



Travis County Commissioners Court Agenda Request

Meeting Date: 11/05/2013, 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. Request to extend the grant period for the Indigent Defense Systems Evaluation Project in the Criminal Courts to August 31, 2014; and
- B. Approve annual contract with the Hogg Foundation for Mental Health for the Juvenile Probation Pre-Doctoral Psychology Internship Program.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Item A, is a grant adjustment extending the end date of the grant to August 31, 2014.

Item B is to renew the existing program through FY 2016.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

Item B requires a match, which is met through internal departmental resources..

REQUIRED AUTHORIZATIONS:

Planning and Budget Office

Leslie Browder

County Judge's Office

David Salazar

TRAVIS COUNTY

11/5/2013

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.

Dept.	Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
A	124 Indigent Defense System Evaluation Project*	09/01/12 - 08/31/14	\$230,318	\$0	\$0	\$0	\$230,318	1.00	R	MC	7
B	145 Juvenile Probation Pre-Doctoral Psychology Internship Program	09/01/11 - 08/31/16	\$578,449	\$99,779	\$0	\$0	\$678,228	11.00	R	MC	18

* Amended from original.

PBO Notes:

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

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

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

FY 2014 Grant Summary Report
Grant Applications approved by Commissioners Court

The following is a list of grants for which application has been submitted since October 1, 2013, and the notification of award has not yet been received.

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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
155	Prostitution Prevention Program-Planning Grant	01/01/14 - 08/31/14	\$30,000	\$0	\$0	\$0	\$30,000	0.00	10/22/2013
			\$515,569	\$12,244	\$0	\$0	\$527,813	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
119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,957	\$34,053	\$0	\$0	\$119,010	2.23	10/22/2013
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$137,388	\$0	\$0	\$0	\$137,388	1.00	10/22/2013

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Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Juvenile Drug Treatment Court- SAMHSA/CSAT.	09/30/13 - 09/29/14	\$227,670	\$0	\$0	\$0	\$227,670	0.00	10/22/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	\$154,132	\$0	\$0	\$0	\$154,132	0.50	10/29/2013
145	The Eagle Soars program	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.12	10/29/2013
145	Enhancing Services for Victims of Crime Program	09/01/13 - 08/31/14	\$104,222	\$0	\$0	\$0	\$104,222	0.00	10/29/2013
			\$2,420,170	\$463,911	\$34,639	\$0	\$2,918,720	15.95	

*Amended from original agreement.

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	Amount requested for PTC			Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Operating					
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$13,801	\$0	\$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	\$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	\$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	\$0	\$22,909	1.00	12/31/2013	9/24/2013	No
Totals			\$697,813	\$7,300	\$705,113	122.17				

GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Request to Extend: <input checked="" type="checkbox"/>
Check One:	Original: <input type="checkbox"/>	Amendment: <input checked="" type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Travis County Criminal Courts	
Contact Person/Title:	Debra Hale, Director of Court Management	
Phone Number:	512-854-9224	

Grant Title:	Indigent Defense System Evaluation Project			
Grant Period:	From:	09/01/12	To:	08/31/14
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>	
Grantor:	Office of the Governor, Criminal Justice Division			
Will County provide grants funds to a subrecipient?		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through another agency? If yes list originating agency below		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:	OOG-CJD			

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	\$198,511	0	0	0	\$198,511
Operating:	\$27,290	0	0	0	\$27,290
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	\$4,517	0	0	0	\$4,517
Total:	\$230,318	\$0	\$0	\$0	\$230,318
FTEs:	1.00	0.00	0.00	0.00	1.00

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

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

Performance Measures Applicable Depart. Measures	Projected FY 13 Measure	Progress To Date:				Projected FY 14 Measure
		12/31/13	3/31/14	6/30/14	9/30/14	
# of misdemeanor cases evaluated for case outcome, access to attorney, and ability to post bond.	36,777 Proj. misd. dispositions for FY13	N/A	N/A	N/A	N/A	33,140 Proj. misd. dispositions for FY14
# of felony cases evaluated for case outcome, access to attorney, and ability to post bond.	11,007 Proj. felony dispositions for FY13	N/A	N/A	N/A	N/A	12,613 Proj. felony dispositions for FY14
Measures For Grant						
Participate as a pilot site with the National Legal Aid and Defense Association/North Carolina Office of Indigent Defense Services to collect and analyze indigent defense data to develop performance measures for indigent defense systems.	47,784 Proj. felony and misd dispositions to be reviewed across 3 key areas	N/A	N/A	N/A	N/A	45,753 Proj. felony and misd dispositions to be reviewed across 3 key areas

