



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 10/22/2013, 9:00 AM, Voting Session

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

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

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

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

- A. Application to the Office of the Governor, Criminal Justice Division for a Prostitution Prevention Program Planning Grant in Criminal Justice Planning Department;
- B. Annual contract with the Office of the Governor, Criminal Justice Division, to continue the Family Violence Accelerated Prosecution Program in the County Attorney's Office;
- C. Annual contract with the Office of the Governor, Criminal Justice Division, to continue the Family Drug Treatment Court Program in the Civil Courts; and
- D. Annual contract with Substance Abuse and Mental Health Services Administration/ Center for Substance Abuse Treatment for a Juvenile Treatment Drug Court program in the Juvenile Probation Department.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Item A is a new grant application for a planning grant to establish a Prostitution Prevention Program. The County is required to submit an application for these funds due to new legislation, SB 484, which requires Counties over 200,000 to apply for funding to establish a prostitution prevention program.

Items B,C,D are annual renewals of existing grant programs.

### **STAFF RECOMMENDATIONS:**

PBO recommends approval.

### **ISSUES AND OPPORTUNITIES:**

Additional information is provided on the grant summary sheets.

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

No additional funding is required.

### **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Leslie Browder  
David Salazar

TRAVIS COUNTY

10/22/2013

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>	155	Prostitution Prevention Program- Planning Grant	01/01/14 - 08/31/14	\$30,000	\$0	\$0	\$0	\$30,000	0.00	R	S	6
<b>Contracts</b>												
<b>B</b>	119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,957	\$34,053	\$0	\$0	\$119,010	2.23	R	MC	20
<b>C</b>	122	Family Drug Treatment Court	099/01/13 - 08/31/14	\$137,388	\$0	\$0	\$0	\$137,388	1.00	R	MC	31
<b>D</b>	145	Juvenile Drug Treatment Court- SAMHSA/CSAT	09/30/13 - 09/29/14	\$227,670	\$0	\$0	\$0	\$227,670	0.00	R	MC	41

**PBO Notes:**

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed
- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

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

**FY 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
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/14 - 07/31/15	\$43,569	\$12,244	\$0	\$0	\$55,813	1.00	10/8/2013
124	Formula Grant-Indigent Defense Program	10/1/13 - 09/30/14	\$442,000	\$0	\$0	\$0	\$442,000	0.00	10/15/2013
			\$485,569	\$12,244	\$0	\$0	\$497,813	1.00	

\*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
145	Drug Court and In-Home Family Services	09/01/13 - 08/31/14	\$162,000	\$18,007	\$0	\$0	\$180,007	0.20	10/8/2013
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	10/8/2013
120	Electronic Transmission of Ballot Portal	09/30/14 - 12/31/18	\$19,950	\$0	\$0	\$0	\$19,950	0.00	10/8/2013
137	Vision Summit	01/01/13 - 10/31/13	\$78,147	\$0	\$0	\$0	\$78,147	0.00	10/8/2013
137	Child Abuse Victim Services Personnel	09/01/13 - 08/31/14	\$23,092	\$0	\$34,639	\$0	\$57,731	1.00	10/15/2013
147	Emergency Management Performance Grant	10/01/12 - 03/31/14	\$69,699	\$69,699	\$0	\$0	\$139,398	0.00	10/15/2013
147	Homeland Security Grant Program, State Homeland Security Program	09/01/13 - 01/31/15	\$9,500	\$0	\$0	\$0	\$9,500	0.00	10/15/2013
147	Homeland Security Grant Program, State Homeland Security Law Enforcement Terrorist Prevention Activities Program	09/01/13 - 01/31/15	\$22,500	\$0	\$0	\$0	\$22,500	0.00	10/15/2013
158	Title IV-E Child Welfare Services	10/01/13 - 09/30/14	\$20,508	\$67,430	\$0	\$0	\$87,938	0.60	10/15/2013

\*Amended from original agreement.

\$1,648,915    \$414,136    \$34,639    \$0    \$2,097,690    11.10

FY 2014 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request				
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

FY 2014 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	PTC Approval Date	Has the General Fund been Reimbursed?
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
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 Reovery II	09/30/13 - 09/29/14	\$22,909	\$0	\$22,909	1.00	12/31/2013	9/24/2013	No
Totals			\$697,813	\$7,300	\$705,113	122.17			



## TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Criminal Justice Planning Department	
Contact Person/Title:	Roger Jefferies, County Executive, Justice and Public Safety Division	
Phone Number:	512-854-4759	

Grant Title:	Travis County Prostitution Prevention Program - Planning Grant		
Grant Period:	From: <input type="text" value="Jan 1, 2014"/>	To: <input type="text" value="08/31/2014"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Texas 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:	NA		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 30,000
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 30,000
FTEs:	0.00	0.00	0.00	0.00	0.00

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

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	CS	
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 Programs Planned	3	3 (Actual FY 12)	4 (Actual FY 13)	3
2.		0	0	0	0
3.		0	0	0	0
+ -		Measures for the Grant			
1.	Please see item 7 for contract scope of work.	0	0	0	0
Outcome Impact Description					
2.	Develop plan for prostitution prevention program/specialty court.	NA	NA	NA	1
Outcome Impact Description					
3.	Develop steering committee for the planning process.	NA	NA	NA	1
Outcome Impact Description					

**PBO Recommendation:**

This is an application to the Governor's Office for a planning grant to begin a prostitution prevention program. Travis County is required to apply for these funds per SB 484 passed in the last Legislative session. Please note that that the County will not be compelled to create or maintain this program if state funding is not available. No grant match is required should Travis County be awarded this grant. PBO recommends approval of the application.

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

This is a new planning grant for FY 2014/2015.

This grant application is required by Senate Bill 484 which requires counties with a population over 200,000 to implement a prostitution prevention program. Travis County is proposing to contract with a professional facilitator to work with local stakeholders to study the problem of local prostitution crime and make recommendations on how to implement a specialty court for prostitution prevention in 2015. If funded, this planning work will be accomplished from January 2014 to August 2014.

