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

There are no matching funds associated with items A, D, & E. Item B requires a 10% county cost share, to be covered internally by the continued assignment of an existing position to the drug court. Item C requires a county match of \$259,000 in the second year of the grant, to be covered internally using \$184,420 in service dollars and \$74,580 of an existing position's salary and benefits.

## **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Leslie Browder  
David Salazar

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE

FY 2014

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

Application	Dept. Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
<b>A</b>	145 Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/14 - 07/31/15	\$43,569	\$12,244	\$0	\$0	\$55,813	1.00	R	MC	6
<b>Contracts</b>											
<b>B</b>	145 Drug Court and In-Home Family Services	09/01/13 - 08/31/14	\$162,000	\$18,007	\$0	\$0	\$180,007	0.20	R	MC	31
<b>C</b>	158 Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	R	EC	44
<b>D</b>	120 Electronic Transmission of Ballot Portal	09/30/14 - 12/31/18	\$19,950	\$0	\$0	\$0	\$19,950	0.00	R	S	52
<b>E</b>	137 Vision Summit	01/01/13 - 10/31/13	\$78,147	\$0	\$0	\$0	\$78,147	0.00	R	MC	66

**PBO Notes:**

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed

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

- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

**FY 2014 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, 2013, 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
			\$0	\$0	\$0	\$0	\$0	-	

\*Amended from original agreement.

**FY 2014 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, 2013.*

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
124	Travis County Veterans's Court	09/01/13 - 08/31/14	\$185,919	\$0	\$0	\$0	\$185,919	2.00	10/1/2013
137	2010 Byrne Justice Assistance Grant*	10/01/2009 - 03/31/14	\$114,285	\$0	\$0	\$0	\$114,285	0.00	10/1/2013
139	Travis County Adult Probation DWI Court/SAMHSA	09/30/13 - 09/29/14	\$101,270	\$0	\$0	\$0	\$101,270	1.30	10/1/2013
139	Travis County Adult Probation DWI Court/OOG	09/01/13 - 09/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	10/1/2013
142	Drug Diversion Court	09/01/13 - 08/31/14	\$132,585	\$0	\$0	\$0	\$132,585	0.00	10/1/2013
			<b>\$762,519</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$762,519</b>	<b>7.30</b>	

\*Amended from original agreement.

FY 2014 Grants Summary Report

Permission to Continue

Amount requested for PTC

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
158	AmeriCorps Grant Program	08/01/13 - 07/31/14	\$100,540	\$7,300	\$107,840	31.00	9/30/2013	7/30/2013	No
119	Family Violence Accelerated Prosecution Program	09/01/2013 - 08/31/2014	\$13,150	\$0	\$13,150	1.00	10/31/2013	8/27/2013	No
119	Other Victim Assistance Grant Program	09/01/2013 - 08/31/2014	\$9,286	\$0	\$9,286	1.00	10/31/2013	8/27/2013	No
122	Family Drug Treatment Court	09/01/2013 - 08/31/2014	\$5,422	\$0	\$5,422	1.00	9/30/2013	8/27/2013	No
124	Veterans' Court Program	09/01/2013 - 08/31/2014	\$13,801	\$0	\$13,801	2.00	10/31/2013	8/27/2013	No
137	Child Abuse Victim Services Personnel Program	09/01/2013 - 08/31/2014	\$8,852	\$0	\$8,852	1.00	10/31/2013	8/27/2013	No
142	Drug Diversion Court Program	09/01/2013 - 08/31/2014	\$10,376	\$0	\$10,376	1.00	10/31/2013	8/27/2013	No
145	Juvenile Accountability Block Grant Local Assessment Center Program	09/01/2013 - 08/31/2014	\$9,800	\$0	\$9,800	1.00	10/31/2013	8/27/2013	No
145	Trauma Informed Assessment and Response Program	09/01/2013 - 08/31/2014	\$5,966	\$0	\$5,966	0.50	10/31/2013	8/27/2013	No
145	Austin/Travis County Integral Care Community Partners for Children Coordinator	09/01/2013 - 08/31/2014	\$10,250	\$0	\$10,250	1.00	10/31/2013	8/27/2013	No
145	Texas Juvenile Justice Department Grants	09/01/2013 - 08/31/2014	\$405,477	\$0	\$405,477	72.00	10/31/2013	8/27/2013	No
139	Adult Probation DWI Court	09/01/13 - 08/31/14	\$52,519	\$0	\$52,519	4.00	11/30/2013	9/10/2013	No
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$13,801	\$0	\$13,801	2.00	10/31/2013	9/24/2013	No

FY 2014 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Amount requested for PTC Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	PTC Approval Date	Has the General Fund been Reimbursed?
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$5,566	\$0	\$5,566	1.00	10/31/2013	9/24/2013	No
145	Residential Substance Abuse Treatment Program	10/01/13 - 09/30/14	\$10,098	\$0	\$10,098	1.67	11/30/2013	9/24/2013	No
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$22,909	\$0	\$22,909	1.00	12/31/2013	9/24/2013	No
<b>Totals</b>			<b>\$697,813</b>	<b>\$7,300</b>	<b>\$705,113</b>	<b>122.17</b>			



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

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

<b>Grant Title:</b>	Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program		
<b>Grant Period:</b>	From: <input type="text" value="Jul 1, 2014"/>	To: <input type="text" value="Jul 31, 2015"/>	
<b>Fund Source:</b>	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input checked="" type="checkbox"/>
<b>Grantor:</b>	Meadows Foundation		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Originating Grantor:</b>			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 43,569	\$ 12,244	\$ 0	\$ 0	\$ 55,813
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 43,569</b>	<b>\$ 12,244</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 55,813</b>
FTEs:	1.00	0.00	0.00	0.00	1.00

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

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

6



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 Interns trained	n/a	n/a	1	1
2.	Average caseload per intern	n/a	n/a	12	12
3.	Average number of group therapy sessions led per intern	n/a	n/a	120	120
+ - Measures for the Grant					
1.	Number of interns in program	n/a	n/a	1	1
Outcome Impact Description		Psychologists-in-training will provide services and receive specialized training in working with the youth and families of Travis County.			
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

**PBO Recommendation:**

The Juvenile Probation Department is requesting approval to submit a new grant application to the Meadows Foundation, to help fund an internship program to serve the Department's high risk youth and their families. This grant will supplement a doctoral level internship program that is already operational in the Department and is funded by a five-year grant from the Hogg Foundation for Mental Health. The total grant is \$55,813, with a County Cost Share of \$12,244. The Juvenile Probation Department plans to provide this cost share using internal cost savings related to the services provided by the interns in this program.

The Department intends to seek both internal and external funds starting in 2016 to continue the internship program.

PBO supports approval of this grant application request.

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

This grant is part of a broader project that was approved by Commissioner's Court in September 2011. The internship program provides trainees with exposure to a broad continuum of care, which includes intake into the juvenile justice system, deferred prosecution programs, detention and court services, residential placement, and community interventions. Interns have the opportunity to provide therapeutic services and develop expertise in working with a unique and culturally diverse population. There is a great need for effective mental health services for youthful offenders throughout the state. By offering comprehensive training in assessment and clinical intervention, the internship program will provide psychologists-in-training with the tools necessary to promote such services throughout the Texas juvenile justice system. Funding from the Meadows Foundation will be used to supplement a multi-year grant awarded by the Hogg Foundation for Mental Health in September 2011. \$43,569 is requested from the Meadows Foundation to support one intern during 2014-2015.

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

Long term County funding over the five years is \$99,779. We are currently in year 3 of this program; county funds from years 1 through 5 will be \$936, \$2,722, \$5,267, \$12,244, and \$78,610 respectively. Juvenile Probation will look for other grant and local resources to continue the program.

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.

Match is required. Juvenile Probation will fund internally with cost savings from contractual psychological evaluations completed by the interns and supervised by Psychologist staff members.

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

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

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

When grant funding is exhausted in August 2016, the Department intends to request funding for the services via proposals submitted to the Federal and State government, as well as private foundations. The County will have an opportunity in the future to invest in the Travis County Internship program.

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

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

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

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

The Travis County Commissioner's Court approved the community plan, entitled--"Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY 2012 - FY 2015," on December 6, 2011. Nearly 30 Travis County government agencies including Travis County Juvenile Probation Department, school districts, and nonprofit organizations participated in developing the Community Plan. This project addresses priority C from the juvenile justice section. Priority C states: "Travis County is in need of services and programming for youth with mental health/co-occurring disorders and substance abuse problems."



## TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

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

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

TO: Aerin Toussaint, PBO  
Budget Analyst

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

THROUGH: *Maya Duff*  
Maya Duff  
Grant Coordinator

SUBJECT: Meadows Foundation Grant Application for the Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program

DATE: September 20, 2013

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Travis County Juvenile Probation is submitting an application for funding from the Meadows Foundation for the Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program. Funds from this grant will be used in conjunction with funds from the Hogg Foundation for Mental Health to establish a pre-doctoral internship program at TCJPD. \$43,569 is requested from July 1, 2014-July 31, 2015 to fund one intern.

The goal of the Travis County Juvenile Probation Pre-Doctoral Internship Program is to create a comprehensive training center that promotes the education and eventual licensure of psychologists in Texas. By July 2014, TCJPD plans to offer four internships to pre-doctoral psychology students; one of these four internships is supported by this request for funding.

Please review this item and place it on the **October 8th** 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  
Darryl Beatty  
Dr. Erin Foley  
Sylvia Mendoza  
Lisa Eichelberger  
Grant File

# THE MEADOWS FOUNDATION

## GRANT APPLICATION

While no standard application form is required for applying for a grant from The Meadows Foundation, this *optional* form includes all the information requested in the Grant Application Guidelines. You may download this form, fill in the appropriate information using your own word processing software, and submit it through email or U.S. Mail to the address given at the end of this document. As a reminder, The Meadows Foundation can distribute grants only to qualified public entities or 501(c)(3) charities.

<b>Contact Name &amp; Title:</b>	Maya Duff, Grant Coordinator
<b>Organization Name:</b>	Travis County Juvenile Probation Department
<b>Address:</b>	2515 South Congress Ave.
<b>City:</b>	Austin
<b>State:</b>	TX
<b>Zip Code:</b>	78704
<b>Phone:</b>	512-854-7046
<b>Fax:</b>	512-854-7093
<b>E-mail address:</b>	<a href="mailto:Maya.Duff@co.travis.tx.us">Maya.Duff@co.travis.tx.us</a>
<b>Website address:</b>	<a href="http://www.co.travis.tx.us/">http://www.co.travis.tx.us/</a>

### 1. Organization Information:

Travis County Juvenile Probation Department (TCJPD), established in 1957, is charged with processing and adjudicating Travis County youth who violate the law. TCJPD offers services to youth between the ages of 10 and 17 who are involved with juvenile probation. These services include over 30 programs designed to reduce the likelihood that juveniles will re-offend by identifying strengths and targeting specific needs. The majority of youth receiving services through TCJPD are Hispanic (59%) and African-American (24%); almost all come from economically disadvantaged households. Many of the youth have suffered physical, emotional, and sexual abuse or neglect. The most commonly identified mental health concerns amongst youth seen at TCJPD are post-traumatic stress disorder, mood disorders, attention-deficit hyperactivity disorder, conduct and disruptive behavior disorders, and substance related disorders.

TCJPD uses a comprehensive continuum of care that incorporates alternative education, mental health and drug courts, substance abuse services, day treatment programs, in-home family counseling, wrap-around and aftercare services, and numerous collaborations with local partners. Programs include, but are not limited to:

- **Trauma Informed Assessment and Response** to effectively identify juveniles who have experienced trauma and provide appropriate treatment and counseling;
- **Eagle Resource Project** to enhance and expand a continuum of life and vocational opportunities to 15-17 year old juveniles residing in the Intermediate Sanctions Center to allow them to reintegrate successfully back into their communities;

- **Drug Court and In-Home Family Services** to improve the outcome for substance abusing juveniles by improving treatment and family support;
- **Pot of Gold** to allow juvenile offenders to perform community service hours as restitution to victims;
- **Residential Substance Abuse Treatment** to provide safe, secure, and effective interventions to youth in a Department of State Health Services (DSHS) licensed residential treatment program;
- **Juvenile Assessment Center** to provide juveniles with mental health screenings and psychological evaluations that help clarify needs and determine appropriate referrals; and
- **Community Partners for Children** to provide children and families with complex needs a single point of access for information and referrals to community service providers.

The mission of the Travis County Juvenile Probation Department (TCJPD) is to provide for public safety, while effectively addressing the needs of the juvenile offenders, families, and victims of crime. TCJPD is accredited by the American Correctional Association, which is a private, non-profit organization that administers the only national accreditation program for juvenile correctional facilities. It is also a Models for Change site, which is an initiative funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and Casey Family Programs to focus on system-wide reform to hold juveniles accountable for their actions, provide them with rehabilitation services, protect them from harm, increase their life chances, and manage the risk they pose to themselves and to public safety. The divisions of TCJPD include the Domestic Relations Office, Court Services, Probation Services, Detention Services, Residential Services, Treatment and Counseling, and Assessment Services.

