application for funding from the Department of Justice for the Enhancing Supervision, Security, and Policies to Ensure Youth Safety program. \$250,000 is requested to support this project from 10/1/2013-9/30/2015. This program has a required 50% match, which TCJPD will provide through a security system it will be purchasing in the fall; the cost for this system is estimated at \$211,725. TCJPD will also provide one full-time Residential Treatment Officer Assistant as a match for this program with a salary and fringe of \$50,721.

The goal of this project is to enhance supervision, security, and departmental policies. Supervision will be enhanced by hiring additional security staff to be placed in areas that potentially are at risk for victimization. Security will be enhanced through an updated security system, which TCJPD is providing as part of its required match. TCJPD will contract with a Policy Consultant to revise departmental policies.

Please review this item and place it on the **July 2nd** Commissioner's Court Agenda for their consideration and signature.

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

CC: Jim Connolly
Rhett Perry
Britt Canary
Darryl Beatty
Jim Gobin
Sylvia Mendoza
Lisa Eichelberger
Grant File

Grant Application Package

Opportunity Title:	BJA FY 13 PREA Program: Demonstration Projects to Estab
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.735
CFDA Description:	Protecting Inmates and Safeguarding Communities Discret
Opportunity Number:	BJA-2013-3656
Competition ID:	BJA-2013-3658
Opportunity Open Date:	05/21/2013
Opportunity Close Date:	07/05/2013
Agency Contact:	For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail at JIC@telesishq.com, or via live web chat at www.justiceinformationcenter.us. The BJA Justice Information Center hours of operation are 8:30 a.m. to

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

Application Filing Name:

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Budget Narrative Attachment Form](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Other Attachments Form](#)

[Project Narrative Attachment Form](#)

Optional

[Faith Based EEO Survey](#)

Instructions

[Show Instructions >>](#)

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

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 checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify) _____
* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: _____		
5a. Federal Entity Identifier: _____	* 5b. Federal Award Identifier: _____		
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): 746000192	* c. Organizational DUNS: 0309088420000		
d. Address:			
* Street1: 2515 South Congress Avenue	_____		
Street2:	_____		
* City: Austin	_____		
County:	_____		
* State:	TX: Texas		
Province:	_____		
* Country:	USA: UNITED STATES		
* Zip / Postal Code: 78704	_____		
e. Organizational Unit:			
Department Name: Juvenile Probation	Division Name: _____		
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: Ms.	* First Name: Estela		
Middle Name: P.	_____		
* Last Name: Medina	_____		
Suffix:	_____		
Title: Chief Juvenile Probation Officer	_____		
Organizational Affiliation: _____			
* Telephone Number: 512-854-7000	Fax Number: 512-854-7097		
* Email: estela.medina@co.travis.tx.us			

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

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

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.735

CFDA Title:

Protecting Inmates and Safeguarding Communities Discretionary Grant Program

*** 12. Funding Opportunity Number:**

BJA-2013-3656

*** Title:**

BJA FY 13 PREA Program: Demonstration Projects to Establish "Zero Tolerance" Cultures for Sexual Assault in Correctional Facilities

13. Competition Identification Number:

BJA-2013-3658

Title:

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

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

Enhancing Supervision, Security, and Policies to Ensure Youth Safety

Attach supporting documents as specified in agency instructions.

Add Attachments

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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="250,000.00"/>
* b. Applicant	<input type="text" value="262,446.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="512,446.00"/>

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

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

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

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>[c]</p>	<p>* TITLE</p> <p>County Judge</p>
<p>* APPLICANT ORGANIZATION</p> <p>Travis County</p>	<p>* DATE SUBMITTED</p> <p>[c]</p>

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

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DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB
0348-0046

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

Prime SubAwardee

* Name:

* Street 1: Street 2:

* City: State: Zip:

Congressional District, if known:

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

6. * Federal Department/Agency: <input type="text" value="Department of Justice"/>	7. * Federal Program Name/Description: <input type="text" value="Protecting Inmates and Safeguarding Communities Discretionary Grant Program"/> CFDA Number, if applicable: <input type="text" value="16.735"/>
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8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>
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10. a. Name and Address of Lobbying Registrant:

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Street 1: Street 2:

* City: State: Zip:

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

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Street 1: Street 2:

* City: State: Zip:

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

* Signature:

* Name: Prefix: * First Name: Middle Name:

* Last Name: Suffix:

Title: Telephone No.: Date:

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Project Narrative File(s)

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Project Abstract

Travis County Juvenile Probation Department (TCJPD) has a primary focus on preparing youth for successful reentry into their communities, and is thus committed to ensuring the safety of youth while under the care of the facility. Nationwide, approximately 12% of juveniles in correctional facilities experience one or more incidents of victimization; such experiences can be highly detrimental to a youth’s progress in preparing for successful reentry. TCJPD has not had any founded cases of sexual harassment in the past four years, and wishes to maintain this level of zero tolerance. In Fiscal Year (FY) 2011, there were 2 allegations (1%) of sexual misconduct. In FY2012, there were 15 allegations (6%). While these rates are well below the national average, there are still additional areas of concerns that TCJPD would like to address through grant funding from the Department of Justice.

TCJPD’s goals are to reduce the number of reported incidents of victimization in the facility; create policies that will help guide staff in ways that protect youth from victimization; and maintain the level of zero founded sexual abuse allegations toward which it has worked for the past four years. While the facility has not had founded allegations of serious sexual abuse, there are still areas and situations that potentially pose a higher-risk for the occurrence of victimization. TCJPD will address this risk by installing a comprehensive security system and hiring additional security staff. These security staff will enable TCJPD to exceed the ratio of security staff:resident recommended by PREA in these higher-risk situations. TCJPD will also contract with a Policy Consultant that will adapt TCJPD’s policies to make them PREA compliant.

Through this project, TCJPD addresses the third Priority Consideration: “Propose to address specific confinement facilities that demonstrate significant progress in PREA-related policy and protocol review and which propose to use project funds to implement clearly prioritized and demonstrated needs and agree to provide a report on the improvement efforts so that others may learn from the experience.” Since PREA standards were released, TCJPD has actively worked towards complying with them. It has assembled a PREA Compliance Team that meets regularly to discuss the facility’s needs and progress in meeting these standards. In addition, this team has completed the toolkit *Implementing the Prison Rape Elimination Act: A Toolkit for Juvenile Agencies and Facilities* developed by The Moss Group, Inc. to assess its progress. Finally, TCJPD currently has a grant from the National Council on Crime and Delinquency that is being used for technical assistance, resident education, and staff training.

If funded, TCJPD wishes to grant permission to share this project abstract with the public.

Point of Contact	Authorized Official
Estela P. Medina Chief Juvenile Probation Officer Travis County Juvenile Probation Department 2515 South Congress Avenue Austin, TX 78704 512-854-7000	Samuel T. Biscoe County Judge Travis County 700 Lavaca St., Suite 2.700 Austin, TX 78702 512-854-9555

Statement of the Problem

Each year, approximately 12% of youth in correctional facilities experience one or more incidents of victimization (Beck, Harrison, and Guerino, 2010). Not only does this create an unsafe environment for youth, but victimization has been associated with a number of negative outcomes that could be detrimental to a youth’s progress and preparation for reentry. Travis County Juvenile Probation Department (TCJPD) has a primary focus of preparing youth for successful reentry into their communities. Ensuring that youth are safe while under the care of the facility is critical; TCJPD is committed to providing a safe environment for its youth so that they are able to maintain focus on reentry.

TCJPD has not had any founded cases of sexual abuse or sexual harassment in the past four years, and would like to maintain this level of zero tolerance. There are additional complexities that the facility faces, such as **areas and situations that could potentially be at a higher-risk for victimization to occur. Increased supervision and enhanced security are necessary in order to monitor these high-risk areas and situations.** The following table describes allegations of sexual misconduct in Residential Services, TCJPD’s post-adjudication facility:

	Actual FY 11 Measure	Actual FY 12 Measure
Total number served in Residential Services	233	248
Number of allegations of misconduct in Residential Services	2	15
Rate of allegations of misconduct in Residential Services	1%	6%
Number of substantiated allegations in Residential Services	0	0
Rate of substantiated allegations of misconduct in Residential Services	0%	0%

Additionally, **policies and procedures must be thoroughly reviewed by an external consultant so that they can be strengthened in order to comply with PREA standards.**

To begin to address these problems, TCJPD established a PREA Compliance Team in 2010. The Team has attended numerous trainings, regularly met to identify areas of need in the Department, and completed the self-assessment toolkit *Implementing the Prison Rape Elimination Act: A Toolkit for Juvenile Agencies and Facilities* developed by the National Council on Crime and Delinquency. While TCJPD has been working towards complying with PREA standards, its ultimate goal is to *exceed* these standards. In the spring of 2013, TCJPD was awarded a grant from the National Council on Crime and Delinquency (NCCD) to support its project entitled *A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards*. Through this NCCD grant, TCJPD is focusing on staff training, resident education, and hiring a consultant to provide initial feedback on its policies, procedures, and activities. This grant funding also enabled TCJPD to purchase an employee screening tool to identify potential boundary issues among staff. The NCCD funding will serve a solid foundation for the activities TCJPD is seeking to fund through the Department of Justice.