PBO Recommendation:

The Criminal Courts were awarded discretionary funding by the Governor’s Office to evaluate Travis County’s indigent defense system as part of an interstate evaluation project. This request is to extend the grant end date from 3/31/14 to 8/31/14 because there was a delay in hiring the evaluator. There is no County match associated with this grant and the Governor’s Office concurs with the requested extension. 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 program?

The Travis County Criminal Courts have been selected as a pilot site to work with the National Legal Aid and Defender Association/North Carolina Office of Indigent Defense Services to evaluate our Indigent Defense System. The project will encompass evaluating our Indigent Defense System in three key areas: case outcomes, access to attorney, and ability to post bond. Part of the project will be to develop a tool kit for other jurisdictions on how to set-up a way to effectively evaluate indigent defense outcomes and criminal justice outcomes on a regular basis. The purpose of the project is not to critique our Indigent Defense System, but to develop performance measures and use evidence-based approaches to enhance system performance. Participation in this evaluation project requires an FTE researcher who is dedicated to analyzing Travis County data and working with the other sites in the nation participating in this project. The Governor’s Office Criminal Justice Division provided Travis County the funding via a discretionary grant in order to employ an FTE to conduct research for the initial project period (9/01/12 – 3/31/14) as well as necessary software and hardware for the project. The Travis County portion of the project has met or exceeded all deadlines and requirements. However, the

overall project has been delayed because of data access limitations at two of the other sites. These problems have been resolved at one of the sites and the project is continuing. Since the FTE researcher was not hired until 1/01/13, there is sufficient budget remaining in the grant for the continuation of the project until 8/31/14. The Office of the Governor has been consulted and they are in agreement with the requested extension.

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

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

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

There is no county match for this grant.

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

Yes, we are requesting a 2% indirect cost allocation.

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

This project will end when the Indigent Defense Systems Evaluation Project has been completed.

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

It has been a long term goal of the County to develop performance indicators for our Indigent Defense System. Participating in this project will give Travis County the opportunity to analyze and develop performance measures for ourselves as well as other Indigent Defense Systems in the nation.

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.

Participation in this project will provide us the opportunity to analyze our Indigent Defense System and develop performance indicators. This in turn will allow us to determine if our current indigent defense delivery system is effective and where improvements may be made.

**TRAVIS COUNTY
DISTRICT AND COUNTY
CRIMINAL COURTS**

**DEBRA HALE
DIRECTOR OF COURT
MANAGEMENT**



**BLACKWELL-THURMAN
CRIMINAL JUSTICE CENTER
P. O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9244
FAX: (512) 854-4464**

Date: October 22, 2013

To: Members of the Commissioners Court

From: Debra Hale, Director of Court Management

Re: Request to Extend Indigent Defense Evaluation Project Grant
SAP Grant # 800206

The Indigent Defense Systems Evaluation Project was implemented in FY13 with grant funding received from the Governor's Office of Criminal Justice Division. The original grant period was from September 1, 2012, to March 31, 2014. The Criminal Courts request to extend this grant until August 31, 2014, for the reasons detailed below. It should be noted that sufficient funds are currently available within the grant budget for the proposed extension.

The Indigent Defense Systems Evaluation Grant was awarded to allow Travis County to hire a FTE researcher to participate in a nationwide initiative to develop standards for indigent defense evaluation. The other sites participating in the study are North Carolina, Connecticut, and Knoxville, Tennessee. There are three components to the study: case outcomes, access to attorneys, and pre-trial release. The group is currently on the first of these; the case outcomes study. While the Travis County portion of the project has met or exceeded all deadlines and requirements, the overall project has been delayed because of data access limitations at two of the other sites. These problems have been resolved at one of the sites, and the project is continuing. The nationwide project is expected to last beyond March 31, 2014.