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

The use of county funds are not anticipated at this time. Continued funding is anticipated from The Governor's Office, Criminal Justice Planning (421) Fund via legislative appropriations.

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

There are no match requirements associated with this grant.

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

No.

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 Travis County Prostitution Prevention Program - Planning will be completed by August 2014. It is anticipated that Travis County will apply for continued funding in 2015 from the Texas Governor's Office, 421 Fund.

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

In the 2013, 83rd Texas legislative session, Senate Bill (SB) 484 was signed into law effective, September 1, 2013. Senate Bill (SB) 484 mandates that counties with populations over 200,000 must establish prostitution courts under specialty court statutes. These prostitution specialty courts can apply to those who are defendants charged under Section 43.02(a) (1) of the Texas Penal Code, in which the defendant offered or agreed to engage in or engaged in sexual conduct for a fee. The Travis County Commissioners Court in compliance with SB484, is requesting that \$30,000 funding for a 12-month planning grant in 2014 be provided by the Texas Governor's Office, 421 funding. The FY 2014 proposed planning grant will allow Travis County to work with a professional consultant to determine the needed data and steps to potentially implement an evidenced based prostitution prevention program in 2015.

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.

Completion of the activities described below will function as a tool to measure the effectiveness of the planning process for this grant.

These planning activities will be absorbed by CJP planning staff. Current operations will not be affected. The activities described below will allow the department to work with and monitor the contractors performance.

- Create Steering Committee and meet once a month beginning January 2014 to August 2014 during planning phase of Travis County Prostitution Prevention Program and Specialty Court.
- The Steering Committee will select a subcontractor who will develop and design a written program implementation plan based on evidence based practices for specialty courts. Subcontractor will gain input from existing data, participation from prospective project partners, elected judges, the Office of Court Administration, Adult Probation and other Steering Committee experts. The written plan must be a detailed step-by-step document detailing who, what, where, when and how the program will be administered. A timeline and logic chart must be included.
- The Steering Committee will work with the subcontractor to select a validated assessment tool for use with program participants. It is suggested that the Texas Risk Assessment Survey (TRAS) for reentry be utilized. The TRAS - Pretrial Assessment is currently being used by pretrial officers and the TRAS - Probation assessment by Community Supervision and Corrections (Probation) Officers.
- The Steering Committee will work with the Travis County Office of Court Administration and the Travis County Criminal Justice Planning Department staff to design an evaluation component for the program.
- The Steering Committee will work with the subcontractor to write a policy and procedure manual for the program. This policy and procedure manual must be based on evidence based practices from other local, state and national prostitution specialty or drug courts. Subcontractor may obtain policy and procedure manuals from existing drug or prostitution courts for reference.
- The Steering Committee will work with the subcontractor to set-up and travel with a small group (no more than 8 attendees) to observe up to two existing Texas operated prostitution specialty courts. These site visits must take place no later than June 2014.
- The Steering Committee will work with the subcontractor to create a written list of funding sources/streams to continue efforts and sustainability of program efforts after 2014.



## **JUSTICE & PUBLIC SAFETY DIVISION**

**Roger Jefferies, County Executive**

**P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417**

**Date:** October 8, 2013

**To:** Leslie Browder, County Executive, PBO  
Jessica Rio, Budget Director, PBO  
Katie Gipson, PBO

**From:** Roger Jefferies, County Executive, JPS

**Subject:** Grant Application to Governor's Office for Prostitution Specialty Court Program

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

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

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

In the 2013, 83<sup>rd</sup> Texas legislative session, Senate Bill (SB) 484 was signed into law effective September 1, 2013. This new law mandates that counties with populations over 200,000 must establish prostitution courts under specialty court statutes. These prostitution specialty courts can apply to those who are defendants charged under Section 43.02 of the Texas Penal Code, in which the defendant offered or agreed to engage in or engaged in sexual conduct for a fee.

A workgroup from agencies and departments represented in the copy list below is respectfully requesting that the Travis County Commissioners Court, in compliance with SB 484, approve an application to the Texas Governor's Office for \$30,000 in funding for an 8-month planning grant. The proposed planning grant will establish a steering committee with multiple Travis County stakeholders who will work with a professional consultant to determine the need for and steps necessary to potentially implement an evidenced based prostitution specialty court program in 2015.

c: Rosemary Lehmborg, District Attorney  
David Escamilla, County Attorney  
Mike Denton, Judge, County Court at Law #4  
Debra Hale, Criminal Courts Administration  
Rosie Ramon Duran, Adult Probation  
Irma Guerrero, Pretrial Services  
Caryl Colburn, CES  
Kimberly Pierce, CJP  
Deece Eckstein, IGR  
Phyllis Clair, Major, TCSO  
Darren Long, Major, TCSO  
Raul Mungia, Assistant Chief, APD

**Travis County Prostitution Prevention Program – Planning Grant  
Governor’s Office, Criminal Justice Division  
Grant Application – Due October 31, 2013**

*Reviewers please note: This grant application information was lifted directly from the Governor’s Office eGrants online application. It is not an exact match of the online application. However, all of the questions and answers are represented. Some of the format and spacing may be off by a space or line as it was cut and pasted from the online version. Everything in bold indicates that the information is directly from the Governor’s Office. Thank you.*

**Fund Source information and Requirements**

**Primary Mission and Purpose**

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

**Funding Levels**

The anticipated funding levels for these programs are as follows:

- Minimum Award - \$10,000
- Minimum Award for Criminal History Reporting
- Maximum Award – \$75,000
- Match Required - None

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

**Program Requirements**

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

**Deduction Method** – Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless CJD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.

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

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

### **Specialty Court**

#### **Preferences**

Preference will be given to:

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

Specialty Court programs that provide court-supervised treatment as an alternative to traditional criminal sanctions, as defined in Chapter 469 of the Texas Health and Safety Code must incorporate the following essential characteristics of specialty courts noted below and codified in Texas Health and Safety Code §469.001 to be eligible for funding:

#### **Essential Characteristics**

describe in detail how your program meets each of the essential characteristics of a specialty court.