TCJPD will address the third Priority Consideration detailed in the program solicitation: “Propose to address specific confinement facilities that demonstrate significant progress in PREA-related policy and protocol review and which propose to use project funds to implement clearly prioritized and demonstrated needs and agree to provide a report on the improvement efforts so that others may learn from the experience.” Since PREA standards were released, TCJPD has been fully committed to progressing towards compliance. TCJPD assembled a PREA Compliance Team in 2010 that has been meeting regularly since 2012 to guide TCJPD’s path towards compliance. Because TCJPD has a culture that promotes dignity, respect, safety, and security, it already meets many criteria of PREA and is committed to exceeding the standards. TCJPD has demonstrated significant progress in PREA-related policy and will address clearly prioritized and demonstrated needs through this project.

TCJPD seeks to enhance its progress towards PREA compliance and move towards exceeding PREA standards. **TCJPD will contract with a Policy Consultant who will review the demonstrated needs identified through both the PREA Compliance Team and expand upon the work conducted through the consultant hired through NCCD funding.** The Policy Consultant will revise and strengthen TCJPD’s current policies and train staff members on revisions. TCJPD’s PREA Compliance Team has noticed that certain areas and scenarios within the facility could potentially pose a higher risk for victimization. **Because of this identified potential risk, TCJPD would like to hire additional security staff so that it may exceed the recommended ratio of security staff:resident.** In doing so, TCJPD hopes to eliminate any risk posed in higher-risk situations. If funded, TCJPD will provide a report on its efforts and progress so that others may learn from this experience. The employee screening tool that will be purchased through TCJPD’s NCCD grant will help TCJPD to screen out applicants who show signs of potential boundary issues. **A video surveillance system will be purchased by TCJPD, as part of its cost share for this project, to increase security as well.** The new video surveillance system will be fully integrated with an updated door control system and card reader system. This will enhance communication and TCJPD’s ability to monitor the activities of the facility.

Program Design and Implementation

Goal 1: TCJPD will reduce the number of incidents of victimization in its facility.

- Objective 1.1: TCJPD will exceed the ratio of security staff:resident mandated by the Prison Rape Elimination Act.
- Objective 1.2: TCJPD will install an updated security system to enhance the level at which the facility is monitored.

Goal 1 will permit TCJPD to take preventative measures to reduce the likelihood of victimization. Departmental statistics indicate that there are certain areas and times, such as weekends and times that youth are transitioning between activities, which could potentially pose a higher risk of victimization. TCJPD believes that placing additional security staff in these targeted areas, thereby exceeding the recommended security staff:resident ratio, will reduce this risk and ensure the safety of youth. This measure is also a preventative one, and will provide for additional security and supervision in anticipation of the new population that TCJPD will be serving as a result of the passing of Texas Senate Bill 511. Through this Bill, youth that are currently being committed to the state-run Texas Juvenile Justice Department (TJJD) will now

be committed in Travis County itself. Hiring new security staff will prepare TCJPD as its population goes through this change or housing higher risk offenders. TCJPD will also purchase a new security system that will improve facility monitoring so that potential victimization can be identified, addressed, and prevented. This new system will be fully integrated with other security measures, such as an ID card reader and a door control system, so that communication can easily be made across the Department. Additionally, the new system will constantly be recording activities, so that TCJPD has the ability to review past events. All common areas where youth gather will be under video surveillance, under the new system.

Goal 2: TCJPD will create policies that will help to guide staff in ways that protect youth from victimization.

- Objective 2.1: TCJPD will contract with a Policy Consultant who will review policies and procedures and revise them so that they are PREA-Compliant.
- Objective 2.2: TCJPD will train staff members on updated policies.

Goal 2 will formalize TCJPD's efforts to comply with the Prison Rape Elimination Act. It will allow appropriate policies to be implemented to ensure that victimization does not occur in the facility. Through a grant from the National Council on Crime and Delinquency (NCCD), TCJPD will hire a consultant to identify necessary revisions in its policies and procedures. This project will expand upon the NCCD grant to take these needs, review them more thoroughly, implement changes, and train staff on the revisions. An external interpretation of TCJPD's departmental policies and procedures would provide a more comprehensive review.

Goal 3: TCJPD will maintain the level of zero founded sexual abuse allegations that it has worked towards for the past four years.

- Objective 3.1: TCJPD will continue to train all current and new staff on policies, procedures, and updated PREA information.
- Objective 3.2: TCJPD will collect data to ensure that additional staffing and security in high-risk areas successfully prevents incidents of victimization.

Goal 3 will help TCJPD to continue the progress that it has made so far in ensuring the safety of its youth. It will reinforce the commitment that the Department has in this area. TCJPD has not had a sexual abuse allegation in four years. Additionally, the Department has made a conscientious effort to meet PREA standards since they were released. Funding for this project will enable TCJPD to maintain the gains that it has made thus far and continue to enhance its activities.

This project is a comprehensive demonstration project. It proposes systemic changes that will enhance the functions of the facility. It will allow TCJPD to develop comprehensive and clear policies to ensure staff awareness. Once all policies are revised to comply with PREA standards, TCJPD will continue to train staff regularly through its departmental training programs. This will ensure that the changes made to policies are ingrained throughout day-to-day departmental functions. If funded, this project will result in department-wide changes that will enhance the functions of TCJPD to further promote safety for youth. Since TCJPD has an internal goal of exceeding PREA standards, funding for this project will allow the Department to make progress in this area through enhanced supervision and security.

As discussed in the Statement of the Problem, this project will address the third Priority Consideration from the program solicitation. Additionally, it will address numerous Allowable Uses of Funds. *Policy and Practice Review, Revision, and Implementation* will be an important piece of this project. Through a grant that TCJPD currently has with the National Council on Crime and Delinquency, a consultant will be hired to identify necessary revisions to policies and procedures. In this project, TCJPD will contract with a Policy Consultant that will address needs by revising policies and training staff on the revisions; this will be an expansion of the work conducted by the initial consultant. The Policy Consultant will also help TCJPD to address *Leadership, Organizational Culture, and Performance* by strengthening the way in which departmental activities are conducted.

Preventative Infrastructure and Technology Enhancements will be addressed through the security system TCJPD will purchase as its portion of this grant. This security system will increase the capacity of the facility to monitor all areas, review past activities, and communicate effectively. TCJPD's Research and Compliance Units will work together to enhance *Data Collection and Performance Management*. The Compliance Unit will continue to collect data on victimization allegations, which the Research Unit can then analyze to produce statistics and performance measures. Hiring additional security staff in order to exceed the ratio mandated by PREA will help TCJPD to address *Planning, Analysis, and Staffing Support*. Upon exhaustion of grant funding, TCJPD will continue to seek both internal and external funding in order to maintain these additional staff members.

The activities proposed through this project will provide enhanced security, additional supervision at targeted times, and clearer, more effective policies. Enhanced security, supervision, and policies will result in a reduction in victimization and enhancement of PREA activities. Improving current policies will create a greater awareness among staff about appropriate behaviors for both staff and youth. Increased security and supervision will make departmental functions more transparent, so that potential victimization can be addressed and prevented before it occurs.

Capabilities and Competencies

Travis County Juvenile Probation Department (TCJPD), under the leadership of Chief Estela P. Medina, will be responsible for this project. Deputy Chiefs Darryl Beatty and Britt Canary report to Chief Medina and head the various divisions of the facility. TCJPD reports to Travis County Commissioners' Court; Samuel T. Biscoe is the County Judge. This facility has great experience with implementing grants at the local, state, and federal level. The grants, research, and finance teams collaboratively work with program staff and the executive team to plan and implement grant funded programs. These teams communicate regularly to ensure that deadlines are met and project activities are proceeding as planned.

The Compliance Unit, consisting of Brandy Baptiste and Carolina Corpus (Accreditation and Compliance Officers), will oversee the implementation of this project. This unit will also be responsible for overseeing the Policy Consultant hired through this grant. Maya Duff, the Grant Coordinator, will monitor grant progress and plan strategic meetings when necessary to meet project goals. She will also work with program staff and the Research Unit to ensure that programmatic reports are submitted on time. The Residential Division, with Jim Gobin as the Director and Patricia Garcia as the Manager, will be responsible for overseeing the new security staff hired through this grant. Israel Ramirez, TCJPD's Financial Grant Manager, will be

responsible for the financial components of this project and will work with the Travis County Auditor's Office to ensure that financial reports are submitted on time. Along with program staff, these individuals will comprise the strategic planning workgroup that will guide the implementation of this program.

Various forms of collaboration of enabled TCJPD to be successful thus far in beginning to address the components of PREA. The PREA Compliance Team has been responsible for collaboratively working to conduct assessments of the facility and identify needs. Internal collaboration across the department has also been crucial in planning grant applications. TCJPD's NCCD-funded grant will continue to enhance the relationship that TCJPD has with the National PREA Resource Center. This grant will also fund a collaboration with the Media Awareness Project, which will lead TCJPD's youth in creating an informational video on victimization. Finally, the NCCD grant will also fund an external consultant who will identify necessary revisions to policies and procedures that need to be addressed.