Because of this delay, and because the FTE researcher was not hired until January 1, 2013, the Travis County Criminal Courts are requesting an extension for the use of grant funds. The Governor's Office has been contacted and will allow such an extension. The Criminal Courts request permission to extend Grant # 800206 for five months with a new end date of August 31, 2014. Additionally, we respectfully request the extension of grant position # 30050244, Business Analyst III until August 31, 2014. As noted above, sufficient funds currently exist within the grant budget to fund this extension.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

September 05, 2012

The Honorable Samuel Biscoe
County Judge
PREVIEW - Travis County - PREVIEW -
509 W. 11th Street, Room 2.700
Austin, Texas 78701-2103

Dear Judge Biscoe:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://eonline.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.

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: an eGrants Users Guide; and the new Guide to Grants containing 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.

I hope you continue to find the online environment of eGrants to be a positive experience. We are continually improving the efficiency of processes so that you can dedicate your time to the priorities of service within your communities. We look forward to working with you to ensure the success of your program.

Sincerely,

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: SF-13-A10-26368-01 **CFDA or State ID:** 00.421
Program Fund: SF-State Criminal Justice Planning (421) Fund
Grantee Name: PREVIEW - Travis County - PREVIEW -
Project Title: Indigent Defense System Evaluation Project
Grant Period: 09/01/2012 - 03/31/2014
Liquidation Date: 06/29/2014
Date Awarded: September 05, 2012
CJD Grant Manager: Helen Martinez

CJD Award Amount: \$230,318.00
Grantee Cash Match: \$0.00
Grantee In Kind Match: \$0.00
Total Project Cost: \$230,318.00

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 1, Part 1, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded. By clicking on the 'Accept' button within the 'Accept Award' tab, the grantee accepts the responsibility for the grant project and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

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

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



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

Memorandum

To: CJD Grant Recipients
From: Aimee Snoddy, Deputy Director
Contact: (512) 463-1919
Re: Grantee Responsibilities
Date Awarded: September 05, 2012

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 <http://cjdonline.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 expended prior to seeking payments from CJD. Program income 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 should 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 will obtain and have on file a blanket fidelity bond that indemnifies CJD against the loss and/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 CJD or its agents all requested records. CJD may make unannounced monitoring visits at any time. The grantee must make every effort to resolve all issues, findings, or actions identified by CJD within the time frame specified by CJD.

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/wha/>. Grantees must electronically submit to CJD 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://cjdonline.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 a contractual or equipment procurement is anticipated to be in excess of \$100,000, grantees must submit a Procurement Questionnaire <https://online.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 will ensure that prompt reporting will remain current throughout the grant period.

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. Overtime reimbursements paid by CJD will be based on the following seven eligibility requirements:

- (1) Federal regulations governing these funds prohibit use of grant funds to pay an individual for the same hours in which the individual is being paid by a unit of government. For example, if an officer's regular work hours are 7 a.m. to 4 p.m. and he takes a day of paid annual leave, he is not eligible to be reimbursed with grant funds for any hours he voluntarily works between 7 a.m. and 4 p.m. He may be eligible for any hours worked that day outside of 7 a.m. to 4 p.m. provided the hours worked comply with the grantee agency's requirements for hours worked prior to eligibility for overtime pay. The regulation regarding hours of eligibility for overtime does not apply to an officer who volunteers to work on his regularly scheduled days off provided he complies with the grantee agency's requirements for hours worked prior to eligibility for overtime pay.
- (2) Hours worked is defined as physical hours on the job and does not include paid annual leave, compensatory leave, sick leave, holiday leave or other paid leave.
- (3) On-call hours should not be included in physical hours worked or as eligible hours for overtime.

- (4) Personnel receiving grant funds for overtime must maintain time and activity reports for all time physically worked. The activity description should include detailed information about the actual activities performed.
- (5) Time should be recorded to the nearest quarter hour.
- (6) Grantee records must include a clear calculation in how the overtime was computed.
- (7) Overtime payments issued outside this policy 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.