The support provided through the Meadows Foundation grant will allow TCJPD to fund an internship position within a doctoral level psychology internship program. This internship program emphasizes effective psychological services for youth and families involved in the Texas juvenile justice system. One of the goals of the program is to successfully obtain accreditation through the American Psychological Association (APA). **An APA accredited internship program at TCJPD will attract well-qualified trainees who wish to remain in or relocate to Texas; these trainees will have the opportunity to gain experience within the juvenile justice setting as they provide needed psychological services to at-risk youth and families.**

Recent accomplishments of TCJPD related to the proposed program include recruiting and providing training for the first two classes of psychology interns and receiving membership into the Association of Psychology Postdoctoral and Internship Centers (APPIC). The program is currently on track with its timeline towards APA accreditation.

**2. Current Financial Information:**

**Tax Exempt Status:** As a government agency, TCJPD is exempt from taxes. However, there is no certificate to document this.

**Certified Audits:** See Attachment A, B, and C; related pages are:

- Attachment A - CAFR FY10: Pages OSI 31 and 35
- Attachment B - CAFR FY11: Pages OSI 31 and 35
- Attachment C - CAFR FY12: Pages OSI 31 and 36-37

**3. Current Operating Budget and Year-to-Date Financial Statements:**

**Current Operating Budget:** See Attachment D. More detail can be provided upon request.

**Year-to-Date Financial Statements:** These documents will be released to the public in early 2014 at which point they can be provided if necessary. Upon approval of this grant, the resulting contract will be signed by Judge Samuel T. Biscoe (County Judge) and Chief Estela P. Medina (Chief Juvenile Probation Officer).

4. **Market and Customers:** All juveniles served by TCJPD are from Travis County, Texas. The following statistics refer to July 1, 2012-June 30, 2013.

<b>Demographic Category</b>		
<b>Gender</b>	Female	952
	Male	3,048
	<b>Total</b>	<b>4,000</b>
<b>Ethnicity</b>	Asian	18
	African American	922
	Hispanic	2,442
	Caucasian	574
	American Indian	2
	Other	42
	<b>Total</b>	<b>4,000</b>
<b>Age</b>	10	22
	11	57
	12	196
	13	487
	14	735
	15	1,029
	16	1,260
	17	204
	Over 18	10
	<b>Total</b>	<b>4,000</b>

The table below contains statistics for TCJPD's Intermediate Sanctions Center from July 1, 2012-June 30, 2013.

<b>Demographic Characteristics of Juveniles Served</b>		<b>Number</b>	<b>Percent</b>
<b>Race</b>	African American	55	26%
	Caucasian	21	10%
	Hispanic	136	64%
	Other	2	1%
	<b>Total</b>	<b>214</b>	<b>100%</b>
<b>Sex</b>	Female	25	12%
	Male	189	88%
	<b>Total</b>	<b>214</b>	<b>100%</b>
<b>Age at Start</b>	12 yrs	2	1%
	13 yrs	10	5%
	14 yrs	46	22%
	15 yrs	42	20%
	16 yrs	91	43%
	17 yrs	23	11%
	<b>Total</b>	<b>214</b>	<b>100%</b>

TCJPD does not keep statistics on the socioeconomic status of youth.

## 5. Description of the Proposed Program:

### Statement of Need

Approximately 70 percent of youth involved in the juvenile justice system experience mental health disorders (Teplin, Abram, McClelland, Dulcan, & Mericle, 2002; Shufelt<sup>1</sup> & Cacoza, 2006<sup>2</sup>). Despite this prevalence, only 15-30% of juveniles with a mental health disorder receive treatment while in detention (Grisso, 2008)<sup>3</sup>. The current economic climate and subsequent challenges facing local and statewide agencies suggest that the juvenile justice system will increasingly become the means through which many Texas youth with mental health issues are identified and receive services. Given this scenario, there is a great need to develop psychological services and expertise to meet the needs of this unique population. Travis County Juvenile Probation Department (TCJPD) seeks to establish an APA accredited internship site to address this need.

There is a lack of APA accredited internship sites for those interested in working with adolescent forensic populations. Further emphasizing the need for TCJPD's internship site, the state of Texas and particularly the city of Austin has a lack of internship opportunities. This is disproportionate to the number of students who receive their training in Texas and represents a missed opportunity for retaining those students. While the University of Texas at Austin offers three APA accredited clinical doctoral programs, for example, there is currently only one APA accredited internship site in Austin.

### Addressing the Need

To address this missed opportunity TCJPD implemented an internship program through funding from the Hogg Foundation for Mental Health in September 2011. This training program, which is currently offering 3 internships for 2013-2014, emphasizes effective psychological services for youth and families involved in the Texas juvenile justice system. TCJPD seeks funding from the Meadows Foundation to offer a fourth internship for year 4 (2014-2015) of this program. The duties assigned to this intern include maintaining a caseload of 4-6 youth/families at a time and completing mental health assessments and comprehensive psychological evaluations for youth affiliated with juvenile probation.

Each intern will receive at least four hours of individual supervision from the Department's three full-time licensed psychologists and will participate in weekly didactic training on topics related to psychodiagnostic assessment, clinical and professional issues, and cultural diversity. Interns will work with youth who have been placed in Detention or Residential services, as well as those who are coming to the facility to complete psychological evaluations, participate in aftercare services, or attend Mental Health or Drug Court. Interns will attend court hearings and work with staff to develop a full understanding of the juvenile justice continuum. Interns will participate as members of an interdisciplinary team comprised of judges, psychiatrists, psychologists, counselors, teachers, and probation officers. Throughout the year, interns will work alongside clinicians while developing professional and clinical competencies.

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<sup>1</sup> Teplin, L. A., Abram, K. M., McClelland, G. M., Dulcan, M. K., & Mericle, A. A. (2002). Psychiatric Disorders in Youth in Juvenile Detention, *Archives General Psychiatry*, 59, 1133-1134.

<sup>2</sup> Shufelt, M. S. & Cacoza, J. (2006). Youth with Mental Health Disorders in the Juvenile Justice System: Results from a Multi-state Prevalence Study. *National Center for Mental Health and Juvenile Justice*.

<sup>3</sup> Grisso, T. (2008). Adolescent Offenders with Mental Disorders. *Future of Children*, 18(2), 143-164.

All direct care services and internship activities take place through the Travis County Juvenile Probation Department. The training program's two major rotations are: the **Clinical Services Rotation** and the **Assessment Services Rotation**. Interns complete both of these six (6) month rotations during their training year. Throughout each rotation, interns attend court hearings and work with staff to develop a full understanding of the juvenile justice continuum (i.e., intake, assessment, deferred prosecution, detainment, intervention, reentry, and eventual completion of probation).

While on the Clinical Services Rotation, interns provide individual, group, and family therapy to male and female residents in the department's secure residential facility. This facility, known as the Intermediate Sanctions Center (ISC), is home to several treatment programs, including a substance abuse treatment program, a behavioral intervention program, a long-term program for serious youthful offenders, and a sexual behavior treatment program. Each treatment program incorporates an evidence-based curriculum designed to meet the needs of the population. The programs are primarily group-based but also include individual and family therapy. The types of groups provided throughout the ISC are typically process-oriented, psychoeducational, or related to creative or expressive arts. The ISC programs are highly structured and designed to target individualized treatment goals, pro-social decision making, and problem-solving.

Interns on the Clinical Services Rotation carry a caseload of 4-6 residents, conduct group at least three times per week, participate in weekly treatment team meetings, develop and carry out individualized treatment plans, and engage in program development. An essential component of the Clinical Services Rotation entails working and interacting with youth who present with specialized needs, such as specific mental health needs, substance abuse, gang involvement, trauma, or concerns related to teen parenting. Interns on the Clinical Services Rotation may work with the County's Drug Court as needed if the youth on their caseload are part of this model court process.

While on the Assessment Services Rotation, interns conduct mental health assessments and full psychological evaluations for pre- and post-adjudicated youth. These assessments take place in either the department's secure intake area or in the Assessment Services Center. Interns on this rotation also co-lead psychoeducational groups for youth who are on deferred prosecution with the department. In addition, interns work with community partners to help identify appropriate wraparound services for youth and work with County's Mental Health Court. The Mental Health Court is a model court that was created to help keep youth with mental health needs from moving deeper into the juvenile justice system.

TCJPD is seeking APA accreditation for this internship program with the knowledge that an APA accredited training site will draw psychologists-in-training from both local and national doctoral training programs. Ultimately, TCJPD's goal is to create a comprehensive training center that promotes the education and eventual licensure of psychologists in Texas. TCJPD obtained APPIC membership in November 2012 and submitted its application for accreditation to APA in July 2013.



## 6. Targets and Outcomes:

TCJPD's goal is to add a fourth intern, funded by the Meadows Foundation, to its internship program. Funds from the Hogg Foundation for Mental Health will be used to fund the remaining intern positions during the 2014-2015 training year. The growth of the internship program includes a plan for sustainability, with the department expecting to fund intern positions in 2015.

Training Year	Number of Interns	Funding Source
2012-2013	2	Hogg Foundation – 2 intern positions
2013-2014 (current class)	3	Hogg Foundation – 2 intern positions Meadows Foundation – 1 intern position
2014-2015	4	Hogg Foundation – 3 intern positions Meadows Foundation – 1 intern position
2015-2016	4	Hogg Foundation – 2 intern positions TCJPD – 2 intern positions

TCJPD has applied for and been awarded APPIC membership. TCJPD expects to be accredited by APA by 2015; its application for accreditation was submitted to APA in July 2013. With an established internship program, TCJPD will be able to attract psychologists-in-training to Austin and promote the eventual licensure of psychologists in Texas.

Interns will work with youth and families who are affiliated with the juvenile probation department, providing individual, group, and family therapy. The internship training years begin and end in July.

The vital functions of the interns during the training year are:

- To provide direct clinical care to a caseload of approximately 4-6 youth and families while on the Clinical Services Rotation.
- To ensure that youths' behavioral and emotional difficulties are adequately identified and appropriate intervention is implemented.
- To provide crisis intervention services for youth in a timely and thorough manner.
- To ensure that potentially suicidal youth are properly identified and referred to Medical Services for evaluation.
- To provide substance abuse education and treatment to youth with identified substance abuse needs and to provide group interventions at least three times per week while on the clinical services rotation.
- To provide staff development training once per six (6) month rotation on a topic to be selected by the intern in consultation with his/her supervisor.
- To complete all required documentation in accordance with policies and standards.
- To complete psychological evaluations and integrated reports within identified timelines.
- To ensure compliance with professional and other applicable standards.

## 7. Key Individuals:

- Estela P. Medina, Chief Juvenile Probation Officer, Female, Hispanic
- Darryl Beatty, Deputy Chief Probation Officer, Male, African-American
- Britt Canary, Deputy Chief Probation Officer, Male, White
- Erin Foley, Ph.D., ABPP, Training Director, Female, White
- April Owen, Psy.D., Psychologist, Female, White

- Daniel Hoard, Ph.D., Psychologist, Male, White

**8. Specific Dollar Amount Requested from the Foundation and Date Payment is Needed:**

\$43,569 is needed to support one intern during 2014-2015. This payment is needed on July 1, 2014.

\*This budget is higher than initially anticipated when TCJPD applied for funding in November 2012. This is due to the interns being reclassified as full-time employees rather than temporary workers. This categorization strengthens the program, while adding health insurance to the cost of each intern.

**9. Project Budget:**

<b>Detailed Meadows Foundation Budget</b>	
	<b>Year 2: (7/1/2014-7/31/2015)</b>
<b>Expense Categories</b>	<b>Amount</b>
Intern Stipend	\$28,000
Intern Benefits	
FICA	\$1,753
Retirement	\$3,643
WCI (law)	\$415
Medicare	\$410
Health	\$9,348
	<b>\$43,569</b>

The following table details the budget for the total project in 2014-2015, including funds from the Hogg Foundation for Mental Health, TCJPD, and Meadows Foundation. This detailed budget allocates funds requested from the Meadows Foundation according to the fiscal year in which the funds fall.

	<b>Fiscal Year 2015 (9/1/2014- 8/31/2015)</b>
<b>Expense Categories</b>	<b>Amount</b>
Intern Stipends and Benefits	\$143,991
APPIC Membership/APA Accreditation fees	\$7,446
Conference Fees and Travel	\$6,198
Intern Professional Development	\$2,000
Overhead	\$2,000
<b>Total Expenses</b>	<b>\$161,635</b>
<b>Revenue Categories*</b>	<b>Amount</b>
Hogg Foundation	\$105,822
Meadows Foundation	\$43,569
Travis County Juvenile Probation Department	\$12,244
	<b>\$161,635</b>

\*The Meadows total of \$43,569 is for a project period of 7/1/2014-7/31/2015.

**10. List All Entities Asked to Give Financial Support for the Proposed Project:**

TCJPD and the Hogg Foundation for Mental Health have made commitments to this program for the following amounts.