One barrier that TCJPD will face is the local time necessary to process the grant award, contracts, and hiring decisions. All major decisions must pass through Travis County Commissioners' Court, a process that takes a minimum of two to three weeks. Some processes, such as executing contracts, take longer since they must pass through multiple levels of approval prior to being sent to Commissioners' Court. TCJPD is experienced in addressing this barrier, and builds time into each grant to address this need. Another expected barrier is that newly hired staff may not initially have the experience or training that other staff members at their level have had regarding PREA compliance. This barrier will be addressed through aggressive, early training as soon as each employee is hired. A final anticipated barrier is deciding where security equipment should be stored. When the new equipment is in the process of being purchased, the Facilities Manager will coordinate with staff across the department to ensure that this equipment is stored appropriately. Finally, currently Texas Senate Bill 511 is in the process of being passed. If it is, Travis County will be able to commit youth to itself, instead of sending them to the state-run Texas Juvenile Justice Department. This would increase the population of TCJPD, as well as present a new population of youth with different needs. TCJPD is prepared to address this challenge with the enhanced security and supervision proposed through this grant.

Plan for Collecting the Data Required for this Solicitation's Performance Measures

TCJPD's Compliance Unit will collect performance data for this program. The Compliance Unit has created a database that currently monitors incidents of victimization in the facility. This data will be analyzed by the Research Unit in order to determine progress on performance measures. This unit consists of three evaluators whose primary function is to provide standard and ad-hoc statistical reports and ensure the completeness and accuracy of all juvenile case data collected. The evaluators have considerable experience with databases of varying sizes, have received training on all data management systems, and participate in the development of programs to ensure familiarity with the programs' goals, objectives, and processes. These staff will be responsible for aggregating data for this program and will utilize statistical applications and quantitative and qualitative methods for generating descriptive measures, in-depth analysis, and forecasting. Another responsibility will be to produce quality assurance reports to allow for review, modification, and corrections prior to generating performance measures and other evaluative reports. Finally, it should be noted that this team already has experience with generating performance measures for grants and understands the importance of accurate and timely completion.

Based on the performance measures and evaluative results from the Research Unit, members of the strategic planning workgroup that planned this project will examine the effects of this project by analyzing changes in the outcomes over time. Performance measures results will be used to determine the best solution or adjustment for the operation of the program, collaboration process, and data collection protocols. If a gap is identified via the analysis, or any other process, it will be evaluated and the needed resources will be addressed. The experience of these teams, combined with TCJPD's grants and finance teams, will enable it to successfully carry out the activities of this grant.

**Travis County Juvenile Probation Department
Project Budget**

Budget Summary		
Budget Category		Amount
A. Personnel	\$	152,160
B. Fringe Benefits	\$	32,541
C. Travel	\$	4,917
D. Equipment	\$	25,000
E. Supplies	\$	-
F. Construction	\$	-
G. Consultants/Contracts	\$	30,000
H. Other	\$	-
Total Direct Costs	\$	244,618
I. Indirect Costs	\$	5,382
TOTAL FEDERAL PROJECT COSTS	\$	250,000
Federal Request	\$	250,000
TCJPD Match/In Kind	\$	262,446
TOTAL PROJECT COSTS		

**Travis County Juvenile Probation Department
Budget Justification**

A. Personnel \$152,160 Federal, \$34,622 Match

We are requesting 5 part-time Residential Treatment Officer Assistants to provide additional supervision of juveniles during peak movement times and locations when greater risk of incidents occurs. The times and locations are identified by the Residential Treatment Managers of the facility in accordance with the mandated federal, state and local policies. We are requesting \$14,991/Officer for salary with a 3% COLA in Year 2. Total amount \$152,160. One additional full time RTO assistant officer with a salary of \$34,622 will be used as a match.

B. Fringe Benefits \$32,541 Federal, \$16,099 Match

Fringe benefit rates include FICA, Medicare, Health Insurance, Life Insurance, Retirement, and Workers' Compensation. Fringe benefits are \$3,206/Officer with a 3% COLA in Year 2. Total Amount: \$32,541. One additional full time RTO assistant officer with fringe of \$16,099 will be used as a match.

C. Travel \$4,917

We are requesting travel budget for 2 meetings in Washington, DC. The travel budget includes airfare, lodging, transportation and meals. \$4,917

D. Equipment \$25,000 Federal, \$211,725 Match

We are requesting \$25,000 for video surveillance enhancements. \$16,000 is required to upgrade our video camera system by adding new video cameras in locations of poor visibility, and upgrade to computer system to track and maintain records onsite. Additionally we are requesting a 48 pt. video surveillance POE switch with a cost of \$9,000.

Our match will be the replacement of our current video surveillance system. The estimated cost for this system replacement is \$211,725.

E. Supplies

No supplies requested

F. Construction

No renovation costs requested

G. Consultants/Contracts \$30,000

We are requesting a total of \$30,000 to have a consultant review, enhance, and rewrite all current policies and procedures to comply with the new and current PREA standards for housing juveniles and prisoners.

I. Indirect Costs \$5,382

Our indirect cost rate is 2.2% which we are requesting \$5,382 for indirect costs.

The following positions will be responsible for overseeing the functions of this program. Program staff conducting the activities associated with this program will report to the following positions.

Chief Juvenile Probation Officer

This position oversees the overall operations within the Juvenile Probation Department. Provides leadership, oversight and direction in planning, organizing, directing, implementing and evaluating departmental functions and operations in accordance with State, Federal and Local laws. Oversees planning and developing policy, procedures and programs. Oversees development of strategies to accomplish goals and objectives of the department to improve effectiveness and efficiency of services. Directs activities through subordinate Deputy Chief Juvenile Probation Officers.

Deputy Chief Juvenile Probation Officers

This position assists in directing the overall operations within the Juvenile Probation Department. Provides leadership, oversight and direction and assists in planning, organizing, directing, implementing and evaluating departmental functions and operations in accordance with State, Federal and Local laws. Assists with planning and developing policy, procedures and programs. Assists in development of strategies to accomplish goals and objectives of the department to improve effectiveness and efficiency of services. Directs activities through subordinate division directors.

Division Directors

Directs the overall operations, staff and functions of a division within a juvenile justice system through subordinate managers. Provides leadership, management and coordination in planning, organizing, implementing and evaluating division operations in accordance with State, Federal and Local laws, policies, procedures and guidelines. Develops division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs the staffing, training, development and performance evaluation of division staff.

Division Managers

Under administrative direction, plans, manages, organizes and supervises the staff and operation of a division within a juvenile justice system. Directs and manages conformity with State and Federal laws and guidelines, and policies and procedures for the health, safety and welfare of juveniles. Assists in planning, organizing, developing, scheduling and implementing policies, procedures, goals and objectives of the division. Manages the staffing, training, development and performance evaluation of division staff. May be assigned oversight of the facility in the absence of Division Director.

The following positions are responsible for overseeing the implementation of the project.

Accreditation and Compliance Officers

Provides oversight and maintenance for all administrative compliance factors in conformity with Federal, State and Local statutes, policies, procedures and accreditation standards. Monitors all Federal, State and Local statutes, policies, procedures, accreditation standards and other regulatory or governmental agency standards and ensures compliance.

The following positions will be responsible for grant management, reporting, and data support services.

Grant Coordinator

Coordinates grants process, including grant seeking, writing, reporting, program planning, needs assessment, and administration. Serves on committees, develops resources and serves as primary contact between divisions and departments involved in grant processing. Coordinates services and facilitates development of policies and procedures. May assist in the development of short- and long-term plans.

Planner

Performs professional planning work, including planning, researching and analyzing projects and programs with broad scope, and major political, public health, safety, or welfare, transportation, parks, land development and the environment, community health and/or strategic plan impact.

Business Analyst

Provides routine to moderately complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements. Serves as a liaison between department users and the Information Technology organization in order to provide technical solutions to meet user needs. Possesses expertise in supporting moderately complex department applications and functions. Conducts process redesign and compiles documentation, as required for applications. Assists with or translates moderately complex organizational requirements and assists with the translation of higher level organization requirements into functional Information Technology specifications and manages changes to such specifications.

The following position will be responsible for coordinating the training component of this program.

Training Education Coordinator Senior

This is a senior level training and development position responsible for the development, coordination, and implementation of effective employee training, education, and career development programs. Responsible for determining departmental training needs and conducting supervisory, management, non-technical skill, and compliance training for assigned personnel. Consults within department to determine training and educational needs for assigned area. Prepares curriculum and training methods, media, and documentation to be presented in training programs. Responsible for the development of training policies and procedures, training curriculums, and instructional methods to enhance staff competency. Responsible for monitoring required training compliance and prescribed training budgets, as required. Serves as lead trainer, and may supervise subordinate staff.

The following positions are associated with the new staff positions.

Casework Manager

Manages the personnel and tasks of assigned work unit. Manages the compliance with applicable State and Federal laws and guidelines, and departmental policies and procedures. Conducts research, plans programs, policies and procedures, goals and objectives of the unit. May manage an assigned caseload. May be assigned oversight of the facility and administrative functions in the absence of the Division Manager.

Juvenile Shift Supervisor

Responsible for shift activities on an assigned shift at the Juvenile Detention facility. Provides orientation for juveniles entering detention. Plans and coordinates daily living activities and ensures that health, safety and welfare measures and procedures are carried out by shift members and residents. May supervise evening and weekend personnel. May be assigned oversight of the facility in the absence of higher level management.