OneStar Foundation Registration and Organization Profile for Nonprofit Corporations - Each nonprofit corporation receiving funds from CJD must register and connect their organization with the OneStar Foundation at <http://www.onestarfoundation.org/page/registration>.

Each nonprofit corporation is also encouraged to create an organizational profile with the OneStar Foundation at <http://www.onestarfoundation.org/page/org-profile>. By completing the Organizational Profile, your organization will be eligible to receive notification of opportunities, such as:

- Organizational excellence scholarships to build the capacity of your organization, including organizational assessments, trainings, consulting, conferences and other professional development activities;
- Funding announcements and events related to national service and volunteerism; and
- Chances to participate in important research on the needs and trends of the social sector and its stakeholders.



TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #: TPI-003
SAP #: 800308

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

Grant Title:	Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program		
Grant Period:	From: <input type="text" value="Sep 1, 2011"/>	To: <input type="text" value="Aug 31, 2016"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input checked="" type="checkbox"/>
Grantor:	Hogg Foundation for Mental Health		
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:	\$ 312,424	\$ 0	\$ 0	\$ 0	\$ 312,424
Operating:	\$ 266,025	\$ 99,779	\$ 0	\$ 0	\$ 365,804
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 578,449	\$ 99,779	\$ 0	\$ 0	\$ 678,228
FTEs:	9.00	2.00	0.00	0.00	11.00

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

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

Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ - Applicable Departmental Measures					
1.	Number of Staff and interns trained	3	5	2	3
2.	Number of interns in program	0	2	2	3
3.					
+ - Measures for the Grant					
1.	Number of Staff trained	3	3	n/a	n/a
Outcome Impact Description		Staff Psychologists increase their skill set under the American Psychological Association model. This will allow our department to be accredited by the APA and will support training and supervision of interns who will assist our programs by conducting juvenile assessments and individual, group, and family counseling.			
2.	Number of interns in program	0	2	2	3
Outcome Impact Description		Psychologists-in-training will provide services and receive specialized training in working with the youth and families of Travis County.			
3.					
Outcome Impact Description		There will be additional performance measures developed as staff are training in FY12 to measure the impact of interns added in FY13 on the population served by the department.			

PBO Recommendation:

The Juvenile Probation Department is requesting approval of an amendment to the five-year grant contract with Hogg Foundation for Mental Health that funds a Psychology Internship Program for doctoral students to serve the department's high risk youth and their families.

The Hogg Foundation has increased funding for years 3-5 of the grant based on increased training needs and personnel costs. The following grant amounts are amended--Year 3: increase from \$115,921 to \$146,285; Year 4: increase from \$105,822 to \$152,724; Year 5: increase from \$74,946 to \$111,396.

PBO recommends approval of this amended budget.

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 pre-doctoral internship program will provide trainees with exposure to a broad continuum of care, which includes intake into the juvenile justice system, deferred prosecution programs, detention and court services, residential placement, and community interventions. Interns will have the opportunity to provide therapeutic services and develop expertise in working with a unique and culturally diverse population. There is a great need for effective mental health services for youthful offenders throughout the state. By offering comprehensive training in assessment and clinical intervention, the proposed internship program will provide psychologists-in-training with the tools necessary to promote such services throughout the Texas juvenile justice system.

The Hogg Foundation reviewed TCJPD's five year budget and increased the funding for years 3-5 of the grant based on increased training needs, as well as increased personnel costs due to shifting intern positions from temporary workers to full-time employees. Grant funds from years 1 and 2 were \$59,882 and \$108,162 respectively; grant funding for years 3-5 is now \$146,285, \$152,724, and \$111,396 respectively. At the time of award, the Foundation will provide us with any additional performance measure requirements.

Year 1 did not include any interns; in year 2, the Hogg Foundation funded 2 FTEs. In years 3-5, the Hogg Foundation will fund 2, 3, and 2 FTEs respectively.

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

The existing TCJPD budget will fund the County cost share over the five years for a total of \$99,779. County funds from years 1 through 5 will be \$936, \$2,722, \$5,267, \$12,244 and \$78,610 respectively. The department will look for other grant and local resources to continue the program.

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

Cost sharing is required. TCJPD will use their existing budget to pay for the cost share, which will include membership fees, network licensing/maintenance, and conference travel in years 1-5.