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

Travis County is applying for an eight-month planning grant for the implementation of a prostitution specialty court and prevention program to be implemented in 2015. Travis County recognizes the necessary integration among alcohol and drug treatment services, mental health counseling services, supported and supervised housing, employment, education and intensive case management referrals to local social service and health agencies to achieve client success. These integrated services will be determined in the planning process for a prostitution specialty court and prevention program.

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

In the planning of the prostitution court and prevention program, Travis County will promote a non-adversarial, holistic approach towards adjudicating defendants among the prosecutors, defense attorneys, the court, and service providers

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

Through a planning process, Travis County will identify the appropriate point of entry in the criminal justice system to identify potential clients for prompt placement into the program. Choices may include pretrial, court and sentencing phase, or reentry.

**Access** – For Drug Courts: Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services. **For Prostitution Prevention Courts: Access to information, counseling, and services relating to sex addiction, sexually transmitted diseases, mental health, and substance abuse.**

Travis County's planning for a prostitution court and prevention program should include exploring appropriate evidence based assessments of risk and need. The use of such an assessment will capture the potential client's risk factors, and provide us with a guide to linking him or her with specific programs and services. During the planning process, Travis County will inventory service providers in the community who would provide access to needed information, counseling and services relating to sex trafficking, sex addiction and sexually transmitted diseases, mental health services and substance abuse treatment. Individual counseling may also be available for HIV/AIDS and other sexually transmitted diseases.

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

Through its planning process, Travis County shall plan for and develop a coordinated strategy among program partners: the court, prosecution, defense attorneys and adult probation to govern responses to participants' compliance. In particular, Travis County will use as a template the National Association of Drug Court Professionals best practices on implementing a specialty court to govern program responses to participant's compliance.

**Judicial Interaction – Ongoing judicial interaction with program participants.**

Research suggests that one of the most effective components of successful specialty courts is ongoing judicial interaction with program participants. In our planning process, we will explore the most appropriate and effective strategies for judicial interaction with program participants.

**Evaluation**

As part of the planning process, Travis County will develop a methodology for collecting program data, and monitoring and evaluating the prostitution court and prevention program. Key to this effort will be planning for a database, or exploring the utilization of existing databases to collect and report on data.

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

We will utilize our planning process to ensure that interdisciplinary education is provided to program stakeholders to promote effective program planning, implementation and operations. Specifically, Travis County will select speakers who are experts about the various forms of prostitution, and the personal issues of individuals involved in prostitution, to provide real-world trainings on the challenges that these individuals face in trying to leave the lifestyle.

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

Travis County will identify in its planning process potential programs which would be helpful in the execution of a prostitution court and prevention program. Examples of organizations we have collaborated with on past criminal justice initiatives include:

1. Austin Travis County Integral Care (ATCIC), the local mental health authority
2. Travis County Adult Probation and Pre-Trial Services Department
3. The Salvation Army
4. Goodwill Industries
5. Front Steps' Austin Resource Center for the Homeless (ARCH), a local homeless service provider
6. Texas Workforce Solutions, the local workforce service provider
7. Travis County Health and Human Services & Veterans Services
8. Faith-based organizations
9. Manos De Christo, Dental Clinic

10. Permanent Supportive and Transitional Housing Providers
11. Austin Community College
12. Medical Access Program (MAP)
13. AIDS Services of Austin
14. Downtown Austin Alliance (DAA)
15. Downtown Austin Community Court (DACC)
16. Lifeworks
17. Travis County Counseling and Education Services
18. Travis County Attorney's Office
19. Travis County District Attorney's Office
20. Austin Police Department
21. Travis County Sheriff's Department

**General Approaches**

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

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

Select all that apply:

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

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

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

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

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

To Be Determined

**Specialty Court Date**

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

Enter the date [mm/dd/yyyy]:

**Specialty Court Type**

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

Select the type of drug court that will be operated:

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

**Presiding Judge**

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

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

Mike Denton, Judge, County Court at Law #4

**Specialty Court Coordinator**

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

*Note: The Specialty Court Coordinator usually monitors the operation of the Specialty Court, supervises Specialty Court staff, participates in Specialty Court judicial staff meetings, prepares and oversees Specialty Court contracts with service providers, maintains data on Specialty Court operations, and communicates with legal staff, government officials, social service agencies, and the public regarding matters of the Specialty Court.*

To Be Determined

**Civil Rights Liaison**

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The

designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

**Enter the Name of the Civil Rights Liaison:**

Debbie Maynor, Travis County Human Resources Director

**Enter the Address for the Civil Rights Liaison:**

P.O. Box 1748  
Austin Texas 78767

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

(512) 854-9170

**Certification:**

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

**Problem**

**Statement:**

In the 2013, 83<sup>rd</sup> Texas legislative session, Senate Bill (SB) 484 was signed into law effective, September 1, 2013. This new law mandates that counties with populations over 200,000 must establish prostitution courts under specialty court statutes. These prostitution specialty courts can apply to those who are defendants charged under Section 43.02 of the Texas Penal Code, in which the defendant offered or agreed to engage in or engaged in sexual conduct for a fee (please see volume of local arrests below). The Travis County Commissioners Court in compliance with SB484, is requesting that \$30,000 funding for an eight month planning grant in 2014 be provided by the Texas Governor's Office, 421 funding. The 2014 proposed planning grant will allow Travis County to work with a vendor to determine the need for and steps necessary to potentially implement an evidenced based prostitution prevention program in 2015.

**Supporting Data:**

For the years 2005-2011, the Austin Police Department (APD) has made the following number of prostitution arrests: 372 (2005), 344, 301, 218, 294, 266, 171 (2011). At the same time, for the years 2005-2011, the APD arrested the following percentage of women for prostitution: 28% (2005), 29%, 54%, 54%, 42%, 53%, 77% (2011).

**Community Plan:**

Travis County did not include prostitution as a priority population in the FY2012 to FY2015 Community Plan.