Juvenile Residential Treatment Officer Assistant*

Assists in providing direct supervision and treatment intervention of juvenile clients assigned to a residential treatment program. Maintains security, control and guidance of detained juvenile clients in order to facilitate treatment, prevent harm and provide for their safety during all daily activities. Assists in implementing available treatment plans and corrective disciplinary strategies. Documents client behavior for use within the juvenile justice system.

*This is the position for which we are hiring additional staff.

<u>Action</u>	<u>Expected Completion Date</u>	<u>Responsible Party</u>
<u>Goal:</u> TCJPD will reduce the number of incidents of sexual victimization in its facility.		
<u>Objective:</u> TCJPD will exceed the ratio of supervisory staff: resident mandated by the Prison Rape Elimination Act.		
<u>Activity:</u> Post vacancies for supervisory staff positions.	11/1/2013	Executive Team, Residential Division
<u>Activity:</u> Hire first set of new supervisory staff to be placed at targeted places and times.	1/1/2014	Executive Team, Residential Division
<u>Activity:</u> Begin introductory training for new staff.	2/1/2014	Executive Team, Residential Division, Training Unit
<u>Objective:</u> TCJPD will install an updated security system to enhance the level at which the facility is monitored.		
<u>Activity:</u> Post Request for Proposals to prospective vendors.	11/1/2013	Executive Team, Facilities Division
<u>Activity:</u> Purchase and implement security system.	1/1/2014	Executive Team, Facilities Division, IT Team
<u>Goal:</u> TCJPD will create policies that will help to guide staff in ways that protect youth from victimization.		
<u>Objective:</u> TCJPD will hire a Policy Consultant who will review identified gaps in policies and procedures and update them so that they are PREA-Compliant.		
<u>Activity:</u> Identify Policy Consultant.	12/1/2013	Executive Team, Compliance Team
<u>Activity:</u> Hire Policy Consultant.	2/1/2014	Executive Team, Compliance Team
<u>Objective:</u> TCJPD will train staff members on updated policies.		
<u>Activity:</u> Hold department wide staff trainings on updated policies.	Ongoing	Training Unit, Compliance Team
<u>Goal:</u> TCJPD will maintain the level of zero founded sexual abuse allegations that it has worked towards for the past four years.		
<u>Objective/Activity:</u> TCJPD will continue to train all current and new staff on policies, procedures, and updated PREA information.	Ongoing	Training Unit, Compliance Team

Objective/Activity: TCIPD will collect data to ensure that additional staffing and security in high-risk areas successfully prevents incidents of sexual victimization.	Ongoing	Compliance Team, Research Team
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ESTELA P. MEDINA

Travis County Juvenile Probation Department
2515 South Congress Ave.
Austin, Texas 78704
(512) 854-7069
e-mail:
estela.medina@co.travis.tx.us

EDUCATION:

- Masters of Art Degree in Management; Webster University; El Paso, Texas May, 1988
- Bachelor of Science Degree in Criminal Justice; University of Texas at El Paso; May, 1976

EMPLOYMENT BACKGROUND:

1976-1978 El Paso County Juvenile Probation Department
Juvenile Probation Officer II (Intake, Court Services)

1978-1984 West Texas Regional Adult Probation Department; El Paso, Texas;
Deputy Probation Officer (Supervision, 1982-84 Intensive Supervision Caseload)

1984-1986 El Paso County Juvenile Probation Department, Director of Intake and Court Services
(Administrative and supervisory responsibilities of Intake and Court Services, staff and programs)

1986-1989 327th Family District Court, Court Administrator, El Paso County
(Administrative responsibilities for Court, staff and programs)

1989-1994 Assistant Chief Juvenile Probation Officer, El Paso County Juvenile Probation Department
Administrative responsibilities: Monitor and direct, evaluate and coordinate operational functions of the department; supervision of personnel and programs.

Aug. 1, 1994 Chief Probation Officer, Travis County Juvenile Probation Department, Austin, Tx.

Present Chief Executive Officer responsible for departmental operations, facility programs and operations, court programs, research and planning, community and county liaison, staff development, responsibility for approximately 540 personnel and a \$42 million dollar budget. Reports to the Travis County Juvenile Board.

CERTIFICATIONS:

- Texas Juvenile Probation Officer (TJPC)
- Certified Court Administrator (1986-1989)
(Texas Association for Court Administrators)
- Faculty (Trainer), National Council of Juvenile and Family Court Judges
- Professional Juvenile Administrator (National Council of Juvenile and Family Court Judges)
- Texas Probation Academy (Trainer)

PROFESSIONAL ORGANIZATIONS/MEMBERSHIPS:

STATE:

- Charter Member of Juvenile Justice Association of Texas (2000-present)
- Vice-President, Juvenile Justice Association of Texas (2000-2002)
- President, Juvenile Justice Association of Texas (2002- 2006 and 2008-present)
- Juvenile Justice Association of Texas Chair of the Membership Committee
- Juvenile Justice Association of Texas member of the Legislative Committee
- Advisory Council Juvenile Services, Texas Juvenile Probation Commission (1994-Nov. 2011, appointed Chair 2009)
- Texas Corrections Association Board of Directors (1982-1994)
- Texas Juvenile Detention Association (1989-Present)
- Central Texas Juvenile Chiefs Association
- Texas Association for Court Administration (1986-1989)
- Texas Probation Training Academy Advisory Board (10/96-10/99)
- Elected to Board of Directors, Texas Probation Association (1996) (President 1996-1999)

TRAVIS COUNTY:

- Member, Community Justice Council (1994 – present)
- Juvenile Justice Working Group (1994-1995)
- Member, Task Force on Affordable Housing (1994)
- Hispanic Women's Network (1994)
- Management Coordination Team (1995)
- Member, Court Appointed Special Advocates, Professional Advisory Board (1995 – 2000)
- Community Action Network (C.A.N.) Administrative Team (1998 – 2009)
- Chair, Children's Partnership (1996-2001) Board member (present)
- Member, Travis County Child Welfare Board (present) (Ex Officio)
- Community Justice Task Force, Chair (2000-present), Vice Chair (1999-2000)
- AISD, Safety Task Force (2003)

NATIONAL:

- National Juvenile Court Services Association (1985-1996)
- National Council of Juvenile and Family Court Judges
- National Association of Court Management (1986-1989)
- American Corrections Association (1988- present)
- American Corrections Association Legislative Committee (1998)
- National Association of Probation Executives (1995)
- ACA Legislative Committee (1998-2000)

AWARDS:

- Amador Rodriguez Lifetime Achievement Award presented by the Juvenile Justice Association of Texas, (2000)
- Amador Rodriguez Outstanding Juvenile Administrator Award
Texas Corrections Association, (2000)
- Juvenile Administrator of Year, (1988)
Texas Corrections Association; Austin, Texas
- Justice Hill Scholarship Award
Texas Association for Court Administration, (1988), Austin, Texas
- President's Gavel Award
Texas Corrections Association, (1993)
- Louis Stewart Halls of Detention Award, (1997)
Texas Juvenile Detention Association
- Graduate, Leadership Austin (Class 1997)
- Liberty Bell Award, Texas Young Lawyers Association (2010)

Resume

BRITTON CANARY

PERSONAL INFORMATION

Mailing Address: 1341 Bull Horn Loop
Round Rock, Texas 78665

Telephone: Residence: (512) 296-2363
Business: (512) 854-7541

LICENSE AND CERTIFICATIONS

Texas Commission on Alcohol and Drug Abuse 1992-2006
(License Number 4158) *currently inactive*

ACADEMIC BACKGROUND

Degree - Bachelor of Science (B.S.) December 1997
Criminal Justice - Corrections Major.
University of North Texas; Denton, Texas.

Masters Degree- Criminal Justice Administration January 2010
Kaplan University

EMPLOYMENT HISTORY

Deputy Chief Juvenile Probation Officer Dec. 2007- present
Travis County Juvenile Probation Department

Director of Administrative Services Sept. 18, 2006- Dec. 2007
Interim Div. Director of Probation Services
Travis County Juvenile Probation Department

Director of Juvenile Corrections Oct. 18, 2004--
Texas Youth Commission Sept. 15, 2006

Acting Superintendent Sept. 03- Jan. 04
TYC- Victory Field Correctional Academy

Assistant Superintendent June, 2000- 10/17/2004
TYC- Gainesville State School
Gainesville, TX.

Superintendent McFadden Ranch June, 1998-2000
TYC- Roanoke, TX.

Consultant January-November 1998
Wise County Juvenile Probation

Primary Service Worker III TYC January-June, 1998
Primary Service Worker II 1997
Youth Activity Supervisor (I, II, III, IV) 1989-1997
Chemical Dependency Treatment Program. Texas Youth Commission.
Gainesville State School. Gainesville, Texas.