**Hogg Foundation for Mental Health**

- September 2011 – August 2012: \$47,673.29 (actual paid)
- September 2012 – August 2013: \$120,301.93 (actual paid)

- September 2013 – August 2014: \$115,921
- September 2014 – August 2015: \$105,822
- September 2015 – August 2016: \$74,946

#### **TCJPD**

- September 2011 – August 2012: \$936
- September 2012 – August 2013: \$2,722
- September 2013 – August 2014: \$5,267
- September 2014 – August 2015: \$12,244
- September 2015 – August 2016: \$78,610

#### **11. Plans to Support the Project After the Grant Period:**

This program began with a grant from the Hogg Foundation for Mental Health to fund 2 interns. Supplemental Meadows Foundation funds are requested for years 3 (current) and 4 of this grant. These funds will enable TCJPD to fully establish its internship program; upon exhaustion of grant funding, Travis County Juvenile Probation Department plans to seek internal and external funds to continue the program.

#### **12. Plan to Evaluate the Project:**

Ultimately, this program will be evaluated by recruitment and successful hiring of psychology interns, training of interns that is consistent with APPIC guidelines and APA standards, and APA accreditation (expected: 2015).

##### **Recruitment of interns 2014 APPIC Match & Post – Match Vacancy Service**

The department is registered with the National Matching Service (NMS), the organization through which potential interns are matched with internship sites. The department is operating in accordance with the guidelines of APPIC and NMS and will follow the timelines set by these organizations while recruiting interns for the 2014-2015 training year.

##### **Apply for APA accreditation by June 1, 2014; approved for site visit by December 1, 2014; and site visit completed in spring of 2015**

Internship programs that are seeking accreditation by the American Psychological Association cannot apply for accreditation until after their first internship class has completed training. TCJPD submitted its application for APA accreditation in July 2013 following the graduation of the first intern cohort.

The department worked with a consultant to help prepare its self-study and to ensure that the internship program is operating in accordance with APA guidelines and standards. The Department submitted its application for accreditation and anticipates that the APA site visit will occur no later than spring 2015.

#### **13. Update on 2013-2014 Meadows Foundation funded intern and challenges faced so far:**

The 2013-2014 class of interns began TCJPD's internship program on July 15, 2013. Up until this point, their activities have been proceeding as planned. This class includes two interns funded by the Hogg Foundation for Mental Health and one intern funded by the Meadows Foundation. All interns have finished required Departmental training and have begun to carry individual caseloads. They have started to conduct groups with units in Residential Services and have begun to administer Mental Health Assessments.

A challenge that was addressed was changing the intern positions from temporary "Project Workers" to full time positions at Travis County. This change has strengthened and supported the sustainability of the training program by creating a better means of classifying the intern positions. This change will help the department move past challenges that initially arose in the daily operations of the program; i.e., interns will receive vacation and sick time in the same manner that all employees do and tracking/approving the interns' requests for days off will be consistent with other employees and will be easier to monitor within the County system. In addition, having the interns function as full time employees brings with it the opportunity for interns to receive County benefits during the training year, thus alleviating the need to ask interns to obtain their own health insurance for the year. Incorporating this change did result in a budget that is higher than initially anticipated, due to the cost of health insurance.

**14. Please email the grant application and additional documentation to [grants3003@mfi.org](mailto:grants3003@mfi.org) or mail to:**

**Grants Administration Department  
The Meadows Foundation  
3003 Swiss Avenue  
Dallas, Texas 75204-6090**

**214-826-9431, (1-800-826-9431 outside the Dallas area)**  
**214-827-7042 (fax)**  
**[www.mfi.org](http://www.mfi.org)**

# Attachment A

	<u>Budgeted Amounts Final</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b><u>Voter Registration</u></b>			
<b>Revenues:</b>			
Intergovernmental	\$ 175,021	\$ 113,921	\$ (61,100)
Total revenues	<u>175,021</u>	<u>113,921</u>	<u>(61,100)</u>
<b>Expenditures:</b>			
Current:			
General government	175,743	128,112	47,631
Capital outlay	<u>7,256</u>	<u>6,554</u>	<u>702</u>
Total expenditures	<u>182,999</u>	<u>134,666</u>	<u>48,333</u>
Excess (deficiency) of revenues over expenditures	<u>(7,978)</u>	<u>(20,745)</u>	<u>(12,767)</u>
Net change in fund balance	(7,978)	(20,745)	(12,767)
Fund balance - beginning of year	<u>111,995</u>	<u>111,995</u>	<u>-</u>
Fund balance - end of year	<u>\$ 104,017</u>	<u>\$ 91,250</u>	<u>\$ (12,767)</u>
<b><u>Juvenile Fee</u></b>			
<b>Revenues:</b>			
Charges for services	\$ 12,000	\$ 9,135	\$ (2,865)
Investment income	<u>6,606</u>	<u>1,747</u>	<u>(4,859)</u>
Total revenues	<u>18,606</u>	<u>10,882</u>	<u>(7,724)</u>
<b>Expenditures:</b>			
Current:			
Justice system	<u>383,703</u>	<u>-</u>	<u>383,703</u>
Total expenditures	<u>383,703</u>	<u>-</u>	<u>383,703</u>
Excess (deficiency) of revenues over expenditures	<u>(365,097)</u>	<u>10,882</u>	<u>375,979</u>
Net change in fund balance	(365,097)	10,882	375,979
Fund balance - beginning of year	<u>365,820</u>	<u>365,820</u>	<u>-</u>
Fund balance - end of year	<u>\$ 723</u>	<u>\$ 376,702</u>	<u>\$ 375,979</u>

(continued)

	<u>Budgeted Amounts Final</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b><u>Court Reporter Service</u></b>			
<b>Revenues:</b>			
Charges for services	\$ 348,000	\$ 378,023	\$ 30,023
Investment income	4,176	630	(3,546)
Total revenues	<u>352,176</u>	<u>378,653</u>	<u>26,477</u>
<b>Expenditures:</b>			
Current:			
Justice system	<u>419,775</u>	<u>403,393</u>	<u>16,382</u>
Total expenditures	<u>419,775</u>	<u>403,393</u>	<u>16,382</u>
Excess (deficiency) of revenues over expenditures	<u>(67,599)</u>	<u>(24,740)</u>	<u>42,859</u>
Net change in fund balance	(67,599)	(24,740)	42,859
Fund balance - beginning of year	<u>116,085</u>	<u>116,085</u>	-
Fund balance - end of year	<u>\$ 48,486</u>	<u>\$ 91,345</u>	<u>\$ 42,859</u>
<b><u>Juvenile Deferred Prosecution</u></b>			
<b>Revenues:</b>			
Charges for services	\$ 5,000	\$ 7,105	\$ 2,105
Investment income	831	283	(548)
Total revenues	<u>5,831</u>	<u>7,388</u>	<u>1,557</u>
<b>Expenditures:</b>			
Current:			
Justice system	<u>65,876</u>	-	<u>65,876</u>
Total expenditures	<u>65,876</u>	-	<u>65,876</u>
Excess (deficiency) of revenues over expenditures	<u>(60,045)</u>	<u>7,388</u>	<u>67,433</u>
Net change in fund balance	(60,045)	7,388	67,433
Fund balance - beginning of year	<u>60,393</u>	<u>60,393</u>	-
Fund balance - end of year	<u>\$ 348</u>	<u>\$ 67,781</u>	<u>\$ 67,433</u>

(continued)



# Attachment B

	<b>Budgeted Amounts Final</b>	<b>Actual Amounts</b>	<b>Variance with Final Budget Positive (Negative)</b>
<b><u>Voter Registration</u></b>			
<b>Revenues:</b>			
Intergovernmental	\$ 244,060	\$ 112,662	\$ (131,398)
Total revenues	244,060	112,662	(131,398)
<b>Expenditures:</b>			
Current:			
General government	140,165	81,005	59,160
Total expenditures	140,165	81,005	59,160
Excess (deficiency) of revenues over expenditures	103,895	31,657	(72,238)
Net change in fund balance	103,895	31,657	(72,238)
Fund balance - beginning of year	91,250	91,250	-
Fund balance - end of year	\$ 195,145	\$ 122,907	\$ (72,238)
 <b><u>Juvenile Fee</u></b>			
<b>Revenues:</b>			
Charges for services	\$ 7,500	\$ 4,911	\$ (2,589)
Investment income	1,650	2,803	1,153
Total revenues	9,150	7,714	(1,436)
<b>Expenditures:</b>			
Current:			
Justice system	385,690	-	385,690
Total expenditures	385,690	-	385,690
Excess (deficiency) of revenues over expenditures	(376,540)	7,714	384,254
Net change in fund balance	(376,540)	7,714	384,254
Fund balance - beginning of year	376,702	376,702	-
Fund balance - end of year	\$ 162	\$ 384,416	\$ 384,254

(continued)

	<b>Budgeted Amounts Final</b>	<b>Actual Amounts</b>	<b>Variance with Final Budget Positive (Negative)</b>
<b><u>Court Reporter Service</u></b>			
<b>Revenues:</b>			
Charges for services	\$ 366,000	\$ 367,397	\$ 1,397
Investment income	890	1,534	644
Total revenues	<u>366,890</u>	<u>368,931</u>	<u>2,041</u>
<b>Expenditures:</b>			
Current:			
Justice system	431,026	429,021	2,005
Total expenditures	<u>431,026</u>	<u>429,021</u>	<u>2,005</u>
Excess (deficiency) of revenues over expenditures	<u>(64,136)</u>	<u>(60,090)</u>	<u>4,046</u>
Net change in fund balance	(64,136)	(60,090)	4,046
Fund balance - beginning of year	<u>91,345</u>	<u>91,345</u>	<u>-</u>
Fund balance - end of year	<u>\$ 27,209</u>	<u>\$ 31,255</u>	<u>\$ 4,046</u>
<b><u>Juvenile Deferred Prosecution</u></b>			
<b>Revenues:</b>			
Charges for services	\$ 7,000	\$ 7,640	\$ 640
Investment income	239	425	186
Total revenues	<u>7,239</u>	<u>8,065</u>	<u>826</u>
<b>Expenditures:</b>			
Current:			
Justice system	74,951	-	74,951
Total expenditures	<u>74,951</u>	<u>-</u>	<u>74,951</u>
Excess (deficiency) of revenues over expenditures	<u>(67,712)</u>	<u>8,065</u>	<u>75,777</u>
Net change in fund balance	(67,712)	8,065	75,777
Fund balance - beginning of year	<u>67,781</u>	<u>67,781</u>	<u>-</u>
Fund balance - end of year	<u>\$ 69</u>	<u>\$ 75,846</u>	<u>\$ 75,777</u>

(continued)

# Attachment C

	<b>Budgeted Amounts Final</b>	<b>Actual Amounts</b>	<b>Variance with Final Budget Positive (Negative)</b>
<b><u>Voter Registration</u></b>			
<b>Revenues:</b>			
Intergovernmental	\$ 200,000	\$ 213,604	\$ 13,604
Total revenues	<u>200,000</u>	<u>213,604</u>	<u>13,604</u>
<b>Expenditures:</b>			
Current:			
General government	277,624	224,475	53,149
Total expenditures	<u>277,624</u>	<u>224,475</u>	<u>53,149</u>
Excess (deficiency) of revenues over expenditures	<u>(77,624)</u>	<u>(10,871)</u>	<u>66,753</u>
Net change in fund balance	(77,624)	(10,871)	66,753
Fund balance - beginning of year	<u>122,907</u>	<u>122,907</u>	<u>-</u>
Fund balance - end of year	<u>\$ 45,283</u>	<u>\$ 112,036</u>	<u>\$ 66,753</u>
<b><u>Juvenile Fee</u></b>			
<b>Revenues:</b>			
Charges for services	\$ 5,800	\$ 3,657	\$ (2,143)
Investment income	1,130	4,688	3,558
Total revenues	<u>6,930</u>	<u>8,345</u>	<u>1,415</u>
<b>Expenditures:</b>			
Current:			
Justice system	391,346	-	391,346
Total expenditures	<u>391,346</u>	<u>-</u>	<u>391,346</u>
Excess (deficiency) of revenues over expenditures	<u>(384,416)</u>	<u>8,345</u>	<u>392,761</u>
Net change in fund balance	(384,416)	8,345	392,761
Fund balance - beginning of year	<u>384,416</u>	<u>384,416</u>	<u>-</u>
Fund balance - end of year	<u>\$ -</u>	<u>\$ 392,761</u>	<u>\$ 392,761</u>

(continued)

	Budgeted Amounts Final	Actual Amounts	Variance with Final Budget Positive (Negative)
<b><u>Court Reporter Service</u></b>			
<b>Revenues:</b>			
Charges for services	\$ 348,890	\$ 372,109	\$ 23,219
Investment income	480	700	220
Total revenues	<u>349,370</u>	<u>372,809</u>	<u>23,439</u>
<b>Expenditures:</b>			
Current:			
Justice system	<u>347,953</u>	<u>345,867</u>	<u>2,086</u>
Total expenditures	<u>347,953</u>	<u>345,867</u>	<u>2,086</u>
Excess (deficiency) of revenues over expenditures	<u>1,417</u>	<u>26,942</u>	<u>25,525</u>
Net change in fund balance	1,417	26,942	25,525
Fund balance - beginning of year	<u>31,255</u>	<u>31,255</u>	<u>-</u>
Fund balance - end of year	<u>\$ 32,672</u>	<u>\$ 58,197</u>	<u>\$ 25,525</u>

**CSCD Equipment Acquisition**

<b>Revenues:</b>			
Investment income	\$ -	\$ 3	\$ 3
Total revenues	<u>-</u>	<u>3</u>	<u>3</u>
<b>Expenditures:</b>			
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>3</u>	<u>3</u>
Net change in fund balance	-	3	3
Fund balance - beginning of year	<u>1,118</u>	<u>1,118</u>	<u>-</u>
Fund balance - end of year	<u>\$ 1,118</u>	<u>\$ 1,121</u>	<u>\$ 3</u>

(continued)

**PLANNING AND BUDGET OFFICE**  
**TRAVIS COUNTY, TEXAS**



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700 Lavaca, Ste. 1560  
P.O. Box 1748  
Austin, Texas 78767

**MEMORANDUM**

Attachment D

**TO:** Maya Duff, Juvenile Probation Department  
**FROM:** Aerin-Renee Toussaint, Budget Analyst  
**DATE:** November 2, 2012  
**RE:** Grant Budget information

The Planning and Budget Office is still in the process of publishing the FY 13 Adopted Budget.