**Goal Statement:**

The goal of Travis County is to contract with a professional subcontractor to facilitate the development of an implementation plan for a prostitution court and prevention program.

**Coordinated Working Agreements (CWA's):**

If funded, Travis County will advocate for and implement coordinated working agreements in 2015 when the prostitution court and prevention program is proposed to be operational. CWA's are vital and necessary operational instruments in the development of the planning initiative for Travis County in 2014.

**Continuing Projects:**

This is a new project.

**Project Summary:**

Travis County is proposing to contract with a vendor to work with local stakeholders to study the problem of local prostitution crime and make recommendations on how to implement a specialty court for prostitution prevention in 2015. If funded, this planning work will be accomplished from January 2014 to January 2015.

**Fund Source Information and Requirements CJD Activities Tab**

**Specialty Courts**

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

- Yes
- No
- N/A

**List the members of your project's treatment team and describe their role in supporting the participants.**

The 2014 planning project when completed will document and list the prostitution prevention programs treatment team and their roles in supporting program participants.

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

The average caseload is unknown at this time.

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

Completion of the activities described below will function as a tool to measure the effectiveness of the planning process for this grant.

**Provide the total cost for operating your project during the previous fiscal year. (This should include all salaries, travel, counseling, treatment services, office supplies, etc).**

\$0

**List the sources and amounts of non-CJD funding used to support this project during the previous fiscal year. (This may include local or state funds and any other charges to participants).**

N/A

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

N/A

**Identify Your Target Group and Population (for future program)**

The information collected in this area relates to the geographic area, target audience, gender, and special characteristics for the project's target population.

**Geographic Area:**

Travis County, Texas is the home of Austin, Texas the state capital. Travis County has an estimated population of 1,095,684. (United States of Commerce, U.S. Census, 2012)

**Target Audience:** Adult females and males the age of seventeen or over charged with prostitution under the Texas Penal Code Section 43.02 in which the defendant offered or agreed to engage in sexual conduct for a fee in Travis County.

**Gender:** Adult females and males

**Ages:** Seventeen years old and over

**Special Characteristics:** Participants may have history of trauma, drug addiction, be a victim of sex trafficking, sexual addiction or have a mental illness.

**Note from Grantee to OOG:** Please note that this planning grant request does not yet have a permanent assigned Steering Committee. It is anticipated that a Steering Committee that meets monthly will be established by January 2014. A current working group, comprised of the: Travis County Attorney's Office, Travis County District Attorney's Office, City of Austin Police Department - Grants Planning and Police Department Vice Officers, Travis County Office of Court Administration, Travis County Criminal Justice Planning Department, Travis County Judges and the Travis County Intergovernmental Affairs staff have been meeting on this initiative since September 2013.

### **Select Your Project Activities**

Specialty Court – Adult

### **Create Your Own Project Activity**

#### **Describe Each Activity and Percentage of Time to Be Expended**

- Create Steering Committee with CJP (Criminal Justice Planning) and meet once a month beginning January 2014 to December 2014 during planning phase of Travis County Prostitution Prevention Program and Specialty Court. **15%**
- The Steering Committee will select a vendor who will develop and design a written program implementation plan based on evidence based practices for specialty courts. Vendor will gain input from existing data, participation from prospective project partners, elected judges, the Office of Court Administration, Adult Probation and other Steering Committee experts. The written plan must be a detailed step-by-step document detailing who, what, where, when and how the program will be administered. A timeline and logic chart must be included. **20%**
- The Steering Committee and CJP will work with the vendor to select a validated assessment tool for use with program participants. **5%**
- The Steering Committee will work with the Travis County Office of Court Administration and CJP to design an evaluation component for the program. **15%**
- The Steering Committee and CJP will work with the vendor to write a policy and procedure manual for the program. This policy and procedure manual must be based on evidence based practices from other local, state and national prostitution specialty or drug courts. Vendor may obtain policy and procedure manuals from existing drug or prostitution courts for reference. **20%**
- The Steering Committee and CJP will work with the vendor to set-up and travel with a small group (no more than 8 attendees) to observe up to two existing Texas operated prostitution specialty courts. These site visits must take place no later than June 2014. **10%**
- The Steering Committee and CJP will work with the vendor to create a written list of funding sources/streams to continue efforts and sustainability of program efforts after 2014. **15%**

**Total: 100 Percent**

**Summary:**

The total budget is for \$30,000 with no cash match or in-kind. \$25,000 will be used for a vendor. \$5,000 will be used for up to eight members of the Steering Committee to visit up to two Texas Prostitution Prevention Programs before June 2014.

**SPECIALTY COURT RESOLUTION**

**WHEREAS, The Travis County Commissioners Court finds it in the interest of the residents of Travis County to establish a planning process to ensure compliance with Senate Bill 484, effective September 1, 2013, which calls for counties over 200,000 in population to implement a prostitution specialty court program.**

**NOW THEREFORE, BE IT RESOLVED that the Travis County Commissioners Court does authorize the planning for a Prostitution Specialty Court Program utilizing grant funding from the Texas Governor's Office, which will enable Travis County to determine the best utilization of services as needed by our residents.**

Signed by: \_\_\_\_\_

Samuel Biscoe, Travis County Judge

Passed and approved this \_\_\_\_\_ of October, 2014.