HONORS AND AWARDS

President's List (Honor Student), North Texas University. 1997
Alpha Phi Sigma National Criminal Justice Honor Society 1997

DARRYL A. BEATTY

PROFESSIONAL PROFILE

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT Austin, TX 5/1997 - present

Deputy Chief Juvenile Probation Officer (11/2005 - present) - Assist in directing the overall operations of the Juvenile Probation Department. Engage in immediate oversight of the institutional operations of the department and facilitate program development to improve the efficacy of services offered to youth and families. Provide leadership, supervision and guidance to division directors and departmental employees. Assist in planning, organizing, directing, implementing, and evaluating departmental functions and operations in accordance with state, federal, and local laws. Participate in the preparation and oversight of a \$40 million departmental budget. Serve as a representative of the department at local, state, and national functions and operate as a community liaison and resource for criminal justice representatives, departmental staff, and the general public. Represent the department at Commissioner's Court and serve on juvenile justice committees designed to enhance the services provided to juveniles, their families, and the community at large.

Director of Administrative Services & Facility Operations (1/2000 - 10/2005) - Directed and managed the Division in compliance with state and federal statutes and departmental policies and procedures, including personnel, training, facility operations, research and evaluation, strategic planning, medical services, information systems, volunteer services, building maintenance, and compliance and accreditation units. Responsible for oversight of division, which included evaluation, hiring, and termination of divisional employees. Acted as liaison and contact for County departments, outside agencies, organizations, and the general public. Assisted in preparation and monitoring of an annual \$26 million departmental budget. Conducted research, program planning, and policy development along with providing recommendations and improvements for overall departmental operations. Served as a member of Chief Juvenile Probation Officers Management Team.

Director of Detention Services (5/1997 - 1/2000) - Directed and managed the Detention Services Division averaging 90 juveniles per day and consisting of over 100 employees, including medical, counseling, and food service units; full and part-time detention officers; and administrative staff. Ensured compliance with departmental policies and procedures as well as state and federal statutes. Assisted in conducting research and program evaluations and in establishing policies and procedures. Assisted in preparation and monitoring of a \$5 million annual budget. Served on the Department's Management Team.

TEXAS STATE UNIVERSITY - San Marcos, TX

1/2003 - 5/2004

Adjunct Professor - Taught college-level courses as an adjunct professor for the Political Science Department.

AUSTIN COMMUNITY COLLEGE - Austin, TX

1/1997 - 5/2002

Adjunct Professor - Taught college-level courses as an adjunct professor for the Sociology Department.

TEXAS JUVENILE PROBATION COMMISSION - Austin, TX

8/1995 - 6/1997

Training Specialist IV (8/1995 - 6/1997) - Coordinated, developed and conducted training for all personnel in the juvenile justice field. Approved juvenile probation and detention officers certification in Texas. Planned joint programs with local agencies, state agencies, and private firms. Represented TJPC on local and state committees regarding training and other issues related to juvenile probation and interagency efforts. Performed duties of the Director as needed. Ensured state and regional conferences were within budget requirements. Evaluated and assessed the training needs of probation departments. Developed and

interpreted division policies and procedures. Supported county departments by providing the technical assistance necessary to meet TJPC standards.

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT – Austin, TX 1/1993 - 5/1997

Maintained positions on a full-time basis through 8/1995. Maintained employment at TCJP on a part-time basis until 5/1997.

Shift Supervisor (8/1994 - 8/1995) - Actively participated in the selection, supervision, and evaluation of Residential Treatment Officers (RTO). Coordinated and attended meetings. Audited and maintained juvenile and personnel files. Planned, developed, and presented employee training programs within the Residential Services Division of juvenile probation. Performed investigations as assigned and assisted with budget preparation. Ensured Travis County policies and procedures, along with ACA standards, were implemented and followed.

Senior Residential Treatment Officer (10/1993 - 8/1994) - Supervision of RTO shift workers. Supervised and monitored juvenile offenders assigned to a residential program. Managed a working caseload of 12 youth. Generated statistical reports and documentation and maintained records as required. Screened cases referred to Residential Services Division and made independent judgements as to appropriate action to be taken. Conducted training for all Residential Services Division staff.

Group Leader (4/1993 - 8/1994) - Facilitated and documented daily problem solving groups. Devised and implemented strategies for juvenile supervision and screenings. Conducted weekly individual counseling along with creating individual program plans for incoming residents; reviewed/modified plans as needed. Facilitated parent conferences and new resident admissions.

Residential Treatment Officer II (1/1993 - 4/1993) - Implemented available treatment plans and corrective disciplinary strategies for juveniles assigned to a residential program. Assisted in casework preparation and documentation. Provided direct supervision and treatment interventions for juveniles assigned to residential program.

THE OAKS TREATMENT CENTER – Austin, TX

6/1990 - 9/1995

Center Supervisor (6/1991 - 9/1995) - Ensured all policies and procedures of the hospital were appropriately followed. Implemented and supervised emergency procedures as required for 120 bed psychiatric adolescent hospital. Oversaw and advised direct care personnel and provided on-site training to direct personnel regarding crisis prevention, intervention, and therapeutic follow-up. Provided direction, guidance, and emotional support to clients and families. Achieved accreditation status for the center from the Joint Commission on Accreditation of Healthcare Organizations.

Mental Health Worker (6/1990 - 5/1991) - Assisted team members in developing/implementing unit programs and treatment plans. Co-facilitated therapy groups and provided feedback on patient progress.

EDUCATION

- Master of Public Administration - Texas State University (SWT), San Marcos, TX
- Master of Sociology - Prairie View A&M University, Prairie View, TX
- Bachelor of Science in Criminal Justice - Texas State University (SWT), San Marcos, TX

CERTIFICATIONS

D. BEATTY 2

- Certified Juvenile Probation Officer
- Training for Trainers Certificate of Completion

COMMUNITY INVOLVEMENT / ASSOCIATIONS

Texas Juvenile Detention Association – Past President
American Society of Public Administration – Centex Chapter
Juvenile Justice Association of Texas – Member
Former Board of Directors, Regional Network for Children
Texas Corrections Association Member
National Organization for Hispanics in Criminal Justice

BRANDY C. BAPTISTE

6704 Manchaca Road # 28, Austin, TX 78745 | 512-294-8204 | brandycbaptiste@yahoo.com

SUMMARY

Effectively uses education, training and experience to manage complex projects.

EXPERIENCE

- 3/2009 - Date Accreditation and Compliance Officer, *Travis County Juvenile Probation Department*
- Maintain working knowledge of current federal, state and local statutes, policies, procedures, accreditation and other regulatory standards affecting the Department;
 - Provide complex technical interpretation on standards and regulations;
 - Serves as the contact for outside monitoring agencies and coordinates Department response to audits;
 - Conducts internal investigations and program reviews;
 - Serves as a PREA Coordinator and maintains Department serious incident database.
- 1/2002-3/2009 Administrative Supervisor, *Travis County Juvenile Probation Department*
- Coordinate training activities for the division and train staff;
 - Schedules staff and participates in interviewing and hiring process;
 - Supervise shift activities, staff development, and performance evaluations;
 - Assist in ACA and TJPC auditing and accreditation process;
- 3/2001-1/2002 Training and Education Coordinator, *Travis County Juvenile Probation Department*
- Identify, develop, schedule, coordinate and conduct training for the Department and evaluates the effectiveness of training
 - Prepare certifications for JPOs, JDOs, and JCOs and maintains training and certification records;
 - Ensure Departmental compliance with ACA and TJPC training standards;
 - Preparation of Travel Encumbrances and Travel Reimbursements;
- 1/2000-3/2001 Shift Supervisor, *Travis County Juvenile Probation Department*
- Supervise shift activities, staff development, and performance evaluations;
 - Maintain Safety, Security and Sanitation of the facility;
 - Coordinate training activities for the division;
 - Assist in ACA and TJPC auditing and accreditation process
- 11/1995-1/2000 Juvenile Detention Officer, *Travis County Juvenile Probation Department*
- Ensure safety, security and health of residents;
 - Facilitate groups for competency development and behavior modification program;
 - Train staff on Handle with Care and CPR and First Aid

EDUCATION

- 8/1989-5/1994 BA in Psychology / Sociology, *University of Texas at Austin*

Carolina M. Corpus

Phone: 512.769.1906 ~ Email: carolina.corpus@yahoo.com

Education

<i>Master of Arts in Criminal Justice and Criminology</i> Sam Houston State University – Huntsville, TX	Conferred August 2005
<i>Bachelor of Arts in Criminal Justice</i> St. Edward's University – Austin, TX	Conferred May 2001 Magna Cum Laude

Pertinent Employment History

<i>Accreditation and Compliance Officer</i> Travis County Juvenile Probation Department, Administrative Services	08/11 - Present
<i>TCOOMMI Program Specialist V</i> Texas Department of Criminal Justice, Reentry and Integration Division	09/09 - 08/11
<i>Review Panel Program Specialist</i> Texas Youth Commission, Office of General Counsel	08/08 – 06/09
<i>Parole Coordinator</i> Texas Youth Commission, Interstate Compact	11/07 – 08/08
<i>Parole Officer</i> Williamson County Juvenile Services	10/06 – 11/07
<i>Case Manager III</i> Texas Youth Commission, Giddings State School	04/06 – 10/06
<i>Probation Coordinator</i> Texas Youth Commission, Interstate Compact	11/03 – 03/06
<i>Juvenile Detention Officer</i> Montgomery County Juvenile Services	10/01 – 12/02

Highlights of Qualifications

- Monitors federal, state and local statutes, policies, procedures, accreditation standards and other regulatory or governmental agency standards and ensures departmental compliance.
- Interprets complex standards, policies, rules and codes or regulations for practical application to departmental operations.
- Reviews and evaluates current programs, policies, procedures and practices on an on-going basis.
- Coordinates monitoring visits and serves as a liaison between monitors and program staff.
- Provides training on federal, state and local statutes, policies, procedures, accreditation standards and other regulatory or governmental agency standards.
- Monitored contract vendors and grant programs for contractual compliance.
- Performed trend analysis.
- Assisted in budget development and adjustment for contracted service providers.
- Provided direct care for juvenile justice involved youth in both a secured and community setting to include: intake, case assessment, case planning, case management, supervision and discharge.