I understand that you are applying for a grant that requires the Current Operating budget.

Since the final public document is not yet prepared, I've attached the appropriate pages from the FY 13 Proposed Budget (which contains the same numbers as the Adopted Budget), a comparable page from the FY 12 Adopted Budget, and a sheet with the Adopted Budgets history from FY 10-13.

**Adopted Budgets FY 10-13**

	<b>FY 10</b>	<b>FY 11</b>	<b>FY 12</b>	<b>FY 13</b>	<b>Diff FY 13-12</b>
<b>Personnel</b>	\$26,538,166	\$28,571,943	\$28,653,195	\$30,308,096	\$1,654,901
<b>Operating</b>	\$4,493,902	\$4,449,148	\$5,090,319	\$5,316,009	\$225,690
<b>CAR (Capital)</b>	\$817,000	\$187,933	\$232,933	\$294,618	\$61,685
<b>Fund Total</b>	\$31,849,068	\$33,209,024	\$33,976,447	\$35,918,723	\$1,942,276

Fund	Funder	Comma	Commitment Item	FY 2011	FY 2012	FY 2013
Center	Item	Description	Actual	Actual	Proposed	
			Expenditures	Expenditures	Budget	
JvP Dom Rel Off Legal Svcs-GF Total			0	247,068	0	
JvP CAR-JuvSvs GF						
Operating						
0001 1458000001 510230		Ofc Sup/Equip-CO	0	1,157	0	
0001 1458000001 510280		Safety Sup&Eqp	0	0	211,725	
0001 1458000001 510310		Software	0	4,580	0	
0001 1458000001 511530		Bldg Reprs&Mnt	103,568	154,101	82,893	
0001 1458000001 520110		CapOut-InstitutnlEqp	31,860	0	0	
Operating Total			135,428	159,838	294,618	
JvP CAR-JuvSvs GF Total			135,428	159,838	294,618	
Juvenile Probation Total			31,786,199	30,437,455	35,918,723	
<b>Emergency Services</b>						
<b>Emrg Svs Tech and Comm-GF</b>						
<b>Personnel</b>						
0001 1470010001 500010		Sal-Elcid/Apptd Ofcl	130,302	0	0	
0001 1470010001 500050		Sal-Reg Emp	267,449	76,805	83,788	
0001 1470010001 503010		Longvty Pay-All Emps	2,856	0	0	
0001 1470010001 505011		Comp Abs	4,140	0	0	
0001 1470010001 506010		FICA Tax-OASDI	22,890	4,581	5,195	
0001 1470010001 506020		FICA Tax-Mdcr	5,658	1,071	1,215	
0001 1470010001 506030		Med Ins Benefit	33,304	5,918	6,755	
0001 1470010001 506040		Life Ins Benefit	435	91	99	
0001 1470010001 506050		Retrmt Contribution	46,751	9,323	10,800	
0001 1470010001 506060		Workers Comp	784	150	163	
Personnel Total			514,569	97,939	108,015	
<b>Operating</b>						
0001 1470010001 510060		Comm Sup&Eqp	43,663	47,952	33,419	
0001 1470010001 510070		CmpEqp & Peripherals	0	60	0	
0001 1470010001 510100		Electrical Sup&Eqp	0	99	0	
0001 1470010001 510200		Ofc Eqp	0	139	0	
0001 1470010001 510220		Ofc Sup	0	15	0	
0001 1470010001 510230		Ofc Sup/Equip-CO	8,333	2,129	0	
0001 1470010001 510310		Software	1,098	0	150	
0001 1470010001 511270		Notary Sv	102	0	0	
0001 1470010001 511530		Bldg Reprs&Mnt	1,619,445	1,569,062	1,849,686	
0001 1470010001 511570		RadiosTVCommReprsMnt	59,843	56,239	88,277	
0001 1470010001 511620		Oth Eqp Reprs&Mnt	952,850	1,013,492	1,013,492	
0001 1470010001 511670		Rent-Oth Mach & Eqp	92	175	150	
0001 1470010001 511700		Cell(Air) Time Usage	2,067	121	1,032	
0001 1470010001 511710		Cell Allowance	1,050	0	360	
0001 1470010001 511720		Long distance	0	0	15	
0001 1470010001 511971		Oth Pur Sv-CO	2,879	0	0	
0001 1470010001 512040		Pf Membership	100	0	275	
0001 1470010001 512090		Rg Confs/Sems	1,150	630	695	
0001 1470010001 512090		Travel-Lodging Meals	1,577	513	1,080	
0001 1470010001 512100		Travel-Mileage	3,360	853	1,534	
Operating Total			2,697,809	2,691,479	2,990,165	
Emrg Svs Tech and Comm-GF Total			3,212,178	2,789,418	3,093,180	
<b>Emrg Svs Fire Marshal-GF</b>						
<b>Personnel</b>						
0001 1470020001 500050		Sal-Reg Emp	431,073	419,515	443,538	
0001 1470020001 500060		Sal-Term Pay Reg Emp	0	6,503	0	

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**Adopted Budgets FY 09-12**

	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>FY 12</b>	<b>Diff FY 12-11</b>
<b>Personnel</b>	\$26,300,290	\$26,538,166	\$28,571,943	\$28,653,195	\$81,252
<b>Operating</b>	\$4,630,933	\$4,493,902	\$4,449,148	\$5,090,319	\$641,171
<b>CAR</b>	\$663,000	\$817,000	\$187,933	\$232,933	\$45,000
<b>Total</b>	\$31,594,223	\$31,849,068	\$33,209,024	\$33,976,447	\$767,423
<b>FTE</b>	435.50	433.50	457.50	457.50	0.00

**FY 12 Budget Issues**

The FY 12 Adopted Budget for the Department includes an increase of \$767,423 which is a 2.3% increase over the FY 11 Adopted Budget.

Highlights of a \$81,252 increase in personnel expense include:

- An increase of \$127,629 for changes in the County's life insurance and retirement contributions for departmental FTE to maintain the same benefit level;
- A net increase of \$51,614 for adjustments to the department's hospitalization budget based on actuarial determined cost of healthcare based on the coverage selected by employees during open enrollment;
- A decrease of \$89,683 from a reallocation from personnel to operating budget within the department's FY 12 budget submission; and
- A decrease of \$8,308 for the removal of one-time salary expenses awarded in FY 11.

Highlights of a \$641,171 increase in operating expense include:

- An increase of \$551,488 to restore temporary reductions related to the plan to mitigate the impact of the reduction of Title IV-E resources. This action is part of a multi-year plan; and
- An increase \$89,683 from a reallocation from personnel to operating budget within the department's FY 12 budget submission.

In addition, the FY 12 Adopted Budget continues a \$250,000 Juvenile Justice Reserve to provide the Juvenile Probation department resources to address some of the challenges from the unsettled issues within the State's Juvenile Justice System. The reserve was first established in the FY 10 and has remained unspent. Since it still may be needed it has been continued for FY 12.

**FY 12 Capital**

The FY 12 Adopted Budget contains \$232,933 budgeted directly in the department consisting of \$30,700 rebudgeted for the repair of metal frame windows and one exterior stairwell at the Gardner-Betts Facility, \$26,000 rebudgeted for the replacement of five institutional dormitory doors, \$24,420 rebudgeted for purchase of a point of service database for food service and \$9,813 for parking lot asphalt repairs. New resources consist of \$60,000 for compressor replacement, \$32,400 for HVAC unit replacement, \$26,000 for unit door replacement, and \$23,600 for mandated fire safety modifications.





**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

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

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

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 18,007	\$ 0	\$ 0	\$ 18,007
Operating:	\$ 162,000	\$ 0	\$ 0	\$ 0	\$ 162,000
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 162,000</b>	<b>\$ 18,007</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 180,007</b>
FTEs:	0.00	0.20	0.00	0.00	0.20

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

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

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

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

**PBO Recommendation:**

The Juvenile Probation Department is requesting Commissioners Court approval of the FY 14 annual continuation contract with the Office of the Governor, Criminal Justice Division (OOG), for the Drug Court and In Home Family Services Grant. The grant enhances the department's existing Drug Court Program, by providing State and County resources that allow the department to contract with a provider for intensive in-home family services for Drug Court participants and pay for part of an FTE (0.23 of one FTE). This portion of an FTE contributes a 10% county cost share of 18,007.

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

PBO recommends approval of the application.

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

Travis County Juvenile Probation Department is requesting approval of the continuing grant award for the OOG JABG Drug Court and In Home Family Services grant. This grant totals \$180,007.15 which includes the grant request of \$162,000 and match of \$18,007.15.

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

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

There is no long term County funding requirement of this grant.

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

Yes, a 10 % match is required. General-funds from an existing position will be utilized for the required match as this staff member is the Drug Court Casework Manager on the grant. Total salary and benefits for this staff person is \$89,151. The match requirement of 10% for this grant application comes to \$18,007.15, which translates to approximately 10% or .1 cash to be matched with County funds (allocated through TCJPD General Fund).

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

There is no provision in this grant for indirect costs.

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

The Department intends to request subsequent year continuation funding for the contractual services through proposals submitted to the Federal and State government, as well as private foundations. As previously presented to the Court, the County will have the opportunity to consider investment in the staff positions as well as other areas of Special Services Division. There is no provision in this grant for indirect costs.

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

N/A This is an established program.

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

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

Thank you for your interest in applying to become a Broker/Dealer for Travis County. The materials to apply for approval to conduct investment business with Travis County as a Regional Broker/Dealer are attached.

In its investing, Travis County must comply with both the Texas Public Funds Investment Act and the Travis County Investment Policy and Procedures. All of its Broker/Dealers must be thoroughly familiar with both documents. I am attaching a copy of the Travis County Investment Policy and Procedures as amended September 24, 2013 and a copy of the State of Texas Public Funds Investment Act effective as of the last legislative session.

The Travis County Commissioners Court considers and approves Broker/Dealers annually per the state law. Brokers who are currently approved must be reviewed and reapproved to continue doing business with Travis County. The process includes review by the Cash/Investment Management staff and the Investment Advisory Committee. This review is based on information provided by you in the Questionnaire, as well as from other sources.

Attached you'll find:

- Travis County Investment Policy and Procedures as amended September 24, 2013
- State of Texas Public Funds Investment Act effective as of the last legislative session
- Broker/Dealer Questionnaire
- Certification by Business Organization

Each qualified representative who is authorized by your firm to transact investment business with Travis County must read the Policy, sign the Certification, and be documented in the Questionnaire.

The completed Questionnaire and signed Certifications must be received by the Cash/Investment Management Department by 5:00 P.M. CST on Thursday, October 10, 2013 to be considered. The requested documents may be scanned and emailed to the investment manager, if desired, but please be sure to mail the original copy of the signed certification for each employee that will be working with the Travis County Cash Investment Management group.

The mailing address is:

Travis County  
Cash/Investment Management Dept.  
P.O. Box 1748  
Austin, Texas 78767

The street address is:

Travis County Administration Bldg.  
Cash/Investment Management  
700 Lavaca, Suite 1560  
Austin, Texas 78701

Please call me at (512) 854-9779 if you have any questions. Also please acknowledge receipt of this letter and the attached documents.

Sincerely,



## TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

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

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

TO: Aerin Toussaint, PBO  
Budget Analyst

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

THROUGH: *Maya Duff*  
Maya Duff  
Grant Coordinator

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

DATE: September 20, 2013

Attached is Travis County Juvenile Probation Department's grant award from the Office of the Governor, Criminal Justice Division to continue the Drug Court & In-Home Family Services program. Total funding awarded is \$162,000; this award comes with a 10% required match which amounts to \$18,007.15. This funding will allow an increase in the number of juveniles who can participate in the existing Juvenile Treatment Drug Court program by increasing the availability of substance abuse services for participating youth and their families. The project goal is to improve the outcome for substance abusing juveniles by improving family support and participation in treatment for the offender.