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

Contract #: 2104405

SAP #: 800329

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Attorney's Office/Family Violence Division	
Contact Person/Title:	Megan Fox Navarro	
Phone Number:	Direct: (512) 854-9529 Main: (512) 854-9415	

Grant Title:	Family Violence Accelerated Prosecution Program		
Grant Period:	From: 09/01/2013	To: 08/31/2014	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	State of Texas, Office of the Governor, Criminal Justice Division		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	OVW/Office on Violence Against Women		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 84,954	\$ 34,053	\$ 0	\$ 17,088	\$ 136,095
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 84,954</b>	<b>\$ 34,053</b>	<b>\$ 0</b>	<b>\$ 17,088</b>	<b>\$ 136,095</b>
FTEs:	1.17	0.60	0.00	0.46	2.23

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

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

Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ - Applicable Departmental Measures					
1.	Average days to file a FV Case	15	16	15	15
2.	Average number of Jury Trial settings per month for FV Misd cases	242	315	280	Under 300
3.	Number of FV cases filed	3398	3048	3000	3000
+ - Measures for the Grant					
1.	Number of interns trained to provide direct assistance to victims of FV.	2	3	2	2
Outcome Impact Description					
2.	Number of victims assisted with a PO by grant funded victim counselor and interns.	394	615	500	500
Outcome Impact Description					
3.	Number of victims assisted with Crime Victim Compensation applications by funded victim counselors and interns.	171	177	175	175
Outcome Impact Description					

**PBO Recommendation:**

PBO recommends approval of the fifth (5th) year of this Family Violence Accelerated Prosecution Program continuation grant award. The Court's August 27, 2013 approved Permission to Continue for this continuation grant will end on November 1, 2013.

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

The Travis County Attorney's Office (TCAO) seeks to continue enhancing victim services while increasing the efficiency of prosecuting family violence criminal cases. Accelerated prosecution is the process of using the same prosecutorial team from the time a complaint is reviewed until a final disposition is reached.

With the Accelerated Prosecution grant, Family Violence cases are reviewed and prosecuted by the same team of prosecutors. Our intake attorney formally files these cases and then works to collect needed evidence that will ensure proper prosecution. Having one position intake all of our cases ensures continuity and reliability. Not only that, this position is able to file cases in a much timelier manner than before we had this grant funding.

This program also includes several components related to victim services. Per grant in-kind match requirements, we have at least two social work interns who operate as Victim Counselors in the Protective Order (PO) division. These interns also work with victims of criminal assault cases by attending court settings and seeking victim input. In addition, part of a full-time PO Victim Counselors' salary acts as a needed match. This grant also funds a part-time Victim Counselor position during the summer months. All of these positions ensure that victims are receiving outreach and intervention at a very critical time. These victim counselors provide support in obtaining a PO, assistance with information surrounding a criminal case, as well as provides resources and referrals.

By receiving continued grant funding, this project will continue to enhance our already established project by reaching dispositions faster and working to ensure victim and community safety.

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

The current grant is available one year at a time. If TCAO performs adequately, we have priority eligibility to re-apply for an additional year. We are required to provide a match, office space, equipment and supplies for grant funded employees. The section below will further discuss the county commitment in more detail.

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.

This grant requires that we provide matching funds that equal 35% of the total project. This match can be in-kind, cash or a combination of both. TCAO provides an in-kind match by using the hours that two UT School of Social Work interns provide throughout the year. TCAO will provide a cash-match equaling \$34,053, provided by the general fund, and whose origin comes from 60% of a salary for a Victim Counselor in the PO division that is already established. Last year, TCAO had to provide an additional cash match due to the added position that we requested funding for. Since we are no longer including that position in this years' application, no cash match is needed.

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

Yes, this grant contract offers a 3% indirect cost allocation.

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

Should there be discontinuance of grant funding, our office would ask the Commissioner's Court for permission to fund the attorney position using revenue from the general fund. The likelihood of this request being granted is unknown given today's economic climate. However, no other programs will be able to be discontinued.

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

N/A

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

Continuing this accelerated prosecution program will provide more outreach and connection to victims, as well as increase how quickly we are able to file charges. Additionally, the prosecutor will assist with managing the ever-increasing family violence caseload. Last year, we filed 3,081 family violence misdemeanor cases, each case with a victim who needs outreach. Our office has also been very close to meeting the measure for how many cases we dismiss (actual: 743, target: 700) or receive convictions on (actual: 655, target: 800). This project is an essential and imperative part of our office and ultimately guarantees that victims get needed support and guidance, and offenders are held accountable for their actions. It is our hope to continue maintaining this grant so we can keep working towards reaching our identified goals, which will ultimately serve all of Travis County.

DAVID ESCAMILLA  
COUNTY ATTORNEY



COUNTY ATTORNEY'S OFFICE  
314 W. 11<sup>TH</sup> ST.  
SUITE 300  
AUSTIN, TEXAS 78701  
Phone: (512) 854-9415  
Fax: (512) 854-9316

## Memorandum

**William Derryberry - PBO**  
**David Escamilla, TCAO**  
**Mack Martinez, TCAO**  
**Chantelle Abruzzo, TCAO**  
**Dede Bell, Auditor's Office**  
**TO: Jessie Mars, Auditor's Office**  
**FROM: Megan Fox Navarro, LMSW, TCAO**  
**DATE: October 10, 2013**  
**FY 2014 Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking Solicitation Grant Application**  
**RE: #2104405**

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Dear William Derryberry,

The Travis County Attorney's Office has received the grant award for the 2014 Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking Solicitation Grant. This grant is from the Office of the Governor and is for the time period of 9/1/2013 – 8/31/2014.

The funding from this grant will provide TCAO with 1 FTE intake prosecutor and 1 part-time victim counselor in the summer of 2014. **The award amount for the application is \$84,954. The required cash match is \$34,053.**

TCAO is requesting that the Commissioner's Court approve the grant award. It is imperative that this issue get on the Commissioner's Court agenda for approval no later than October 29, 2013.

Attached for your review are the following documents:

- 
- 1) Grant Summary Sheet
  - 2) Resolution
  - 3) Grant Award Letter
- 

Should you have any questions regarding this grant, please contact me.

Sincerely,

*Megan Fox Navarro*

Megan Fox Navarro, LMSW  
Senior Victim Counselor  
Office: 512-854-9529, Fax: 512-854-9570  
Travis County Attorney's Office, Family Violence Division



State of Texas  
Office of the Governor  
Criminal Justice Division

Rick Perry  
Governor

October 07, 2013

The Honorable Samuel Biscoe  
County Judge  
PREVIEW - Travis County - PREVIEW -  
Post Office Box 1748  
Austin, Texas 78767-1748

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:** WF-13-V30-21044-05 **CFDA or State ID:** 16.588  
**Program Fund:** WF-Violence Against Women Formula Grants  
**Grantee Name:** PREVIEW - Travis County - PREVIEW -  
**Project Title:** Family Violence Accelerated Prosecution Program  
**Grant Period:** 09/01/2013 - 08/31/2014  
**Liquidation Date:** 11/29/2014  
**Date Awarded:** October 07, 2013  
**CJD Grant Manager:** Reilly Webb

**CJD Award Amount:** \$84,954.00  
**Grantee Cash Match:** \$34,053.00  
**Grantee In Kind Match:** \$17,088.00  
**Total Project Cost:** \$136,095.00

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



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:** October 07, 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.