In year 5 of this grant (2015-2016), this cost share is expected to cover 2 FTEs.

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

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

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

TCJPD received supplemental funding of \$35,000 from the Meadows Foundation for year 3 of this program and has requested \$43,569 for year 4. The Meadows Foundation funded one intern in year 3 and is expected to fund one intern in year 4. When grant funding is exhausted in August 2016, the Department intends to request funding for the services via proposals submitted to the Federal and State government, as well as private foundations. The County will have an opportunity in the future to invest in the Travis County Internship program.

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

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

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

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

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



TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

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

ESTELA P. MEDINA
Chief Juvenile Probation Officer

TO: Aerin Toussaint, PBO
Budget Analyst

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

THROUGH: *Maya Duff*
Maya Duff
Grant Coordinator

SUBJECT: Approval of Hogg Foundation Grant Award Contract for Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program

DATE: October 21, 2013

Travis County Juvenile Probation Department (TCJPD) has been awarded an increase in funding from the Hogg Foundation for the TCJPD Pre-Doctoral Psychology Internship Program. Funds from this grant will be used in conjunction with funds from the Meadows Foundation to establish a pre-doctoral internship program at TCJPD.

The Hogg Foundation reviewed TCJPD's five year budget and increased the funding for years 3-5 of the grant based on increased training needs, as well as increased personnel costs due to shifting intern positions from temporary workers to full-time employees. This new funding has increased the award for the project period of 9/1/2011-8/31/2016 from \$464,733 to \$578,449.

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

Please review this item and place it on the **November 5th** Commissioner's Court Agenda for their consideration and signature.

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

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



**Hogg Foundation
for Mental Health**

ADVANCING RECOVERY AND WELLNESS IN TEXAS

October 9, 2013

Project Number: TPI-003

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

Dear Ms. Medina:

Thank you for submitting the required narrative and fiscal reports for grant period 2012-2013. We have reviewed and approved these reports and are excited about the progress you are making. We appreciate your hard work and your support of the foundation's mission to advance recovery and wellness in Texas.

We are pleased to inform you that we have approved supplemental funding in the amount of \$113,716 to expand the scope of your project. This increases the total amount awarded for this project from \$464,733 to \$578,449. The expanded scope of the project includes funding to attend the annual Hogg Foundation Texas Psychology Internships Initiative meeting for the remaining grant years.

We have attached the latest approved budgets and a new statement of agreement with an addendum. The new agreement is necessary because we have increased the total amount of funding for this project.

Please follow the instructions in the Execution of Agreement section of the revised agreement. We ask that you provide a copy of the signed statement of agreement to the person who will manage this project. Approximately two weeks after we receive the signed agreement, The University of Texas at Austin's Office of Accounting will mail a check to your organization in the amount of \$146,285 for grant period 2013-2014.

If you have any questions about the grant or need further assistance, please contact Assistant Director of Research and Evaluation, Dr. Michele Guzmán by email at michele.guzman@austin.utexas.edu or by phone at (512) 471-7631. We are pleased to support your organization's efforts and look forward to hearing about your progress in the coming year.

Sincerely,

Octavio N. Martinez, Jr., M.D., M.P.H., M.B.A., F.A.P.A.
Executive Director, Hogg Foundation for Mental Health
Associate Vice President, Division of Diversity and Community Engagement
Clinical Professor, School of Social Work

Enclosures: Approved budget and two copies of statement of agreement

cc: Dr. Darryl A. Beatty, Deputy Chief
Dr. Erin Foley, Director of Treatment and Counseling

Statement of Agreement
between
the Hogg Foundation for Mental Health
and
Travis County Juvenile Probation

Project number: TPI - 003
Project director: Dr. Erin Foley, Director of Treatment and Counseling
Organization: Travis County Juvenile Probation
Hogg Foundation contact: Michele R. Guzmán, Assistant Director of Research and Evaluation

This executed agreement supersedes the prior statement of agreement dated September 7, 2011.

Award of Funds

The Hogg Foundation for Mental Health agrees to award a multiple-year grant of \$578,449 over five years to Travis County Juvenile Probation (the grantee) to complete the proposed “Travis County Juvenile Probation Pre-doctoral Psychology Internship Program” project.