Please review this item and place it on the **October 8, 2013** Commissioner's Court agenda for their consideration and signature. Please contact Maya Duff at 4-7046 for further information.

Thank you in advance for your attention to this request.

CC: Jim Connolly  
Patty Lennon  
Darryl Beatty  
Emmitt Hayes  
Kathy Smith  
Sylvia Mendoza  
Lisa Eichelberger  
Grant File



State of Texas  
Office of the Governor  
Criminal Justice Division

Rick Perry  
Governor

September 13, 2013

The Honorable Samuel Biscoe  
County Judge  
PREVIEW - Travis County - PREVIEW -  
2515 South Congress Avenue  
Austin, Texas 78704-5513

Dear Judge Biscoe:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://eGrants.governor.state.tx.us> and go to the 'My Home' tab. In the 'Project Status' column, locate the application that is in 'Pending Acceptance of Award' status. Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button. Grants must be accepted within 45 calendar days of the date the award was issued.

Be sure to review the attached memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer CJD grants. The Guide to Grants, also on the website, contains answers to questions frequently asked by grantees. The Public Policy Research Institute (PPRI) at Texas A&M University will send a detailed information packet to the Project Director containing progress reporting forms and instructions on completing and submitting those forms.

If you have any questions regarding this award, feel free to contact your grant manager, whose name is referenced in the attached Statement of Grant Award or you may always contact our office via the eGrants Help Desk at [eGrants@governor.state.tx.us](mailto:eGrants@governor.state.tx.us).

We look forward to working with you to ensure the success of your program.

A handwritten signature in black ink, appearing to read "Chris Burnett".

Christopher Burnett  
Executive Director



OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE DIVISION  
**STATEMENT OF GRANT AWARD**

**Grant Number:** JB-12-J20-17318-10 **CFDA or State ID:** 16.523  
**Program Fund:** JB-Juvenile Accountability Incentive Block Grants  
**Grantee Name:** PREVIEW - Travis County - PREVIEW -  
**Project Title:** Drug Court and In-Home Family Services  
**Grant Period:** 09/01/2013 - 08/31/2014  
**Liquidation Date:** 11/29/2014  
**Date Awarded:** September 13, 2013  
**CJD Grant Manager:** Cheryl Charlet

**CJD Award Amount:** \$162,000.00  
**Grantee Cash Match:** \$18,007.15  
**Grantee In Kind Match:** \$0.00  
**Total Project Cost:** \$180,007.15

The Statement of Grant Award is your official notice of award from the Governor's Criminal Justice Division (CJD). The approved budget is reflected in the Budget/Details tab for this record in eGrants. The grantee agrees to comply with the provisions of the Governor's Criminal Justice Division's rules in Title I, Part I, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded. By clicking on the 'Accept' button within the 'Accept Award' tab, the grantee accepts the responsibility for the grant project and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

**Condition(s) of Funding and Other Fund-Specific Requirement(s):**

- 1 Please be advised that CJD has added a Condition of Funding (CoF) that will hold funds on a specific budget line item(s) that must be met. You can review the CoF by going to the Summary tab and Clicking on the View Condition of Funding link. Assuming all other Conditions of Funding noted on the Statement of Grant award have been met, you will be able to request reimbursement for any line item except for the one(s) with the fund hold until that fund hold is cleared.



State of Texas  
Office of the Governor  
Criminal Justice Division

Rick Perry  
Governor

**Memorandum**

**To:** CJD Grant Recipients  
**From:** Aimee Snoddy, Deputy Director  
**Contact:** (512) 463-1919  
**Re:** Grantee Responsibilities  
**Date Awarded:** September 13, 2013

Congratulations on your grant award from Governor Rick Perry's Criminal Justice Division (CJD). It is important to make you aware of a few things to consider as you implement strategies to successfully manage your program. For more information and resources, refer to the Grant Resources section of eGrants available online at <https://eGrants.governor.state.tx.us>.

**Financial Reporting** – Financial Status Reports must be submitted to CJD via eGrants. Financial Status Reports may be submitted monthly but must be submitted at least quarterly. Financial Status Reports are due after each calendar quarter, regardless of when the grant was awarded. Due dates are:

April 22 (January-March quarter)  
July 22 (April-June quarter)  
October 22 (July-September quarter)  
January 22 (October-December quarter)

The final Financial Status Report must be submitted to CJD on or before the grant liquidation date or funds will lapse and CJD will provide them as grants to others who need the funding.

**Payment Authorization** – Payments will be generated based on expenditures reported in the Financial Status Reports. Upon CJD approval of the Financial Status Report, a payment will be issued through direct deposit or electronic transfer.

**Generated Program Income** – Any income generated as a direct result of the grant activities must be reported to CJD through the Financial Status Report and grant adjustment processes. Program income must be used to offset project costs unless prior approval is granted allowing a supplement to project costs. Program income must be expended prior to seeking payments from CJD and must be accounted and used for the purposes of the grant activities as awarded.

**Grant Funded Personnel** – Staff whose salaries are supported by this award must be made aware that continued funding is contingent upon the availability of appropriated funds as well as the outcome of the annual application review conducted by CJD.

**Project Changes** – Grantees may submit a request for grant adjustment via eGrants for any proposed budgetary or programmatic changes, including updating contact information for grant officials.

**Equipment** – Equipment purchased with grant funds must be used for the purpose of the grant and as approved by CJD. An inventory report must be kept on file containing all equipment purchased with any grant funds during the grant period. This report must agree with the approved grant budget and the final Financial Status Report.

**Fidelity Bond** – Each nonprofit corporation receiving funds from CJD must obtain and have on file a blanket fidelity bond that indemnifies CJD against the loss or theft of the entire amount of grant funds, including matching funds. The fidelity bond should cover at least the CJD grant period.

**Required Notifications** – Grantees must immediately notify CJD in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees must notify the local prosecutor's office of any possible criminal violations. Grantees must immediately notify CJD in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand notices, subpoenas, lawsuits, or indictments to CJD. If a federal or state court or administrative agency renders a judgment or order finding discrimination by a grantee based on race, color, national origin, sex, age, or handicap, the grantee agrees to immediately forward a copy of the judgment or order to CJD.

**Project Effectiveness** – Grantees should regularly evaluate the effectiveness of their projects. This includes a reassessment of project activities and services to determine whether they continue to be effective. Grantees must show that their activities and services effectively address and achieve the project's stated purpose.

**Programmatic Reporting** – Grantees must submit required reports regarding grant information, performance, and progress towards goals and objectives in accordance with the instructions provided by CJD, or its designee. To remain eligible for funding, the grantee must be able to show the scope of services provided and the impact and quality of those services.

**Monitoring** – Grantees must readily make available to the Governor's Office or its agents all requested records. The Governor's Office may make unannounced monitoring visits at any time. The grantee must make every effort to resolve all issues, findings, or actions identified within the time frame specified by the Governor's Office.

**Audit Requirements** – Grantees expending over \$500,000 in state or federal grant funds during the fiscal year are subject to the Single Audit requirements set forth in OMB Circular No. A 133 at <http://www.whitehouse.gov/omb/circulars/index.html> and the State Single Audit Circular issued under the Uniform Grant Management Standards (UGMS) at <http://www.governor.state.tx.us/grants/what/>. Grantees must electronically submit to the Governor's Office copies of the results of any single audit conducted in accordance with OMB Circular No. A-133 at <http://www.whitehouse.gov/omb/circulars/index.html> or in accordance with the State Single Audit Circular issued under UGMS, within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.

**Supplanting** – Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of penalties, including suspension of future funds, suspension or debarment from receiving federal or state grants, recoupment of monies provided under the grant, and civil or criminal penalties. Refer to the Guide to Grants at <https://eGrants.governor.state.tx.us/updates.aspx> for additional information on supplanting.

**Conflict of Interest** – Grantees should have in place established safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

**Contracting and Procurement** – Grantees must follow their established policy and best practices for procuring goods or services with grant funds. Contracts must be routinely monitored for delivery of services or goods. When contractual or equipment procurement is anticipated to be in excess of \$100,000, grantees must submit a Procurement Questionnaire <https://eGrants.governor.state.tx.us/updates.aspx> to CJD for approval prior to procurement.

**Travel** – Grantees must follow their established policies and good fiscal stewardship related to travel expenses. If the grantee does not have established policies regarding in-state and out-of-state travel, grantee must use the travel guidelines established for state employees.

**Uniform Crime Reporting** – Local units of governments receiving funds from CJD must comply with all requirements for uniform crime reporting and must ensure that prompt reporting will remain current throughout the grant period.

**Criminal History Reporting** - Entities receiving funds from CJD must comply with all requirements outlined in the Texas Code of Criminal Procedure, Ch. 60, related to maintaining and reporting criminal history records.

**Limited English Proficiency** – Grantees must take reasonable steps to ensure that persons with limited English proficiency have meaningful access to services. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. Additional information on this requirement can be found at <http://www.lep.gov>.

**Law Enforcement Programs** – Law enforcement programs receiving funds from CJD must be in compliance with all rules developed by the Texas Commission on Law Enforcement Officer Standards and Education.

**28 C.F.R. Part 23 Training** - Any grant funded individual responsible for entering information into or retrieving information from an intelligence database must complete continuing education training on operating principles described by 28 C.F.R. Part 23 at least once for each continuous two-year period the person has primary responsibility for entering data into or retrieving data from an intelligence database.

**Programs Approved to Pay Overtime for Personnel** - Overtime is allowable to the extent that it is included in the CJD approved budget, the grantee agency has an overtime policy approved by its governing body, and both grant-paid and non-grant paid personnel are treated the same with regards to the application of overtime policy(ies). In addition, in no case is dual compensation allowable. That is, an employee of a grantee agency may not receive compensation for hours worked (including paid leave) from his/her agency AND from an award for a single period of time, even though such work may benefit both activities. Overtime payments issued outside of these guidelines are the responsibility of the grantee agency.

**Cancellation for Awards** - Grantees must take reasonable steps to commence project activities upon receiving notice of a grant award:

**Commencement Within 60 Days.** If a project is not operational within 60 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must report by letter to CJD the steps taken to initiate the project, the reasons for delay, and the expected revised start date.

**Commencement Within 90 Days.** If a project is not operational within 90 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must submit a second statement to CJD explaining the implementation delay. Upon receipt of the 90-day letter, CJD may cancel the project and redistribute the funds to other project areas. CJD may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

**Public Information Requests** - Grantees must immediately notify and provide a copy to CJD of any Public Information Request received by the agency related to this grant award.

**Prohibited Acts of Agencies and Individuals** - Grant funds may not be used in connection with the following acts by agencies or individuals employed by grant funds:

- Grant funds may not be used to finance or otherwise support the candidacy of a person for an elected local, state, or federal office. This prohibition extends to the direct or indirect employment of a person to perform an action described by this subsection. In addition, grant-funded or grant-leased motor vehicles may not be used for the purpose described above.
- Grant officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- Grant funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.
- Grantees must comply with the federal Hatch Act (5 U.S.C. §§ 1501- 1508) which restricts the political activity of some state and local employees who work in connection with federally funded programs. Covered state and local employees may not: 1) be candidates for public office in a partisan election; 2) use official authority or influence to interfere with or affect the results of an election or nomination; or, 3) directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

**Employment of a Lobbyist** - Grant funds may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 of the Government Code to register as a lobbyist.

**Legislative Lobbying** - Grant funds may not be used to attempt to influence the passage or defeat of a legislative measure.

**Use of Alcoholic Beverages** - Grant funds may not be used to compensate an officer or employee who uses alcoholic beverages on active duty. In addition, grant funds may not be used to purchase an alcoholic beverage or to pay or reimburse a travel expense that was incurred for an alcoholic beverage.