23b

THE STATE OF TEXAS  
COUNTY OF TRAVIS

**RESOLUTION**

**WHEREAS**, The County Commissioners of Travis County, Texas finds it in the best interest of the citizens of Travis County, that the Travis County Attorney's Office operate the Family Violence Accelerated Prosecution Program; and

**WHEREAS**, the Commissioners of Travis County have agreed to provide the minimum matching percentage for the said project as required by the Office of the Governor, Criminal Justice Division, grant application; and

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

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

**NOW THEREFORE, BE IT RESOVLED** that the County Commissioners of Travis County, Texas approves submission of the Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking Solicitation grant application to the Office of the Governor, Criminal Justice Division for support of the Travis County Attorney's Office's Family Violence Accelerated Prosecution Program.

Signed by: Samuel T. Biscoe  
Samuel T. Biscoe  
Travis County Judge

Passed and Approved this 26<sup>th</sup> (Day) of February (Month), 2013 (Year)

Grant Application Number: 2104405



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

Contract #:

SAP #:

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Civil Courts (122)	
Contact Person/Title:	Judge Darlene Byrne, 126th District Judge / Peg Liedtke, Director of Civil Courts	
Phone Number:	512-854-9313 or 512-854-9364	

Grant Title:	Family Drug Treatment Court (Grant #1974707)		
Grant Period:	From: <input style="width: 100px;" type="text" value="Sep 1, 2013"/>	To: <input style="width: 100px;" type="text" value="Aug 31, 2014"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor, Criminal Justice Division's Drug Court Program		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 67,297.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 67,297.00
Operating:	\$ 67,397.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 67,397.00
Capital Equipment:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Indirect Costs:	\$ 2,693.88	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,693.88
<b>Totals:</b>	<b>\$ 137,387.88</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 137,387.88</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
	\$ 0.00	\$ 0.00	\$ 0.00	0.00	

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

Performance Measures					
#	Measure	Actual FY 12 Measure	Actual FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ - Applicable Departmental Measures					
1.	Number of new enrollments in the program	27	29	24	24
2.	Number of participants in the program	56	57	48	48
3.	Number of people assessed for eligibility to participate in the program	42	36	32	32
+ - Measures for the Grant					
1.	Number of participants employed or enrolled in school at the time of drug court graduation	10	14	8	8
Outcome Impact Description		Indicates the number of participants who are employed full or part time or who are enrolled in GED preparation or a vocational or college program at the time that they successfully complete the drug court program.			
2.	Number of participants that earn a GED, high school diploma, or vocational training credential while in the program	2	0	2	2
Outcome Impact Description		Indicates the number of program participants that earn some sort of certification or degree, including a GED or high school diploma while they are participating in the FDTC program this fiscal year			
3.	Number of participants that successfully complete the program	14	17	10	10
Outcome Impact Description		Indicates the number of successful graduates from the FDTC program this fiscal year.			

**PBO Recommendation:**

This grant contract is to continue the intensive services provided to parents with substance abuse problems that are in the family court system. The performance measures indicate that the current year performance measures are generally on track to be met or exceeded.

There is no county match required. PBO recommends approval.

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

The mission of the FDTC is to provide a spectrum of court and community-based supports for parents involved in the child welfare system that promotes recovery from alcohol and drug addiction and encourages healthy lifestyle choices. The vision of the FDTC is for parent participants to become sober, responsible caregivers so they can ensure the safety and well-being of their children. The Family Drug Treatment Court is vital to the families in our community. There is a great need for child abuse and neglect prevention programs that target substance abusing parents. Through intensive services, monitoring, and case work, the Family Drug Treatment Court ensures that all children remaining with custodians in drug court will experience safe and nurturing permanent homes.

The Civil Courts are requesting contract approval for funding for the Travis County Family Drug Treatment Court program in FY 2014 for this grant with the Office of the Governor's Criminal Justice Division Drug Court Program Grant. The Drug Court currently has a Drug Court Coordinator that would continue with the approval of this grant.

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

The Civil Courts intend to request subsequent year continuation funding for this program through proposals submitted to Federal and State government, as well as private foundations. The use of county funds are not anticipated at this time.

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

There is no match requirements associated with this grant.

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

Indirect costs of two percent are allowed under this funding source and have been included in the grant application.

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

The Family Drug Treatment Court program and associated improvements in service delivery will not discontinue upon discontinuance of grant funding. The Civil Courts will leverage existing funds, staff and County resources to sustain this project. We intend to request subsequent year continuation funding for this project through proposals submitted to the Federal and State government. Subsequently, the County will have the opportunity to consider investment in staff positions and the program in areas of the Civil Courts.

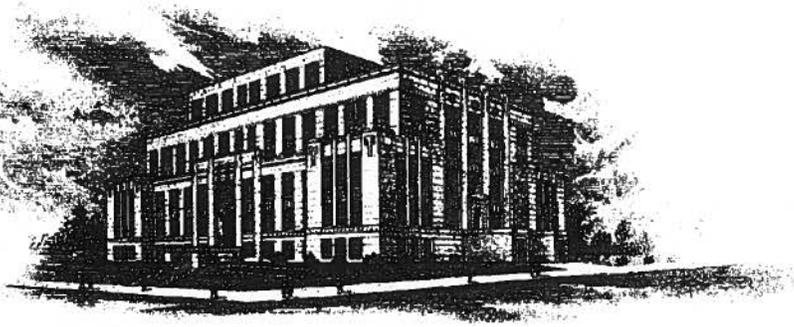
6. If this is a new program, please provide information why the County should expand into this area.