The grant term begins 9/ 1/2011 and ends 8/31/2016:

Grant Period 1	September 1, 2011 – August 31, 2012	\$59,882
Grant Period 2	September 1, 2012 – August 31, 2013	\$108,162
Grant Period 3	September 1, 2013 – August 31, 2014	\$146,285
Grant Period 4	September 1, 2014 – August 31, 2015	\$152,724
Grant Period 5	September 1, 2015 – August 31, 2016	\$111,396

The foundation must receive a countersigned copy of this agreement prior to the release of funds for the third grant period. Required reports must be received and approved prior to release of funds for subsequent grant periods.

Grant Requirements

By accepting this grant funding, the grantee agrees to complete the project as described in the foundation’s request for proposals and in the grantee’s proposal and to comply with the grant requirements in this statement of agreement. If the grantee does not comply with all grant requirements, the foundation may initiate a corrective action plan or terminate the grant and recoup grant funds.

- **Communications with Foundation:** The grantee’s primary point of contact at the foundation is listed at the top of this statement of agreement. The grantee must include the assigned project number TPI-003 in all email and regular mail correspondence regarding this grant.
- **Public Charity Status:** The grantee certifies that it is currently a public charity as defined in Section 501(c)(3) or a governmental unit described in Section 170(c) of the Internal Revenue Code of 1986.

The grantee must immediately notify the foundation if the organization's status or name changes. Change in the grantee's status may result in the termination of this grant and the return of grant funds to the foundation.

- **Nondiscrimination:** In the application of its resources to serve the public interest, the foundation gives high priority to the realization of equal opportunity for all members of society. Accordingly, the foundation expects that, in implementing this grant, the grantee will not discriminate with respect to race, color, religion, sex, national origin, mental or physical disability, age, citizenship status, veteran status, gender identity, gender expression, or sexual orientation.
- **Project Changes:** The grantee must submit a written request to the foundation before making any significant changes that affect implementation of the grant project and differ from the approved proposal. Requested changes are subject to approval by the foundation.

The grantee must report in a timely manner any unforeseen circumstances that impact the grantee's ability to carry out the grant or meet the project's timeline or deliverables. In this situation, the foundation may require the submission and approval of a revised proposal and a status report of activities to date.

- **Budget Changes:** The grantee must expend grant funds awarded by the foundation as designated in the approved budget.

Budget Amendments: A budget amendment is required when there is a proposed change of 10 percent or more in the total approved budget for that year. The grantee must notify the foundation contact in advance and submit a proposed amended budget and a written request describing the proposed change. All proposed budget amendments must be approved by the foundation in advance.

For this grant, 10 percent of the total budget is \$5,988 of \$59,882 for grant period 1; \$10,816 of \$108,162 for grant period 2; \$14,629 of \$146,285 for grant period 3; \$15,272 of \$152,724 for grant period 4; and \$11,140 of \$111,396 for grant period 5.

Budget Variances: The foundation generally allows grantees to reallocate grant funds of less than 10 percent of the total approved budget without prior approval. This is called a budget variance and allows the grantee to move grant funds without prior approval from existing budget categories to any other existing budget categories except the overhead category. All budget variances must be identified in the fiscal report submitted at the end of the grant period.

If a budget variance is likely to result in a significant change to the grant project, the grantee must receive advance written approval from the foundation, even though the amount is less than 10 percent of the total budget.

- **Reporting Requirements and Due Dates:** The grantees must submit the following reports by the designated due dates and in accordance with the specific guidelines attached to this document.

Required reports must be received and approved prior to release of grant funds for subsequent funding periods.

To receive a due date extension, the grantee must submit a written request to the foundation prior to the due date. Requested due date extensions are subject to approval by the foundation.

<u>Due Date</u>	<u>Required Reports</u>
October 15, 2011	Learning objectives
January 15, 2012	Mid-year narrative report
July 15 of 2012, 2013, 2014 and 2015	Annual narrative and fiscal reports
September 15 of 2012, 2013, 2014 and 2015	Supplement to annual fiscal report
September 15, 2016	Final narrative and fiscal reports

Narrative Report: The narrative report includes a description of project activities and outcomes and a project evaluation if specified in the proposal. The narrative report for the final year also should include a project summary and any plans for continued work related to the project.