**TRAVIS COUNTY  
FY 13 GRANT SUMMARY SHEET**

<b>Check One:</b>	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
<b>Check One:</b>	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
<b>Department/Division:</b>	Health and Human Services and Veterans Service	
<b>Contact Person/Title:</b>	John C. Bradshaw/ Contract Specialist	
<b>Phone Number:</b>	512-854-4277	

<b>Grant Title:</b>	Parenting in Recovery II		
<b>Grant Period:</b>	From: <input type="text" value="Sep 30, 2013"/>	To: <input type="text" value="Sep 29, 2014"/>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	U.S. Dept. of Health and Human Services/ Administration for Children and Families		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Originating Grantor:</b>			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 90,245	\$ 74,580	\$ 0	\$ 0	\$ 164,825
Operating:	\$ 390,755	\$ 184,420	\$ 0	\$ 0	\$ 575,175
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 481,000</b>	<b>\$ 259,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 740,000</b>
FTEs:	1.00	1.00	0.00	0.00	2.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+   -	Applicable Departmental Measures				
1.	Number of clients receiving substance treatment services	477	492	450	450
2.	Number of families involved with child welfare completing service plan goals	147	136	125	125
3.	Number of new children entering care	627	669	624	624
+   -	Measures for the Grant				
1.	Percentage of children who had an initial occurrence and/or recurrence of substantiated/indicated child maltreatment within 6, 12, 18 and 24 months after enrolling in the RPG program	12%	5%	35%	35%
Outcome Impact Description		Reduces the number of incidences of child maltreatment in our county			
2.	Percentage of children identified as at risk of removal from the home who are able to remain in the custody of a parent or caregiver through case closure	72%	65%	50%	50%
Outcome Impact Description		Reduces the number of children placed in the foster care system due to child abuse			
3.	Percentage of parents or caregivers who were able to access timely and appropriate substance abuse treatment as calculated by number of days between program entry and treatment entry (10 days)	93%	88%	80%	80%
Outcome Impact Description		Parents and caregivers with early access to substance dependence treatment			

**PBO Recommendation:**

The Health and Human Services and Veterans Service Department is requesting approval to accept the award for the second year of the extension of the Parenting in Recovery grant program, from the US Department of Health and Human Services. The Parenting in Recovery (PIR) program has existed in the County since 2007. At the conclusion of the initial grant, HHSVS applied for, and received, a two-year extension. The required 35% grant match that is required was included in the HHS FY 14 Adopted Budget. The grant award amount is \$481,000, and the County match requirement for year two increased from 30% to 35%—to \$259,000.

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

PBO recommends approval of this grant award

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

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

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

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

The initial five-year grant ended on 9/29/12. TCHHSVS applied for and received a competitive two-year extension of funding through 9/29/14.

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

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

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

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

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

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

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

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



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

NA.

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

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



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

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

**DATE:** September 16, 2013

**TO:** Members of the Commissioners Court

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

**SUBJECT:** Grant from the U.S. Department of Health and Human Services,  
Administration for Children and Families, for the Parenting in  
Recovery project

**Proposed Motion:**

Consider and take appropriate action to approve a grant from the U.S. Department of Health and Human Services, Administration for Children and Families, to fund the Parenting in Recovery project in FY'14.

**Summary and Staff Recommendations:**

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

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

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

The PIR project started in February 2008 and has enrolled 139 mothers as of September 1, 2013. Of these 139 mothers, 56 were discharged successfully, 37 were discharged unsuccessfully, 19 were neutral discharges (admitted but did not receive services beyond minimal partial substance dependence treatment), and 27 are currently enrolled in the project. The PIR project has a 50% success rate when all discharged participants, including neutral discharges, are counted. The success rate is 60% when successful discharges are compared with unsuccessful discharges. This 60% success rate represents a more accurate figure, and it is well above the national average of 50%.

TCHHSVS staff recommends approving this application.

**Budgetary and Fiscal Impact:**

The grant award is \$481,000. There is a match requirement of \$259,000. TCHHSVS is providing the match in the form of \$74,580 in salary and benefits for a full-time Project Director and \$184,420 in funding for services provided to PIR participants.

**Issues and Opportunities:**

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

**Background:**

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

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

**SAI NUMBER:**  
**PMS DOCUMENT NUMBER:**

<b>1. AWARDING OFFICE:</b> ACYF - Children's Bureau		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant		<b>3. AWARD NO.:</b> 90CU0039-07-00		<b>4. AMEND. NO.:</b> 0		
<b>5. TYPE OF AWARD:</b> Other			<b>6. TYPE OF ACTION:</b> Non-Competing Continuation			<b>7. AWARD AUTHORITY:</b> Prom S & S Fam. Sec. 437 (f) title IV-B42 U		
<b>8. BUDGET PERIOD:</b> 09/30/2013 THRU 09/29/2014			<b>9. PROJECT PERIOD:</b> 09/30/2007 THRU 09/29/2014			<b>10. CAT NO.:</b> 93.087		
<b>11. RECIPIENT ORGANIZATION:</b> Travis County 100 N Interstate 35 Austin, TX 78701-4138 Grantee Authorizing Official: Samuel Biscoe , Travis County Judge						<b>12. PROJECT / PROGRAM TITLE:</b> Targeted Grants: Methamphetamine and other Substance Abuse		

<b>13. COUNTY:</b> Travis		<b>14. CONGR. DIST.:</b> 25		<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Laura Peveto Prevention and Intervention Manager			
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<b>16. APPROVED BUDGET:</b>				<b>17. AWARD COMPUTATION:</b>			
Personnel.....	\$	68,096.00		A. NON-FEDERAL SHARE.....	\$	259,000.00	35%
Fringe Benefits.....	\$	22,149.00		B. FEDERAL SHARE.....	\$	481,000.00	65%
Travel.....	\$	2,800.00		<b>18. FEDERAL SHARE COMPUTATION:</b>			
Equipment.....	\$	0.00		A. TOTAL FEDERAL SHARE.....	\$	481,000.00	
Supplies.....	\$	300.00		B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$	0.00	
Contractual.....	\$	381,114.00		C. FED. SHARE AWARDED THIS BUDGET PERIOD...\$		0.00	
Facilities/Construction.....	\$	0.00		<b>19. AMOUNT AWARDED THIS ACTION:</b>			
Other.....	\$	6,541.00			\$	481,000.00	
Direct Costs.....	\$	481,000.00		<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>			
Indirect Costs.....	\$	0.00			\$	3,481,000.00	
At % of \$				<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>			
In Kind Contributions.....	\$	0.00		Additional Costs			
Total Approved Budget.....	\$	481,000.00		<b>22. APPLICANT EIN:</b>		<b>23. PAYEE EIN:</b>	
				748000192		1748000192A5	
				<b>24. OBJECT CLASS:</b>			
				41.45			

<b>25. FINANCIAL INFORMATION:</b>							DUNS 030908842	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %		
	90CU003907	75131512	3-G996440	\$481,000.00				

**26. REMARKS: (Continued on separate sheets)**  
\$2,081 budgeted under "Supplies" moved to "Other" category.

<b>27. SIGNATURE - ACF GRANTS OFFICER</b>		<b>DATE:</b>		<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b>			
Robin Bunch		09/10/2013		Nicole Miles		09/10/2013	
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b>				<b>DATE:</b>			
Mr. Joseph Bock - Associate Commissioner				09/10/2013			

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DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 ADMINISTRATION FOR CHILDREN AND FAMILIES  
 NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> ACYF - Children's Bureau		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 90CU0039-07-00	<b>4. AMEND. NO.</b> 0
<b>5. TYPE OF AWARD:</b> Other		<b>6. TYPE OF ACTION:</b> Non-Competing Continuation	<b>7. AWARD AUTHORITY:</b> Prom S & S Fam. Sec. 437 (f) title IV-B42 U.	
<b>8. BUDGET PERIOD:</b> 09/30/2013 THRU 09/29/2014		<b>9. PROJECT PERIOD:</b> 09/30/2007 THRU 09/29/2014		<b>10. CAT NO.:</b> 93.087
<b>11. RECIPIENT ORGANIZATION:</b> Travis County				

**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award. This includes requirement in Parts I and II (available at <http://www.hhs.gov/grantsnet/adminis/gdp/index.htm>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).  
 For the full text of the award term, go to the [http://www.acf.hhs.gov/grants/awards\\_term.html](http://www.acf.hhs.gov/grants/awards_term.html).  
 This grant is subject to the requirements set forth in 45 CFR Part 87. Attached are terms and condition, reporting requirements, and payment instructions.  
 (\*\*\*) Reflects only federal share of approved budget.

**Reporting Requirements**

1. Starting with awards issued in fiscal year 2013, ACF will require use of the SF-428 (Tangible Personal Property Form) and the SF-429 (Real Property Status Report). The reporting frequency will be on an annual basis at the end of each fiscal year. If the report is not applicable, submission is not required. Fillable forms are available at <http://www.acf.hhs.gov/grants-forms>.

BY:

Samuel T. Biscoe  
 Travis County Judge

Date



## TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Travis County Clerk - Elections Division	
Contact Person/Title:	Gail Fisher/Election Special Projects	
Phone Number:	x47967	

Grant Title:	Electronic Transmission of Ballot Portal		
Grant Period:	From: <input type="text" value="Sep 30, 2013"/>	To: <input type="text" value="Dec 31, 2018"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Department of Defense CFDA No. 12.219		
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	<i>Budgeted County Contribution #595010 (Cash Match)</i>	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 19,950	\$ 0	\$ 0	\$ 0	\$ 19,950
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 19,950	\$ 0	\$ 0	\$ 0	\$ 19,950
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"/>	EW	

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 Federal Postcard Applications eligible for eMail ballot by mail (FPCA)	N/A	950	3122	900
2.	Number of requested eMail ballots to UOCAV	N/A	587	2360	810
3.	Number of hours processing eMail ballots to FPAC	N/A	13	52	5
+ - Measures for the Grant					
1.	Number of FPCA (Federal Postcard Applications)	N/A	950	3122	900
Outcome Impact Description		This measurement is not expected to change			
2.	Number of requested eMail ballot forms for FPCA	N/A	587	2360	810
Outcome Impact Description		The number of requested eMail ballots is expected to increase over time.			
3.	Number of hours processing eMail ballots	N/A	13	52	5
Outcome Impact Description		Reduce number of hours necessary to process eMail requests.			

**PBO Recommendation:**

This is a request from the County Clerk to the Department of Defense for programming related to the new voting system.

This grant is for \$19,950 to have the vendor, Easy Access Inc, that maintains the Voter Registration system add additional functionality to the existing ballot-by-mail module of the system. This additional functionality will automatically electronically deliver a link to a PDF version of the voter's ballot which the voter can print, manually mark, and return by mail.

This match has no grant match requirements and does not obligate the County to continue any specified level of funding. The grantor required a return of the grant documents by September 30, which did not allow for approval by Commissioners Court with the normal grant process. Judge Biscoe signed the grant to avoid missing the deadline after it was reviewed by PBO, The County Auditor and the County Attorney's Office.

PBO recommends approval of this contract.

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

The primary goal of this project is to increase efficiency in the processing of electronic ballot by mail submissions for UOCAVA (Uniformed and Overseas Citizen Absentee Voting Act) voters (military, overseas, and their spouses; and U.S. citizens residing outside the United States and its territories). This grant would be used for enhancements to the existing Ballot by Mail module of the Easy Access application which is used to verify and process ballot by mail applications of UOCAVA voters utilizing the Federal Postcard Application. It would replace the time-consuming, manual processing of UOCAVA applicants who request online ballot delivery with a stream-lined, efficient, electronic solution, and allow for immediate receipt of the ballot by the voter without delays inherent in manual systems.

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

There are no long-term County funding requirements of the grant.

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

No

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

No indirect cost allocation, grant request is under \$50,000

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

No. There is no requirement for future funding mechanisms. This is an add on enhancement to an existing product.

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

The enhancement to the Easy Access application will allow for future growth of the UOCAVA electronic ballot transmission program for all Federal elections.

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.

Switching to a fully automated process for servicing voters who request electronic submission of ballots would yield a current savings of approximately 40 work hours per election. This savings of time could greatly aid the Ballot by Mail staff in complying with the mandates of the UOCAVA transmission deadline. When an election is programmed and the ballot is tested and certified, the Ballot by Mail staff has only one to two days to process the electronic transmission of these ballots to UOCAVA voters. Of the 4,379 UOCAVA voters eligible to vote in the Presidential Election of 2008, only 8 voters requested electronic ballot transmission. In 2012, the requests increased to 2,360 out of 3,122 voters eligible. This increase shows a dramatic shift to the use of electronic receipt of ballots by this demographic.



**GRANT AWARD**

**GRANT NO: H98210-13-1-0010**  
**EFFECTIVE DATE: 30 SEPTEMBER 2013**

**PR NO(S): HQ0579-3214-0001-000**

<b>SECTIONS</b>	<b>DESCRIPTION</b>
<b>Section A</b>	<b>Execution of Grant Award</b>
<b>Section B</b>	<b>Grant Schedule</b>
<b>Section C</b>	<b>General Terms and Conditions</b>
<b>Section D</b>	<b>Reporting Requirements</b>

- AUTHORITY:** 10 U.S.C. § 2358 – Research and Development Projects.
- TOTAL AMOUNT OF AGREEMENT:** \$ 19,950.00
- GOVERNMENT OBLIGATION/ACCOUNTING AND APPROPRIATION DATA.** Federal funds, in the amount of \$19,950.00 are hereby made available for obligation. Accounting and Appropriation Data is set forth as follows:  
  
ACRN AA: 9720400 7301 102 79698 4100 QV H5R2 HQ057932140001 S033181  
AMOUNT: \$19,950.00
- ELECTRONIC FUNDS TRANSFER.** Pursuant to 32 CFR 22.810(b)(2), Electronic Funds Transfer (EFT) shall be used to make payments under this award. See **SECTION B**, Article No. 6 for payment process.
- PARTIES.** This Grant is entered into between the United States of America, represented by The Defense Human Resources Activity (hereinafter called the Government), and Travis County (hereinafter called the Recipient) pursuant to and under U.S. Federal law.