Not applicable.

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.

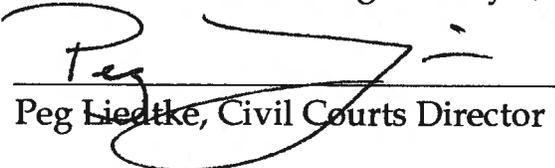
The Family Drug Treatment Court is vital to families in our community. There is a great need for prevention programs that target substance abusing parents for child abuse and neglect cases. In response, the Travis County Civil Courts have developed and implemented a Drug Court. The purpose of the drug court is to protect the safety and welfare of children through a court-based system that gives parents the tools they need to become sober, responsible caregivers. The impact will be recognized in improved re-unification, family organization and cohesion.

To successfully evaluate the performance of the drug court, the court has documented the implementation and development of the program using a comprehensive process and outcome evaluation design. The design will be used to assess the effectiveness of the program. The Drug Court Coordinator (grant-funded) position, oversees the collection, management, analysis, interpretation and reporting as required.



Office of the District Judges  
Heman Marion Sweatt Courthouse  
P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9300

TO: Victoria Ramirez, Budget Analyst, Planning and Budget Office

FROM:   
Peg Liedtke, Civil Courts Director

DATE: October 9, 2013

RE: Contract Approval Request - Family Drug Treatment Court,  
FY 2014 Grant with the Governor's Criminal Justice Division

Please consider this request from the Civil Courts for contract approval of the FY 2014 grant with the Office of the Governor's Criminal Justice Division (CJD) program for the Family Drug Treatment Court in the requested amount of \$137,387.88.

It is our understanding that revenue will be certified by the County Auditor when all of the normal requirements for the grant contract have been met. Please contact me or Amanda Michael if further information is required or if you have any questions.

Thank you very much for your consideration.



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 -  
1000 Guadalupe St.  
Austin, Texas 78701-1748

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:** DC-14-A10-19747-07 **CFDA or State ID:** 00.303  
**Program Fund:** DC-Drug Court Program  
**Grantee Name:** PREVIEW - Travis County - PREVIEW -  
**Project Title:** Family Drug Treatment Court  
**Grant Period:** 09/01/2013 - 08/31/2014  
**Liquidation Date:** 11/29/2014  
**Date Awarded:** September 13, 2013  
**CJD Grant Manager:** Anissa Johnson

**CJD Award Amount:** \$137,387.88  
**Grantee Cash Match:** \$0.00  
**Grantee In Kind Match:** \$0.00  
**Total Project Cost:** \$137,387.88

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 Other Condition of Funding. During FY 2014 CJD will allow your agency to use the Addition Method to add generated program income to the OOG budget in an amount up to \$6,100.00, resulting in an overall increase in the approved budget. Once this amount has been reached further collected generated program income must be applied using the Deduction Method, which will begin to reduce the OOG award amount. All generated program income must be reported to CJD through a formal grant adjustment to secure CJD approval prior to use of the program income.
- 2 Other Condition of Funding. Pursuant to SB 462 relating to specialty court programs in Texas that was passed during the Regular 83rd Legislative Session, please upload a completed Specialty Court Registration Form, which will serve as written notice of your program and a copy of the original resolution or other official declaration that established your program. The Registration Form is available on the eGrants Updates page under Forms.



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 type="checkbox"/>	Amendment: <input checked="" 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>	512-854-7046	

<b>Grant Title:</b>	Travis County Juvenile Treatment Drug Court- SAMHSA/CSAT		
<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>	Substance Abuse and Mental Health Services Administration (SAMHSA)/ Center for Substance Abuse Treatment (CSAT)		
<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:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 223,749	\$ 0	\$ 0	\$ 0	\$ 223,749
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 3,921	\$ 0	\$ 0	\$ 0	\$ 3,921
<b>Totals:</b>	<b>\$ 227,670</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 227,670</b>
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"/>	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 Staff Trained	n/a	n/a	n/a	7
2.					
3.					
+ - Measures for the Grant					
1.					
Outcome Impact Description					
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

**PBO Recommendation:**

The Juvenile Probation Department is requesting Commissioners Court permission to receive an administrative supplement of \$27,700 from the Substance Abuse and Mental Health Services Administration (SAMHSA)/ Center for Substance Abuse Treatment (CSAT) for the Travis County Juvenile Treatment Drug Court program. With the supplement, the total grant award would increase from \$199,970 to \$227,670.

The department indicates that the additional funds will be used to pay for consulting and training to continue the work of evidence-based practices (EBP) in substance abuse treatment programs in the Juvenile Probation Department.

PBO recommends approval of this 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?**

With a \$27,700 administrative supplement from SAMHSA, Travis County Juvenile Probation Department (TCJPD) will contract with a provider to continue and expand the use of the GAIN (Global Appraisal of Individual Needs), utilization of the GAIN ABS (Assessment Building System), its data management services and the training (1-Administrative slot and 2 Clinical slots) as well as project coordination. TCJPD will also contract for additional A-CRA staff training and certification, Evidence Based Training (EBT) coordination and to maintain the EBTx Account; this will help program managers and evaluators work together to develop, implement, evaluate, improve, and sustain evidence-based practices (EBP) in substance abuse treatment programs.

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

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

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

No match required

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

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

No. The Department intends to request subsequent year continuation funding for Drug Court through proposals submitted to the Federal and State Government, as well as private foundations. As previous presented to the court, the County will have the opportunity to consider investment in the Juvenile Treatment Drug Court.

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

N/A

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

This supplement will increase the number of staff trained to administer components of the Drug Court Program. The impact will be recognized in improved compliance to rules of probation, reductions in recidivism, and lower rates of referral to TJJD.