Fiscal Report: The fiscal report is submitted on a template provided by the foundation and includes a financial summary of grant expenditures and justification of any variances from the approved budget.

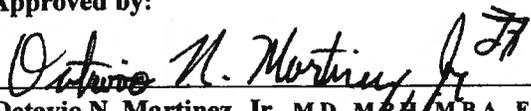
- **Unexpended Funds:** The foundation encourages grantees to spend the full amount of the grant funding within each grant period. In the event that there are unexpended funds, the grantee must explain in the fiscal report why the funds were not spent. The foundation will determine if unspent grantee funds must be returned to the foundation, deducted from the grantee’s funding for the next grant period, or carried over for specific expenses in the next grant period. Any requests to carry over funds will be considered on a case-by-case basis.

If there are unexpended funds of \$25 or more at the end of the final grant period, the grantee may either return the unspent funds to the foundation or submit a request at least 30 days in advance for a no-cost extension to complete the project.

Execution of Agreement

If the terms and conditions of this statement of agreement are acceptable, the grantee representatives named below should sign two copies of this agreement, scan and email the signed document to hogg-grants@austin.utexas.edu, and return one signed document to the Hogg Foundation for Mental Health, Office of Grants Management, 3001 Lake Austin Boulevard, 4th Floor, Austin, Texas 78703-4200.

Approved by:



 Octavio N. Martinez, Jr., M.D., M.P.H., M.B.A., F.A.P.A.
 Executive Director, Hogg Foundation for Mental Health

Date: 10/9/13

Accepted and agreed to by:

Samuel T. Biscoe
Travis County Judge

Date: _____

Estela P. Medina
Chief Juvenile Probation Officer
Travis County Juvenile Probation

Date: _____

Darryl A. Beatty, M.P.A., M.A.
Deputy Chief
Travis County Juvenile Probation

Date: _____

Erin Foley, Ph.D.
Director of Treatment and Counseling
Travis County Juvenile Probation

Date: _____

Statement of Agreement
between
the Hogg Foundation for Mental Health
and
Travis County Juvenile Probation Department

Appendix: Reporting requirements

The Hogg Foundation utilizes the reporting process to assess the outcome of our grant programs and to improve our grantmaking and grant management processes. We hope that by seeking feedback and including your organization's own learning objectives, this process may be collaborative and useful to you as well. Communication about these learning opportunities will take place not only through the required reports listed below, but also through site visits and phone conversations between grant partners and program officers.

1. Learning objectives

Due: October 15, 2011

Once your organization has completed the statement of agreement, please email the program officer a one-page document with learning objectives. These are questions that your organization would like to answer about the project that will provide information to improve the program over the course of the grant.

2. Mid-year narrative report

Due: January 15, 2012

This report (limited to 6 pages) should include:

1. A narrative account of the activities that have been conducted to develop the internship program.
2. A description of the internship program as it appears on the organization's website.
3. A copy of the Association of Psychology Postdoctoral and Internship Centers (APPIC) webpage describing the program.
4. Any written materials, specific to the internship program (not about the organization in general), that will be provided to prospective interns on the interview date.
5. A description of the intern selection process.

3. Annual narrative reports

Due: July 15 of 2012, 2013, 2014 and 2015

The annual narrative report is an account of what was accomplished through the expenditure of grant funds and should include:

- a) Progress that the organization has made toward meeting the required timeline as outlined below for APPIC membership and American Psychological Association (APA) accreditation.
 - Recruit first class of interns through 2012 APPIC match and post-match vacancy service.
 - Hire and train first class of interns, 2012 – 2013.
 - Apply for APPIC membership by September 1, 2012.