**SECTION A - EXECUTION OF GRANT AWARD**

**FOR THE RECIPIENT**

Dana DeBeauvoir  
Travis County Clerk  
PO Box 149325  
Austin, TX, 78751

**CAGE: 3XZM6**

Samuel T. Bisioe  
(SIGNATURE)

Samuel T. Bisioe  
(NAME)

County Judge  
(TITLE)

9-24-13  
(DATE)

**FOR THE UNITED STATES OF AMERICA**

Defense Human Resources Activity (DHRA)  
Procurement Support Office  
4800 Mark Center Drive, Suite 07G12  
Alexandria, VA 22350-1300

**CODE: H98210**

\_\_\_\_\_  
(SIGNATURE)

ROBERT J. LAVELLE  
(NAME)

GRANTS OFFICER  
(TITLE)

\_\_\_\_\_  
(DATE)

## **SECTION B – GRANT SCHEDULE**

**1. TERMS AND CONDITIONS.** By acceptance of this Grant, the Recipient certifies that it will perform as set forth in its Application for Federal Assistance (SF 424) and attachments thereto, and comply with all terms and conditions of this Grant and all attachments hereto (hereinafter referred to as "Grant").

(a) These grant awards will not fund the electronic return of a voted ballot. Applicants will certify prior to grant award that they will not use any grant funds to develop a system for the electronic return of a marked ballot. Further, applicants will certify that they will not use the system components developed with grant funds after the award ends, for the electronic return of a marked ballot.

**2. GRANT TERM.** The Term of this Grant is for a period of 30 September 2013 through 31 December 2018, subject to availability of funds as specified in Section B, Article 5, below.

**3. ORDER OF PRECEDENCE.** Inconsistencies or conflicts in the terms and conditions of this Grant shall be resolved according to the following order of precedence:

(a) Applicable United States statutes including Title 10 U.S.C. § 2358 – Research and Development Projects;

(b) The Grant Schedule as set forth in SECTION B;

(c) The General Terms and Conditions, as set forth in SECTION C;

(d) The Data Point Collection Report Requirements, as set forth in SECTION D; then

(e) The Recipient's Application under Broad Agency Announcement H98210-13-BAA-0001 consisting of: (a) Application for Federal Assistance (SF 424), (b) Budget Information – Non-Construction Programs (SF424A) (and supporting documentation) and (c) the Technical Proposal is in the possession of both Parties, and is incorporated herein by reference with the same force and effect as if set forth in full text.

**4. AUDIT.** The Comptroller General and the Inspector General of the Department of Defense shall have direct access to sufficient records and information of the Recipient, as they determine, to ensure accountability for Federal Funds.

**5. FUNDING LIMITATIONS.**

5.1. The Government's maximum obligation for the term of this Grant is \$19,950.00. Costs in excess of this amount will not be paid.

5.2. The Government's obligation to pay or reimburse any costs hereunder is subject to the availability of appropriated funds, and nothing in this Grant will be interpreted to require obligations or payments by the Federal Government in violation of the Anti-Deficiency Act (31 U.S.C. § 1341).

**6. PAYMENT.**

6.1. Reimbursement Payments. The Government will make payments based on the Recipient's actual rate of disbursement. The Recipient may submit subsequent requests for payment no more frequently than

monthly. Payments under this Grant shall be approved and certified by the Administrative Grants Officer (AGO).

6.2. The Recipient may submit subsequent requests for payment no more frequently than monthly.

6.3. The Recipient shall use Wide Area Work Flow – Receipt and Acceptance (WAWF-RA) system when submitting requests for payment under this Agreement. The Recipient shall (i) ensure an Electronic Business Point of Contact is designated in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and (ii) register to use WAWF-RA at <https://wawf.eb.mil>, within ten (10) days after award of the Agreement.

When entering the BVN into WAWF-RA, the Recipient shall enter the following DODAAC fields:

OFFICE	DODAAC
Administrative Office	S4402A
Payment Office	HQ0339
Issued By Office	H98210
Approver Office	S4402A

**NOTE:** The Recipient shall submit Standard Form (SF) 270 – “Request for Advance or Reimbursement” as an attachment to each WAWF-RA payment submission.

6.4. Central Contractor Registration (CCR) Information (for Electronic Funds Transfer (EFT)).

DUNS NUMBER	TIN/EIN	CAGE CODE
030908842	74-6000192	3XZM6

7. **PAYMENT OFFICE.** The Defense Finance and Accounting Service (DFAS) Office responsible for making payments under this Grant is as follows:

PAYMENT OFFICE	ADDRESS
DFAS COLUMBUS CENTER (CODE: HQ0339)	DFAS-CO/West Entitlement Operations P.O. BOX 182381 Columbus, OH 43218-2381

8. **PERFORMANCE AND DATA COLLECTION POINT REPORTS.** Performance reports shall be prepared in accordance with 32 CFR 33.40.

8.1. **Data Collection Points.** The Recipient shall prepare data collection point reports in accordance with FVAP Reporting Requirements at Section D. The Recipient shall submit one electronic copy of Data Collection Point Reports to the Federal Voting Assistance Program (FVAP) Program Officer; the DHRA Grants Officer and DCMA Administrative Grants Officer require only the transmittal cover page.

8.2. **Semi-Annual Performance Report.** This report shall contain a comparison of actual accomplishments to the objectives established for the term of the Grant. This Report is due no later than 30 calendar days following the reporting period. One electronic copy of Performance Reports shall be provided to the Federal Voting Assistance Program (FVAP) Program Officer; the DHRA Grants Officer and DCMA Administrative Grants Officer. The initial semi-annual Performance Report will be for the reporting period of **30 September 2013 through 31 March 2014**; subsequent **semi-annual** reporting will be based on the initial reporting period reported and thereafter on the Federal Fiscal Year (Oct-Dec, Jan-Mar, Apr-Jun, Jul-Sep).

**8.3. Special Reporting Requirements.** The Recipient shall immediately notify the Grants Officer of developments that have a significant impact on the award-supported activities. Also, notification shall be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

**9. FINANCIAL REPORTS:** Reports shall be prepared in accordance with 32 CFR 32.52. The Recipient will report program outlays and program income on a cash basis.

**9.1. Interim (Quarterly) Federal Financial Reports (SF 425).** Interim Federal Financial Reports shall be on a quarterly basis and are due no later than thirty (30) calendar days following the end of the reporting period. The initial Financial Report will be for the reporting period of 30 September 2013 through 31 December 2013; subsequent quarterly reporting will be based on the initial reporting period reported and thereafter on the Federal Fiscal Year (Oct-Dec, Jan-Mar, Apr-Jun, Jul-Sep).

**9.2. Final Federal Financial Report (SF 425).** A Final Federal Financial Report is due no later than ninety (90) calendar days following the completion of the Agreement.

**10. TITLE TO PROPERTY.** Title to equipment and supplies purchased by the Recipient with Grant funds, shall vest in the Recipient in accordance with the provisions 32 CFR 33.32 (equipment) and 32 CFR 33.33 (supplies).

**11. SITE VISITS.** The Grants Officer, or authorized representatives, has the right at all reasonable times to make site visits to review the project's accomplishments and to provide technical assistance as may be required.

**12. PREAWARD COSTS.** Pre-award costs are authorized under this Grant, from 26 June 2013 through the effective date of award.

**13. GOVERNMENT AND RECIPIENT REPRESENTATIVES.**

NAME	TITLE	OFFICE & E-MAIL	PHONE
Mr. Robert J. Lavelle	Grants Officer	Defense Human Resources Activity 4800 Mark Center Drive Suite 07G12 Alexandria, VA 22350-1300 <a href="mailto:Bob.lavelle@osd.pentagon.mil">Bob.lavelle@osd.pentagon.mil</a>	(571) 372-2614
Ms. Elda Villarreal	Administrative Grants Officer	DCMA Dallas 600 North Pearl Street, Suite 1630 Dallas, TX 75201-2843 <a href="mailto:Elda.Villarreal@dcma.mil">Elda.Villarreal@dcma.mil</a>	(210) 295-0162
Ms. Robin Burgess	Program Officer	Federal Voting Assistance Program (FVAP) 4800 Mark Center Drive Suite 03J25 Alexandria, VA 22350-1300 <a href="mailto:Robin.Burgess@fvap.gov">Robin.Burgess@fvap.gov</a>	(571) 372-0744
Ms. Dana DeBeauvoir	County Clerk	Travis County Office of the County Clerk PO Box 149325 Austin, TX 78714 <a href="mailto:dana.debeauvoir@co.travis.tx.us">dana.debeauvoir@co.travis.tx.us</a>	(512) 854-9188
Ms. Nicki Riley	County Auditor	Travis County Auditor's Office	(512) 854-3942

		700 Lavaca Street, Suite 1200 Austin, TX 78701 <a href="mailto:nicki.riley@co.travis.tx.us">nicki.riley@co.travis.tx.us</a>	
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**SECTION C – GENERAL TERMS AND CONDITIONS**

1. **FEDERAL REQUIREMENTS.** Federal statutes and regulations take precedence over all terms and conditions of this Grant.
  
2. **ADMINISTRATION AND COST PRINCIPLES.** Applicable to Grants and Cooperative Agreements, and incorporated herein by reference, are the requirements of the appropriate Office of Management and Budget (OMB) Circulars<sup>1</sup>; “appropriate” is determined by the organizational nature of the Recipient.
  - (a) OMB A-102 “**Administration of Grants and Cooperative Agreements With State and Local Governments**” (October 7, 1994) (further amended August 29, 1997);
  - (b) 2 CFR Part 225 “**Cost Principles for State, Local and Indian Tribal Governments**” (OMB A-87) (effective August 31, 2005); and
  - (c) OMB A-133 “**Audits of States, Local Governments, and Non-Profit Organizations**” (includes revisions published in the Federal Register June 27, 2003 and June 26, 2007)
  
3. **DOD GRANT AND AGREEMENT REGULATIONS (DOD 3210.6-R)**<sup>2</sup>. These regulations, specifically 32 CFR Part 33, **implement** OMB Circular A-110 and establishes the uniform administrative requirements for Grants, Agreements and subawards awarded to State and Local Governments.
  
4. **OFFICIALS NOT TO BENEFIT.** No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this Grant, or to any benefit arising from it, in accordance with 41 U.S.C. § **6306**.
  
5. **CERTIFICATIONS.** By acceptance (signing) of the awarded Grant, or by accepting funds under the awarded Grant, the Recipient is providing the:
  - (a) Certification at Appendix A to 32 CFR Part 25 regarding debarment, suspension, and other responsibility matters.
  - (b) Certification at Appendix C to 32 CFR Part 25 regarding drug-free workplace requirements.
  - (c) Certification at Appendix A to 32 CFR Part 28 regarding lobbying.
  
6. **AWARD PROVISIONS FOR NATIONAL POLICY REQUIREMENTS.** By acceptance (signing) of the award, or by accepting funds under the award, the Recipient assures that it will comply with applicable provisions of the following national policy requirements (as applicable) with respect to the prohibition of discrimination:

<sup>1</sup> OMB Circulars can be found at: [http://www.whitehouse.gov/omb/grants\\_circulars](http://www.whitehouse.gov/omb/grants_circulars)

<sup>2</sup> The DoD Grant and Agreement Regulations (DoD 3210.6-R) are published at: <http://www.dtic.mil/whs/directives/corres/html/321006r.htm>

(a) On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.), as implemented by DoD regulations at 32 CFR Part 195.

(b) On the basis of age, in the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.), as implemented by Department of Health and Human Services regulations at 45 CFR Part 90.

(c) On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), implemented by Department of Justice regulations at 28 CFR Part 41 and DoD regulations at 32 CFR Part 56.

7. **PROCUREMENT STANDARDS (LOCAL GOVERNMENTAL ENTITY)**. When procuring property and services under this Grant, State governmental entities will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards set forth in 32 CFR 33.36 – paragraphs (b) through (i).

8. **STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS**. The uniform standards for Recipient's financial management systems are set forth in 32 CFR 33.20.

9. **RETENTION AND EXAMINATION OF RECORDS**. Retention and access requirements for records shall be as set out at 32 CFR 33.42.

10. **DISPUTES AND ALTERNATIVE DISPUTES RESOLUTION (32 CFR 22.815)**. Disputes between the Recipient and the Grants Officer shall be resolved by mutual agreement at the Grants Officer's level, to the maximum extent practicable. Disputes are written demands or written assertions by one of the parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of terms, or other relief arising under or relating to the Grant. The dispute shall, at a minimum, contain sufficient information and supporting data to enable the Grants Officer to render an informed decision. Whenever a Recipient submits, in writing, a dispute to the Government, the Grants Officer shall consider the issue(s) and, within 60 calendar days of receipt, either:

(a) Prepare a written decision, which shall include the basis for the decision and shall be documented in the award file; or

(b) Notify the Recipient of a specific date when he or she will render a written decision. The notice shall inform the Recipient of the reason for delaying the decision.