JIM R. GOBIN

2515 S. Congress Avenue • Austin, TX 78704 • (512)854-7051 • jim.gobin@co.travis.tx.us

Education

Bachelor of Arts in Sociology (Concentration in Social Work) Minor in Psychology from McMurrey College in Abilene, TX.

Employment Experience

Division Director of Residential Services, Travis County Juvenile Probation Department, Austin, TX. May 2012 to present.

- Direct the overall operations, staff and functions of the division through subordinate managers.
- Lead, manage and coordinate planning, organizing, implementing and evaluating division operations.
- Develop division strategic plans.
- Direct the staffing, training, development and performance evaluation of division staff.

Juvenile Probation Division Manager – Residential Services, Travis County Juvenile Probation Department, Austin, TX. November 2011 to May 2012.

- Direct supervision of 5 Unit Coordinators and 5 Shift Coordinators.
- Supervision of staff and programs within the division.
- Insure compliance with TJJD Standards, ACA Standards and DHS Standards.
- Maintain and insure staff conformity to policy and procedure.
- Insure the health, safety and welfare of juveniles in the facility.
- Assist in the development of goals and objectives for the division.

Juvenile Probation Division Manager – Detention Services, Travis County Juvenile Probation Department, Austin, TX. April 2001 to November 2011.

- Direct supervision of 8 Shift Supervisors.
- Supervision of staffing and programs within the division.
- Insure compliance with TJJD and ACA Standards.
- Maintain and insure staff conformity to policy and procedure.
- Insure the health, safety and welfare of juveniles in the facility.
- Assist in the development of goals and objectives for the division.

Juvenile Probation Casework Manager – Detention Services, Travis County Juvenile Probation Department, Austin, TX. May 1996 to April 2001.

- Supervision of education, recreational and special programming within the division.
- Direct supervision of the counseling and training programs.
- Supervision of staff schedules and part-time Juvenile Detention Officers.

Detention Services Shift Supervisor, Travis County Juvenile Probation Department, Austin, TX. June 1991 to May 1996.

- Direct supervision of 15 Juvenile Detention Officers, detained juveniles and daily shift activities.
- Responsible for staff performance counseling, disciplinary action, performance evaluation and staff training.
- Insure compliance with ACA and TJPC Standards.

Juvenile Detention Probation Officer, Travis County Juvenile Probation Department, Austin, TX. September 1989 to June 1991.

- Direct supervision and counseling of juveniles in the detention facility.

Patricia Garcia

819 Brook Meadow Trail, Cedar Park, Texas 78613

(512) 636-2578 (cell), pgarcia40@austin.rr.com

OBJECTIVE

Seeking a challenging & team-work oriented position in an environment where serving our youth and communities are priorities.

PROFILE

- Over twelve years in management and program development.
- Diligent and detail oriented with concise report writing background.
- Bilingual with a collaborative multi-agency involvement work experience.
- Strong teamwork & multi-task skills in a stressful & fast pace environment

CAREER HIGHLIGHTS

- TCJP Internal Investigator • Safety & Security Committee Chair • JJAT Member
- Supervisor of the Year 2000 • JPO of the Year 1998
- Oversight and Development of the Following Programs:
Sex Offender, Sanction Supervision & Operation Safe Streets

EXPERIENCE

Residential Services Division Manager

October 2012-Present

- Assist in oversight of the Residential Services staff, program and facility.
- Oversee management & staff, including hiring, training, performance evaluation, & disciplinary action.
- Assist in planning, developing, implementing and ensure compliance with policies, procedures, goals and objectives of the division.

Casework Manager

1999-2012

- Supervised the Intensive Supervision Unit (ISP) consisting of seven (7) certified Juvenile Probation Officers and a Lead Officer which provided supervision and case management services to high risk youth offenders.

- Provided oversight of the daily operations to include managing, developing and evaluating employee's performance.
- Monitor and ensure compliance with department policies, procedures, state and federal laws and overall goals and objectives of the department.
- Oversee, evaluate and research programs that include analyzing operations and facilitating staff meetings, chair committees and other administrative functions as needed.
- Prepare program and investigative reports that may include recommendations for policy changes, program revisions and/or implementations.
- Participate in collaborative efforts with internal and community agency to meet client and/or department functions. Previous oversight of the GPS Monitoring program.

JUVENILE PROBATION OFFICER, ISP & SR. JPO

1991-1999

- Caseload supervision of Adjudicated clients placed on probation in the community or Residential facilities.
- Assistant to Casework Manager in completing administrative duties that consisted unit Oversight in absence or unavailability of the Casework Manager.
- Conducted training, unit meetings, staff audits, and oversight of the electronic monitor program, ISP competency groups and program.

EDUCATION

- Texas State University (formerly SWT), August 1984-August 1986, San Marcos, Texas
- Bachelor's Degree in Criminal Justice in Corrections and Minor in Sociology

SKILLS

- Management experience in Supervisory Principles and Practices.
- Investigative and Interview Skills.
- Problem Solving and Decision Making.
- Knowledge of Standards, Policies, Practices, State and Federal Laws.
- Ability to Understand, Interpret, and Explain Policies, Concepts and Rules.
- Verbal and Written Communication to include Presentations in English & Spanish.

REFERENCES

- Available upon request

Cory J. Burgess

811 West Slaughter Lane #3611

Austin, Texas 78748

(512)-791-1343

coryburgess@hotmail.com

EDUCATION: The Florida State University – Tallahassee, Florida
Bachelor of Science - Political Science
Minor – Sociology

The Wilmington University – Wilmington, Delaware
Master’s Degree – Administration of Justices

LEADERSHIP EXPERIENCE:

Travis County Juvenile Probation Department (May 2012 to present)

2515 South Congress Avenue

Austin, Texas 78704

Position: Director for Detention Services Division

- Directs, plans, organizes, implements, monitors and evaluates the overall operations, staff and functions of the Detention Services Division for Travis County Juvenile Probation Department. Directs and ensures conformity with State of Texas and Federal laws and guidelines, and policies and procedures for health, safety and welfare of juveniles.
- Directs and coordinates the overall administration of a Pre-Adjudicated Residential facility for boys and girls. (120 beds)
- Develops division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Seeks and creates opportunities for improved performance, learning and development of staff and addresses problems or conflicts. Oversees and participates in development of division policies, procedures, goals and objectives.
- Prepares and reviews fiscal, administrative and statistical reports and interprets findings.
- Prepares and administers division Budget (\$6.9 million per year). Monitors and approves all budget expenditures to ensure consistently with system goals and objectives.

Travis County Juvenile Probation Department (April 2010 to May 2012)

2515 South Congress Avenue

Austin, Texas 78704

Position: Director for Residential Services Division

- Directed, planned, organized, implemented, monitored and evaluated the overall operations, staff and functions of the Residential Services Division for Travis County Juvenile Probation Department. Directed and ensured conformity with State of Texas and Federal laws and guidelines, and policies and procedures for health, safety and welfare of juveniles.

- Developed division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Sought and created opportunities for improved performance, learning and development of staff and addresses problems or conflicts.
- Oversaw and participated in development of division policies, procedures, goals and objectives.
- Prepared and reviewed fiscal, administrative and statistical reports and interprets findings. Evaluated programs, procedures and practices within the Residential Services Division.
- Prepared and administered division Budget (\$5.6 million per year). Monitored and approved all budget expenditures to ensure consistently with system goals and objectives.
- Directed and coordinated the overall administration of a Post Adjudicated Residential facility for boys and girls. (118 beds)
- Supervised and provided guidance for Male and Female Youth Halfway Houses (24 beds)
- Supervised Juvenile Re-Entry/Aftercare Program.
- Supervised Division's Juvenile Probation Officer Team
- Supervised Division's with the implementation of evidence based practices to include: Thinking for a Change, Pathways to Self-Discovery and Choices, and Aggression Replacement Training.