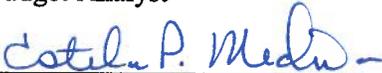


## TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

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

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

TO: Aerin Toussaint, PBO  
Budget Analyst

FROM:   
Estela P. Medina  
Chief Juvenile Probation Officer

THROUGH:   
Maya Duff  
Grant Coordinator

SUBJECT: Administrative Supplement Award for Juvenile Treatment Drug Court- Substance Abuse and Mental Health Services Administration (SAMHSA) and the Center for Substance Abuse Treatment (CSAT)

DATE: October 2, 2013

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Travis County Juvenile Probation Department has been awarded an administrative supplement of \$27,700 to support the Juvenile Treatment Drug Court from SAMHSA. This is due to a change in SAMHSA's contract providers for FY14. The supplement will be used to provide training and technical assistance for the GAIN assessment and the ACRA program, two critical components of the Juvenile Treatment Drug Court.

We request that the item be placed on the **October 22nd** Commissioner's Court agenda for their consideration and action. If you have any questions, 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  
Grant File



Juvenile Drug Courts  
 Department of Health and Human Services  
 Substance Abuse and Mental Health Services Administration  
 Center for Substance Abuse Treatment

Notice of Award

Issue Date: 09/25/2013

**Grant Number:** 5H79TI020920-04 REVISED

**Program Director:**  
 Estela Medina

**Project Title:** Travis County Juvenile Treatment Drug Court

Grantee Address	Business Address
COUNTY OF TRAVIS County Judge 2515 South Congress Avenue Austin, TX 78704	Travis County County Judge P.O. Box 1748 Austin, TX 78767

**Budget Period:** 09/30/2013 – 09/29/2014

**Project Period:** 09/30/2010 – 09/29/2014

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby revises this award to reflect an increase in the amount of \$27,700 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to COUNTY OF TRAVIS in support of the above referenced project. This award is pursuant to the authority of Sections 501 (d) (18 ) and 509 of the PHS Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

Eileen Bermudez  
 Grants Management Officer  
 Division of Grants Management

See additional information below

**SECTION I – AWARD DATA – 5H79TI020920-04 REVISED**

**Award Calculation (U.S. Dollars)**

Supplies	\$2,500
Consortium/Contractual Cost	\$210,287
Travel Costs	\$6,962
Other	\$4,000
<b>Direct Cost</b>	<b>\$223,749</b>
<b>Indirect Cost</b>	<b>\$3,921</b>
<b>Approved Budget</b>	<b>\$227,670</b>
<b>Federal Share</b>	<b>\$227,670</b>
<b>Cumulative Prior Awards for this Budget Period</b>	<b>\$199,970</b>
<b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	<b>\$27,700</b>

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
4	\$227,670

\* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**Fiscal Information:**

CFDA Number: 93.243  
 EIN: 1746000192A3  
 Document Number: 10TI20920A  
 Fiscal Year: 2013

IC	CAN	Amount
TI	C96T511	\$227,670

**TI Administrative Data:**

PCC: JDRUG-CR / OC: 4145

**SECTION II – PAYMENT/HOTLINE INFORMATION – 5H79TI020920-04 REVISED**

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

**SECTION III – TERMS AND CONDITIONS – 5H79TI020920-04 REVISED**

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.

- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

**Treatment of Program Income:  
Additional Costs**

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**SECTION IV – TI Special Terms and Condition – 5H79TI020920-04 REVISED**

**REMARKS:**

This award approves supplemental funds in the amount of \$27,700, as requested in the grantee's budget submitted September 20, 2013, to continue the required GAINS screening and the use of the A-CRA treatment model over the course of the year.

**SPECIAL CONDITION OF AWARD:**

NONE

**SPECIAL TERM OF AWARD:**

Grant funds appropriated to SAMHSA/CSAT for drug treatment courts must be used to serve people diagnosed with a substance use disorder as their primary condition.

**STANDARD TERMS OF AWARD:**

Refer to the following SAMHSA website for Standard Terms of Award:

<http://www.samhsa.gov/Grants/management.aspx#noa> (Standard Terms of Award)

**Updated Key Staff change**

The recipient is required to notify the GMO in writing if the Project Director (PD) or key personnel specifically named in the NoA will withdraw from the project entirely, be absent from the project during any continuous period of 3 months or more, or reduce time devoted to the project by 25 percent or more from the level that was approved at the time of award (for example, a proposed change from 40 percent effort to 30 percent or less effort). SAMHSA must approve any alternate arrangement proposed by the recipient, including any replacement of the PD or key personnel named in the NoA.

The request for approval of a substitute PD/key person should include a justification for the change, the biographical sketch of the individual proposed, other sources of support (if applicable), and any budget changes resulting from the proposed change. If the arrangements proposed by the recipient, including the qualifications of any proposed replacement, are not acceptable to SAMHSA, the grant may be suspended or terminated. If the recipient wants to terminate the project because it cannot make suitable alternate arrangements, it must notify the GMO, in writing, of its wish to terminate, and the GMO will forward closeout instructions.

Key staff (or key staff positions, if staff has not been selected) are listed below:

Estela Medina, Project Director @ 5% level of effort

**REPORTING REQUIREMENTS:**

Submission of a Programmatic Semi-Annual Report is due no later than the dates as follows:

- 1st Report - April 30, 2014
- 2nd Report - October 31, 2014

ALL PREVIOUS TERMS AND CONDITIONS REMAIN IN EFFECT UNTIL SPECIFICALLY APPROVED AND REMOVED BY THE GRANTS MANAGEMENT OFFICER

Refer to the following SAMHSA website for the Closeout instructions which applies to the last year of the project period:

<http://www.samhsa.gov/Grants/management.aspx#gc> (Closeout instructions)

**CONTACTS:**

Holly Rogers, Program Official

**Phone:** (240) 276-2916 **Email:** [holly.rogers@samhsa.hhs.gov](mailto:holly.rogers@samhsa.hhs.gov) **Fax:** (240) 276-2970

Debbie Dunne, Grants Specialist

**Phone:** (240) 276-0409 **Email:** [Debbie.Dunne@samhsa.hhs.gov](mailto:Debbie.Dunne@samhsa.hhs.gov) **Fax:** (240) 276-1430