**(c) The Recipient shall proceed diligently with performance of the Grant, pending final resolution of any dispute.**

10.1. **Alternative Disputes Resolution (ADR)**. These procedures include settlement negotiations, mediation, and fact-finding. In the event the Recipient decides to appeal the decision the Recipient is encouraged to enter into ADR procedures with the Grants Officer, as set forth herein:

(a) If the Recipient decides to appeal under ADR, it must within 90 calendar days from the date that it receives the Grants Officer's written decision, mail or otherwise furnish to the Grants Officer notice that an appeal is intended using the ADR procedures herein. The appeal shall include a description of the claim/dispute, reference to the pertinent Grant terms, and a statement of factual areas of agreement and disagreement.

(b) Within 30 calendar days from the date that the Grants Officer is furnished the Recipient's appeal the Grants Officer shall provide all data, documentation, and pertinent information, required for use on a pending appeal to the Director, Defense Human Resources Activity (DHRA).

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(c) The Director, Defense Human Resources Activity (DHRA) shall review the facts pertinent to the dispute or secure assistance from legal and other advisors and issue a written decision with supporting rationale.

(d) If the Recipient chooses not to initiate an appeal using ADR procedures, it may initiate such formal claims as are authorized by 28 U.S.C. 1491, or other applicable statutes.

**11. RECIPIENT RESPONSIBILITY.** The Recipient has full responsibility for the conduct of the effort supported by this Grant, in accordance with the Recipient's Application for Federal Assistance (SF 424) and all attachments thereto, and the terms and conditions specified in this Grant. The Recipient is encouraged to suggest, or propose to discontinue, or modify unpromising efforts. The Recipient shall submit, within 90 calendar days after the date of expiration of the award, all financial, performance, and other reports as required by the terms and conditions of the award. The Grants Officer may approve extensions when requested by the Recipient.

**12. ACKNOWLEDGEMENT OF SPONSORSHIP.** The Recipient agrees that in the release of information relating to this Grant, such release shall include a statement to the effect that: (a) the effort is sponsored by the Federal Voting Assistance Program (FVAP) and other entities over the term of the Grant, as appropriate; (b) the content of the information does not necessarily reflect the position or policy of the Government; and (c) that no official Government endorsement should be inferred. "Information" includes news releases, articles, manuscripts, brochures, advertisements, still and motion pictures, speeches, trade association proceedings, symposia, etc.

**13. LIABILITY AND INDEMNITY.** Each party hereto shall be responsible for its own activities and those of its agents and employees in carrying out its responsibilities under this Grant. The Government will not be responsible for, and the Recipient will assume, all liability to persons which may be attributable or incident to the Recipient's negligence or breach of this Grant, or by the negligence or breach of the Grant by any of the Recipient's agents and employees. The Recipient further agrees to indemnify, save, hold harmless, and defend the Government, its officers, agents and employees, from and against all suits, claims, demands or actions, liabilities, judgments, costs and attorneys' fees arising out of, or in any manner predicated upon personal injury or death resulting from, related to, caused by or incident to the Recipient's negligence in the carrying out of the terms of this Grant, or breach thereof, or any and all other activities conducted by the Recipient, its agents, employees and contractors incident to this Grant. Any claim against the Government or its employees for damages arising out of negligence, wrongful acts, or wrongful omissions shall be pursued under the Federal Tort Claims Act.

**14. CHANGE OF CIRCUMSTANCES.** Each party will promptly notify the other party of any legal impediment, change of circumstances, pending litigation, or any other event or condition that may adversely affect such party's ability to carry out any of its obligations under this Grant.

**15. TERMINATION AND ENFORCEMENT.**

(a) **Enforcement.** The Government's remedies for noncompliance are as set forth at 32 CFR 33.43. The enforcement remedies identified in this section, including suspension and termination, do not preclude the Recipient from being subject to "Debarment and Suspension" under E.O. 12549.

(b) **Termination.** This award may be terminated in whole or in part only as set forth at 32 CFR 33.44.

**16. CHANGES.**

**16.1.** The Recipient is permitted to re-budget within the approved direct cost budget to meet unanticipated requirements **and** may make limited program changes to the approved project. However, the

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Recipient shall obtain prior written approval of the Grants Officer whenever any of the following changes is anticipated:

- (a) Any revision which would result in the need for additional funding;
- (b) Cumulative transfers among direct cost categories which exceed or are expected to exceed ten percent (10%) of the current total approved budget, whenever the Government's share exceeds \$100,000.00;
- (c) Any revision of the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval;
- (d) Need to extend the period of availability of funds;
- (e) Changes in key persons in cases where specified in an application for a Grant award. In research projects, a change in the project director or principal investigator shall always require approval of the Grants Officer.
- (f) Contracting out, sub-granting or otherwise obtaining the services of a third party to perform activities which are central to the purposes of this Grant. This approval is in addition to the approval requirements of 32 CFR 33.36(g), but does not apply to the procurement of equipment, supplies and general support services.

#### **16.2. Requesting Prior Approval.**

- (a) A request for prior approval of any budget revision will be in the same budget format that the Recipient used in its application and shall be accompanied by a narrative justification for the proposed revision.
- (b) A request for a prior approval under OMB Circular A-87 may be made by letter.

### **17. APPENDIX A TO PART 170 – AWARD TERM**

#### **1. Reporting Subawards And Executive Compensation**

##### **a. Reporting of first-tier subawards.**

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

##### **2. Where and when to report.**

- i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsr.gov>.
- ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsr.gov> specify.

##### **b. Reporting Total Compensation of Recipient Executives.**

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

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i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions.

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

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v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Reference: <http://www.federalregister.gov/articles/2010/09/14/2010-22705/requirements-for-federal-funding-accountability-and-transparency-act-implementation>

## 18. INVENTIONS (PATENTS).

(a) The clause entitled Rights to Inventions Made by Nonprofit Organizations and Small Business Firms,” (37 CFR 401) is hereby incorporated by reference and the clauses in paragraph 401.14 are modified as follows: replace the word “contractor” with “Recipient”, replace the words “agency,” “Federal agency” and “funding Federal Agency” with “Government”; replace the word “contract” with “grant”; delete paragraphs (g)(2), (g) (3) and the words “to be performed by a small business firm or domestic nonprofit organization” from paragraph (g)(1); paragraph (1), Communications, point of contact or matters relating to this clause will be the Defense Human Resources Activity (DHRA) Office of General Counsel.

(b) The Recipient shall file annual Invention (Patent) Reports as of the close of the performance year and at the end of the term for this Grant. Annual reports are due 90 calendar days after the end of each year of performance and final reports are due 90 calendar days after the expiration of the Grant. The Recipient shall use DD Form 882, Report of Inventions and Subcontracts, to file an invention report. Negative reports are also required. The Recipient shall submit the original to the Defense Contract Management Agency Administrative Grants Officer, and one copy to the DHRA Grants Officer.

(c) Administrative close-out of the Grant cannot be made until all invention reporting requirements are met.

19. **MODIFICATION OF GRANT.** This Grant constitutes the entire agreement of the Parties and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions among the Parties, whether oral or written, with respect to the subject matter herein. The only method by which the Grant can be modified is through formal, written modification, signed by either the Grants Officer or the Administrative Grants Officer (AGO). No other communications, whether oral or in writing, shall be binding on the parties.

## **SECTION D – DATA COLLECTION POINT REPORTING REQUIREMENTS**

**Data Collection Point Reports:** Recipient shall submit data reports on their research project. The due date for submission is sixty (60) days after each Federal election. Data reporting materials (template and instructions), set forth in the originating Broad Agency Announcement (BAA) and are hereby incorporated by reference. An FVAP online submission mechanism will be in place for data report submission in the future. Until the establishment of this online reporting system, data reports shall be submitted on the template provided.



**TRAVIS COUNTY**  
**FY 14 GRANT SUMMARY SHEET**

Contract #: SF13-A10-27367-01

SAP #: 800295

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input type="checkbox"/>	Amendment: <input checked="" 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	
Phone Number:	854-7508	

Grant Title:	Vision Summit		
Grant Period:	From: <input type="text" value="1/1/2013"/>	To: <input type="text" value="10/31/2013"/>	
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	<i>Budgeted County Contribution #595010 (Cash Match)</i>	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	

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Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 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:**

The Travis County Sheriff's Office is requesting approval of the ratification of a one month extension of the agreement with the Office of Governor, Criminal Justice Division to provide additional time to receive invoices from the recent Vision Summit to close out the grant. The office worked with the Planning and Budget Office and County Judge's Office to approve the one month extension in the grantor's website with the understanding the item would be brought back for Commissioners Court approval.

The Planning and Budget Office recommends approval of the ratification.

**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 matching 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.



JAMES N. SYLVESTER  
Chief Deputy

**GREG HAMILTON**  
TRAVIS COUNTY SHERIFF

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


PHYLLIS CLAIR  
Major - Law Enforcement

DARREN LONG  
Major - Corrections

MARK SAWA  
Major - Administration & Support

September 24, 2013

**MEMORANDUM**

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

On September 10-13, 2013, the Sheriff's Office hosted the inaugural Vision Summit: Looking Towards the Future. This project was supported with a grant from the Office of the Governor, Criminal Justice Division. The grant award was accepted by the Court on August 13, 2013 (Item 9B), and provided 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. The current contract has a grant closing date of September 30, 2013. Generated program income from such things as participant registrations and exhibitors fees are being applied toward the conference costs and reduce the amount of funding received from the State as it is received. Unfortunately not all revenue from summit participants has been received, and is not expected before the end of the grant period. After discussion with the County Auditor's Office, and the Office of the Governor, Criminal Justice Division, the proposed solution to properly account for this additional grant revenue is a one-month extension, moving the grant closing date to October 31, 2013.

At this time we are seeking the Commissioners Court approval to ratify the extension of this award. 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 Gatin, PBO  
Danny Smith, TCSO

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**Financial Status Summary for this Project**

This section displays your grant project's financial status to date.

**Today's Date:** 9/24/2013  
**Grant Start Date:** 1/1/2013  
**Grant End Date:** 9/30/2013  
**Grant Liquidation Date:** 12/29/2013

**Current Grant Award Amount:** \$78,147.00  
**Total Expenditures Reported to Date:** \$0.00  
**Total Reimbursement(s) and Advance Payment Request(s) Paid to Date:** \$0.00  
**Maximum Reimbursement Amount Available:** \$0.00  
**Total Unexpended Balance to Date:** \$78,147.00

**Date This Adjustment Request was Created by Grantee:** 9/23/2013 4:06:42 PM  
**Date This Adjustment Request was Submitted to OOG:**  
**Adjustment Request Status:** New Request

**Programmatic and Budget Adjustments**

**Request Authorization for a Grant Official Change or Modify the Project's Identifying Information**

Designate a new Grant Official or modify the existing information for the:

- Authorized Official (Note: Supporting documentation may need to be submitted to OOG, such as the Resolution.)
- Financial Officer
- Project Director
- Grant Writer

Modify the project's Identifying Information for the:

- Applicant Agency Name (Note: Supporting documentation may need to be submitted to OOG, such as the Resolution, Nonprofit Documentation, etc.)
- Project Title
- Project's Official Address
- System for Award Management (SAM) Expiration Date: 12/31/2013
- Data Universal Numbering System (DUNS): 12345678901234

**Request Authorization for a Change Project Scope or Impact Area**

Request a modification to the Project's Scope and / or Impacted Area or other Supporting Programmatic and Fiscal Documentation for the following:

- Project Narrative
- Project Activities and / or Performance Measures
- Supporting Documents
- Impacted Target Population or Geographic Area
- Local Capacity (Nonprofit Corporations only)

**Request Authorization for a Budget Modification**

Budget Adjustments (will not result in an increase or decrease to the OOG grant award amount):

- Click here to modify the budget.

**Extension, Supplemental / De-obligation, and Other Grant Adjustments**

**Request Authorization for an Extension of the Grant Period**

This section allows grantees to request an extension grant period and date. Request an extension of project's End Date to expend the following:

- Existing Funds
- Supplemental Funds
- Spend Down Generated Program Income (GPI)
- Other (specify below under Adjustment Justification)

Enter the Revised End Date: 10/31/2013

**Request Authorization for a Budget Modification**

**Budget Supplements:**

- Modify budget line items that will result in an increase to the Total Project Cost amount

**Budget De-obligations:**

- Modify budget line items that will result in a decrease to the Total Project Cost amount

**Apply GPI earned to this budget (might result in decrease to the OOG Funds award amount):**

- GPI to be applied to this budget is a result of a Court Forfeiture
- GPI to be applied to this budget is a result of Other Sources (e.g., fees interest)

**Grant Adjustment Justification**

**Created Date:** 9/23/2013 4:06:42 PM

**Adjustment Status:** New Request

Enter the Adjustment Justification:

TCSO is still in the process of receiving outstanding registration fees from some of the participants that registered late. A one month extension will allow time to receive anticipated revenue and finalize the accounting on this project.