Price Halfway House for Girls - Global Youth Services, Inc. (June 2009 to April 2010)

2515 Ortiz Avenue

Ft. Myers, Florida 33905

Position: **Executive Director**

- Directed and coordinated the overall administration of a juvenile residential facility contracted with the State of Florida Department of Juvenile Justice.
- Oversaw the start up of a new residential juvenile facility with direct responsibilities of development of all aspects of the program to include, case management, medical, mental health, behavior management systems, and education.
- Established and implemented facility operating procedures consistent with departmental guidelines and annually inspect the procedures for compliance.
- Established and maintained a safe, secure and human environment for all residents and staff located within the secure facility.
- Performed routine and unannounced facility inspections to ensure a safe and secure therapeutic environment.
- Lead the program in the start up and development of structured program activities
- Directed the treatment services for moderate risk offenders to include; mental health and substance abuse services, healthcare services, case management, behavior management, and individual and group therapy.
- Performed administrative duties as required to include supervision and training of subordinate personnel; procurement, receipt and payment for goods and services rendered to the facility.
- Responsible for the upholding the Department of Juvenile Justice's mission directive through interaction with all facets of the community, law enforcement, various governmental agencies, judiciary, and private sector representatives.
- Supervised treatment staff in development and compliance with State and Federal guidelines for Behavioral Health Overlay Services (BHOS).
- Functions effectively in a leadership and administrative capacity with the Department of Juvenile Justice's representatives within the Regional structure and state level Administrative Personnel.

- Served as the programs Disaster Coordinator ensuring that facility is in compliance with all Continuity of Operations Plans (COOP) and Disaster Policy. Also coordinated with Local County and City Emergency Management staff.

Global Youth Services, Inc. (November 2008-June 2009)

4705 US Highway 17

Bowling Green, Florida 33834

Position: **Risk Manager**

- Identified critical areas within three residential secure facilities and provide technical assistance to ensure compliance with Global Youth Services, Inc. Policies and Procedures and The Florida Department of Juvenile Justice Administrative Rules.
- Completed program internal investigations for Global Youth Services, Inc. and provide conclusions and/or corrective action plans as needed.
- Conducted audits of Case Management Files, Mental Health/Substance Abuse files , Medical Files, and Safety/Security Systems of three residential facilities to ensure compliance with Global Youth Services, Inc. policies and procedures as well as the Florida Department of Juvenile Justice Administrative Rules.
- Assisted and/or led in the Pre and Post Operational Reviews of new residential contracts awarded to Global Youth Services, Inc.
- Provided Global Youth Services, Inc. Program Administrative Teams with assistance in budgetary, staffing, treatment, and residential issues.
- Provided training to program staff on revisions and additions to Program/and or Company Policies and Procedures.
- Served as Administrative Duty Officer for Global Youth Services, Inc. Residential Facilities in the absence of President/CEO.

Bowling Green Youth Academy - Global Youth Services, Inc. (September 2006-November 2008)

Bowling Green Youth Academy – Diversified Behavioral Health Solutions, Inc. (October 2005 – August 2006)

4705 US Highway 17

Bowling Green, Florida 33834

Position: **Executive Director**

- Directed and coordinated the overall administration of 52 bed (New Beginnings -20 Bed Substance Abuse) and (Bowling Green 32 –Bed Behavioral Health) Department of Juvenile Justice contracted moderate risk secure residential treatment facility.
- Established and implemented facility operating procedures consistent with departmental guidelines and annually inspect the procedures for compliance.
- Established and maintained a safe, secure and human environment for all 52 residents. Performed routine and unannounced facility inspections and maintains a zero escape status.
- Led program and treatment task in implementation of The Florida Department of Juvenile Justice What Works Initiative. Providing group training for Thinking For a Change, Communicating for a Change, and Motivational Interviewing.

- Directed the treatment services for moderate risk offenders to include; mental health and substance abuse services, healthcare services, case management, behavior management, and individual and group therapy.
- Performed administrative duties as required to include supervision and training of approximately 65 subordinate personnel; procurement, receipt and payment for goods and services rendered to the facility.
- Responsible for the upholding the Department of Juvenile Justice's mission directive through interaction with all facets of the community, law enforcement, various governmental agencies, judiciary, and private sector representatives.
- Supervised treatment staff in development and compliance with State and Federal guidelines for the of appropriate Behavioral Health Overlay Services (BHOS) and Residential Substance Abuse Treatment (RSAT) services provided.
- Functioned effectively in a leadership and administrative capacity with the Department of Juvenile Justice's representatives within the Regional structure and state level Administrative Personnel.
- Directed Two Residential Programs in implantation of Evidence Based Treatment Approach.
- Served as the programs Disaster Coordinator ensuring that facility is in compliance with all Continuity of Operations Plans (COOP) and Disaster Policy. Also coordinated with Local County and City Emergency Management staff.

Diversified Behavioral Health Solutions (May 2005-September 2005) Bowling Green, Florida –
Position: Chief of Security/Assistant Program Director, Bowling Green Juvenile Residential Facility & New Beginnings Substance Abuse Youth Academy.

- Responsible for the direct operation of a 52 bed moderate risk secure residential youth treatment facility. Responsibilities included but were not limited to: planning, coordinating, and directing of all activities to include; auditing, safety and security, care and custody, transportation, mental health and substance abuse services.
- Prepared evaluations on the effectiveness of various facility programs and conducted internal quality assurance audits as well as internal investigations of incidents that required detailed analysis.
- Monitored staffs work schedules to ensure proper supervision needs of the facility were met to include staff to youth ratio requirements mandated by the Department of Juvenile Justice's Residential Service Manual as well as the program's state contract.
- Ensured that the program's safety and security functions of the facility are in compliance with the Department's Security Audit Instrument.
- Assisted and facilitated any departmental requested investigation by internal/external agencies with a specified time frame.
- Responsible for prioritizing various work loads as well as completing various reports, communicate effectively by facilitating monthly meetings with direct care worker supervisors and direct care workers.

OTHER JOB EXPERIENCE:

- **Securicor New Century (September 2004 – April 2005) Polk Juvenile Correctional Facility – Case Manager (High Risk Secure Residential Facility)**
- **Correctional Service Corporation/Youth Services International (July 2003 – July 2004) Blackwater STOP Camp/Santa Rosa Juvenile Residential Facility – Case Manager – (Moderate Risk Residential Facility)**
- **Ramsay Youth Services (April 2003 – June 2003) Bartow Youth Training Center – Lead Case Manager (High Risk Secure Juvenile Residential Facility)**

- **Correctional Service Corporation** (December 2001 – March 2003) Bartow Youth Training Center
– **Case Manager** –(High Risk Secure Residential Facility)

CERTIFICATIONS/TRAININGS:

- Adult First Aid and CPR responder certified
- Handle with Care Restraint
- Certified Juvenile Probation Officer
- Certified Juvenile Supervision Officer
- Motivational Interviewing
- Thinking for a Change
- Arise Life Skills Instructor

References provided upon request:

Maya Noronha Duff

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000 San Marcos St.; Apt. 375; Austin, TX 78702

Home: 512-212-4634/Work: 512-854-7046

EXPERIENCE: **Travis County Juvenile Probation Department** Austin, TX August 2012-present
Grant Coordinator

- Administer local, state, and federal grants through written proposals and reports, budget control, reporting, and formal/informal correspondence
- Consistently research available funding opportunities, create grant opportunity overviews, and distribute to staff to determine interest
- Develop and write grant proposals; move grant proposals through all County processes, including agenda requests, approval, award, acceptance, and submission
- Lead strategic planning meetings with program staff to plan and prepare grant proposals and to implement grant activities
- Lead grant training workshops for department staff

DePaul University Chicago, IL October 2008-August 2011
Grants and Contracts Specialist, Office of Sponsored Programs and Research

- Guided faculty members through all steps of the pre-award process to ensure compliance with University and agency guidelines and regulations
- Submitted 5-6 federal and non-federal grant opportunities per month; requested approximately \$3 million in funding per month
- Worked with professors from all departments of the University to obtain roughly \$5 million in grant funding
- Researched funding sources and kept faculty informed about available and relevant opportunities and changes in agency guidelines

Alliance for Catholic Education Memphis, TN June 2005- June 2007
St. Paul School; Little Flower Primary School
Teacher, 2nd grade

- Taught all subjects to second graders in inner-city Memphis
- Increased students' standardized test scores in reading and math; one student rose from the 1% to the 35% in math
- Recruited Memphis professionals to speak to class about career aspirations and opportunities
- Tutored students after school to ensure that all students were reading fluently by the end of the school year

INTERNSHIP: **Healthy Schools Campaign** Chicago, IL September 2010-June 2011
Intern

- Created a best practices guide for Chicago Public Schools teachers to incorporate physical activity into their classrooms
- Organized Fit to Learn workshops for local teachers to educate them about ways to create healthier classrooms
- Compiled resource lists distributed at workshops to empower teachers to make healthy changes to their classrooms throughout the year
- Created and led "train the trainer" presentation on educating other teachers about creating healthy classrooms

SERVICE: **Highsight** Chicago, IL August 2008-May 2011
Mentor

- Mentored and tutored high school students from low-income neighborhoods in Chicago
- Planned and publicized fundraising events through Facebook, email, print media, and word of mouth

Christel House International Bangalore, India November 2007- May 2008
Volunteer Teacher

- Taught remedial language arts and math to students in grades one through six
- Led a team that designed the curriculum for the remedial language arts program in a school that educates, feeds; and clothes 800 children from the slums of Bangalore
- Co-established a basketball team for ninth grade boys

EDUCATION: **DePaul University** Chicago, IL June 2011
Master of Public Health (with distinction)

University of Notre Dame Notre Dame, IN May 2005
Bachelor of Arts, Psychology
Master of Education through Alliance for Catholic Education Program May 2007

LANGUAGES: Spanish: Conversational; Portuguese: Beginning

Financial Management

- Directed the financial activities associated with the business administration of staff, procurement, contracts, institutional financial programs, government grants, state appropriations and hospital revenue.
- Develop and implement financial policies associated with grant awards, clinical management, and tracking.
- Plan, assist in preparing prepare and managing the county's \$800M annual budget.
- Directs the planning, development, implementation and administration of business and financial services, which include financial, and human resources management, procurement and contract administration, endowments, and management of University/Division business services groups.
- Create financial analysis and variance reports for operating and grant budgets for all institutional departments.
- Forecast and analyze operating budgets for all institutional departments
- Develop and maintain a financial system to efficiently and proactively monitor fund balances, personnel and budget end dates for all divisions and hospital operations, institutional grants, state appropriated funds, restricted funds, donor and governmental as well as private sponsored grants and contracts, and clinical activity revenue cycle.
- Knowledge of state and federal academic regulations and financial processes.
- Medicaid contracting, practice operations, managed care and the healthcare environment and academic finance.

Human Resource Management

- Manage directly or indirectly up to 22 personnel to include recruitment, evaluation and disciplinary actions
- Provides planning for department management including assistance in planning job and funding for employee actions, equipment, materials and facility changes
- Assisted the Vice President's office with data and reporting requirements to evaluate division/department chairman
- Interpreted university policies and procedures and trained staff on all institutional mandated policies.
- Served on institutional committees in which provided assistance in the implementation of organization decisions, writing policy statements and generating customized reports.
- Risk Management

Project Management

- Directs the overall operations of the Vice President's office, review outcomes of operational projects, ensuring that departmental vendors are fulfilling their contractual obligations, allocating resources for greater departmental effectiveness and efficiency.
- Identified and structured relevant intellectual property for prospective licenses.
- Plan space allocation, space utilization, new laboratory facility design, implement modifications and managed new construction
- Conduct process improvement and problem solve on institutional projects.
- Develops, maintains and communicates project documentation, including project definition, schedules, milestones and budget plans.
- Served as team leader on institutional projects, responsible for assigning individual responsibilities and coordinating activities to team members.
- Responsible for timely completion of projects including ensuring milestones are met and financial controls are overseen and achieved.
- Trained in process improvement methodologies -Six Sigma Greenbelt & Blackbelt.

EDUCATION

Master's in Business Administration (Finance) *University of Houston, December 2004*

Master of Science (Chemistry) *University of Houston, May 1999*

Bachelor of Science (Chemistry) *University of Houston, December 1996*

Associate of Arts (Mathematics) *San Jacinto College, May 1993*

Work Experience

Lead Accountant, Travis County

Juvenile Probation Department

December 2012- Present

- Plan, assist in preparing prepare and managing the county's \$800M annual budget.
- Forecast and analyze operating budget for all Divisions, Grants, state and county appropriations.
- Assist in the preparation and management of bond issuance for county projects.
- Manage all financial operations of the County Commissioners, reviews outcomes of operational projects, ensuring that departmental vendors are fulfilling their contractual obligations, allocating resources for greater departmental effectiveness and efficiency.
- Provides planning for county wide department management, including assistance in planning job and funding for employee actions, equipment, materials, and facility changes.
- Provide guidance to all responsible parties submitting grants as to all rules and policies associated with each agency pertaining to the grant submission and management.
- Monitors, manages and provided reports on financial activity of all budget areas.
- Responsible for process improvement and new system development.
- Provide ad-hoc reporting from all systems within the county.
- Responsible for monitoring and reporting on all currently funded grants.
- Monitor and maintain the financial activities associated with the academic activities of the county's juvenile probation department.

Director, UT MD Anderson Cancer Center

Office of Administration

July 2008 – August 2012

- Directs the planning, development, implementation and administration of business and financial services, which include financial, and human resources management, procurement and contract administration, endowments, and management of University/Division business services groups.
- Leadership role on Functional team of the Resource Information Management System (RIMS) for strategic planning of the growth of the institutional research enterprise.
- Monitor and manage finances of The Research Administration Office (RAO), including the development and implementation of the annual budget.
- Monitors, manages and provided reports on financial activity of all budget areas, including Educational & General Fund, Physician Referral Service, and University Cancer Foundation revenue accounting.
- Forecast and analyze operating budget for Research finance and internal funding programs.
- Directs the overall operations of the Vice President, reviews outcomes of operational projects, ensuring that departmental vendors are fulfilling their contractual obligations, allocating resources for greater departmental effectiveness and efficiency.
- Provides planning for department management, including assistance in planning job and funding for employee actions, equipment, materials, and facility changes.
- Responsible for process improvement and new system development.
- Manage directly or indirectly up to 21 personnel to include recruitment, evaluation and disciplinary actions
- Provides planning for department management including assistance in planning job and funding for employee actions, equipment, materials and facility changes
- Served as Project Manager on Institutional and UT System projects.

Program Director
UT MD Anderson Cancer Center
Genitourinary Oncology Research
September 2007 –July 2008

- Supervised department personnel in appropriate laboratory procedure and compliance, as well as clinical trial planning.
- Organized the coordination of clinical trials on new drugs, licensing agreements, and intellectual property for Genitourinary Medical Oncology.
- Developed and maintained Good Laboratory Practice (GLP) and Good Manufacturing Practice (GMP) procedures to support product development.
- Prepared and submitted Investigational New Drug (IND) documents.
- Collaborated with legal department on execution of collaboration and partnership agreements with academic and corporate partners.
- Identified and structured relevant intellectual property for prospective licensees.
- Coordinated with the Office of Technology commercialization and the Office of Regulatory Affairs to optimize the protection of intellectual property.

Management Analyst
UT MD Anderson Cancer Center
March 2006-September 2007

- Created financial analysis and variance reports for the development of research Education & Grant budget.
- Created financial analysis and executive summaries for the division of pathology on clinical revenue and expenses.
- Maintained and reconciled division budget of approximately \$260 million.
- Developed and maintained a research financial system to efficiently and proactively monitor funds balances, personnel and budget end dates for Division Principal Investigators to include start-up funds, Institutional research Grants, incentive funds, restricted funds, donor and governmental as well as private sponsored grants and contracts.
- Collaborated with individual principal investigator's to assist in maintaining financial compliance.
- Analyzed financial operations and made recommendations for policy and/or procedural change.
- Served on projects teams for Division of Pathology Projects.

Manager, Research Institute
Miami Children's Hospital
April 2005- March 2006

- Managed and maintained research fiscal accounts and budget.
- Budget capital equipment for research institute.
- Managed and evaluated research personnel.
- Planned space allocation, space utilization, new laboratory design, implement modifications and managed new construction.
- Managed the central office to setup and implemented and monitor new and ongoing clinical trials.
- Negotiated budgets for clinical research studies with Principal Investigators.
- Negotiated budgets for new clinical studies with sponsors.
- Negotiated contracts with Pharmaceutical companies on associated clinical studies.
- Maintain all regulatory documentation related to human and animal studies.
- Managed building and laboratory safety regulation and compliance.
- Served on Process improvement team, Six Sigma Black belt trained.

Laboratory Manager
University of Texas MD Anderson Cancer Center
October 2001-April 2005

- Administered and managed laboratory operating budget.
- Managed and evaluated laboratory personnel to include 15 postdoctoral scientist, 3 pre-doctorial researchers, and 3 laboratory technicians.
- Managed and reconciled \$3 million research laboratory operating and grant budgets.
- Negotiated and managed vendor contract for laboratory equipment and supplies.
- Collaborated with SVP-CAO Facilities Operations in planning, designing, and improving laboratory space.
- Coordinated necessary training for all laboratory personnel to comply with the institutional guidelines.
- Maintain laboratory research protocols, safety & operating procedures and documentations.

Laboratory Supervisor/Chemist
Ethyl Chemical Corporation
October 1994-October 2001

- Managed annual operating budget for laboratory of \$4.0 million.
- Planned capital budget for laboratory equipment.
- Managed and assigned workload for all laboratory personnel.
- Maintained laboratory information database system.
- Purchased and maintained laboratory equipment and supplies.
- Ensured quality inspection and testing of laboratory equipment.
- Implemented and managed quality control programs (SPC, ISO9000, Six Sigma Green Belt, QS9000, MVT).
- Managed wastewater analysis and documentation.
- Ensured compliance for EPA & TNRCC documentation audits and inspections.
- Developed improved processes for standard operating analytical procedures.
- Supervised and implemented work load for laboratory personnel.
- Provided technical support for plant processes and Customer Requirements.
- Participated labor-management committees.
- Implemented and processed disciplinary and grievance policy.
- Conducted safety program for laboratory operations (JSA, PHA, RCA, FMEA)
- Operate and maintain analytical equipment, Inductively Coupled Plasma, Mass Spectroscopy, Gas Chromatography, High Performance Liquid Chromatography, Infrared Spectroscopy, Ultraviolet spectrophotometer, Atomic Absorption Spectroscopy.

Travis County does not have pending applications within the last 12 months for federally funded assistance that include requests for funding or support the same project being proposed under this solicitation and will work to cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.