- Obtain membership by February 1, 2013.
 - Attend workshops on accreditation and write self-study, June 2013 – June 2014.
 - Apply for APA accreditation by June 1, 2014.
 - Approved for APA site visit by December 1, 2014.
 - APA site visit in spring of 2015.
- b) Intern selection, demographics, and satisfaction.
- An account of the selection process, how it unfolded, and any challenges that occurred.
 - Information about the demographics and skills of the interns, including but not limited to gender, ethnic and racial composition, bilingual skills, and type of doctoral programs (accredited versus unaccredited, PsyD vs. PhD, clinical vs. counseling).
 - Feedback from the interns on their experience with the selection process, the internship program, and supervision.
- c) Service delivery.
- A summary of services provided by the interns over the funding period, including the number of persons served by the interns, the types of services provided, and the number of units of each type of service provided.
 - A report of how much service delivery increased due to having interns on-site.
 - An account of how recipients of mental health services and their families were involved in the development and implementation of the internship program.
 - An account of steps taken to ensure that the services were delivered in a culturally and linguistically competent manner.
- d) Programmatic issues.
- An account of any collaborative efforts indicating community partnering and involvement, such as the development of external rotations.
 - A plan for steps to be taken during the next funding period to address challenges that the program has experienced over the past year.
 - An account of answers to the organization's learning objectives.
 - Feedback for the foundation about the grant-making and grant management process. What worked and what didn't work about interactions with the foundation, required meetings, reports, etc.?
 - An account of efforts to sustain services after the final year of grant funding.
 - For the 2012 report, please send a handbook or other document outlining the didactic programs, grievance procedures, etc. for the internship program. For 2013-2016, please indicate updates to the handbook or send a revised handbook with the changes highlighted.
4. **Annual fiscal reports with budget narrative**
Due: July 15 of 2012, 2013, 2014 and 2015
The annual fiscal report is a financial summary of actual expenditures during the current grant period through June 30 of that year and projected expenditures through Aug 31, according to the line item categories of the attached approved budget (or the most recent revised budget approved by the foundation). The fiscal report should include:

- Certification of the fiscal report as correct by the grantee's responsible financial official.
- A budget narrative explaining any changes that were made to the approved budget.

Please note that both the annual narrative and fiscal report are necessary to ensure that funds are being spent as proposed and must be submitted in order to receive the next grant year's funds.

5. Supplement to annual fiscal report

Due: September 15 of 2012, 2013, 2014 and 2015

The supplement to the annual fiscal report is a financial summary of actual expenditures during the current grant period through August 31 of that year, according to the line item categories of the attached approved budget (or the most recent revised budget approved by the foundation during the grant period). It should include:

- Certification as correct by the grantee's responsible financial official.
- If needed, an addendum to the budget narrative explaining any changes that were made to the approved budget during the months of July and August.
- Information about any unexpended funds, as required in the budget changes section of the statement of agreement.

6. Final narrative report

Due: September 15, 2016

The final narrative report should contain the same information as the annual narrative report (see Section 3) for the current grant period, but also should include a cumulative summary about what the grant program has achieved over the course of the entire grant. This report should contain, but not be limited to, the total number of interns participating in the internship program, status of APA accreditation, plans for sustaining the program, and future directions for the training program.

7. Final fiscal report with budget narrative

Due: September 15, 2016

The final fiscal accounting statement with budget narrative is a financial summary of actual expenditures during the current grant period through August 31 of that year, according to the line item categories of the attached approved budget (or the most recent revised budget approved by the foundation during the grant period). It should include:

- Certification as correct by the grantee's responsible financial official.
- A budget narrative explaining any changes that were made to the approved budget.
- Information about any unexpended funds, as required in the budget changes section of the statement of agreement.

**Texas Psychology Internship Initiative
Final Budget
Sept 2013-Aug 2014**

TPI-003 Travis County Juvenile Probation

Original 5-year Total Award: \$464,733
Total increase GP3: \$30,364
Revised 5-year Total Award: \$578,449

Categories	Original Approved Hogg Foundation GP3 Budget	Revised Approved GP3 Budget 9.11.13
a. Staff Salaries¹		
Psychological Services	\$ 25,000	\$ 25,000
Staff Release Time/Contractual Vendors		
	\$ 25,000	\$ 25,000
b. Interns²		
Intern #1 Salary-Meadows	\$ -	\$ -
Fringe Amt. (56 % of Salary)-Meadows	\$ -	\$ -
Intern #2 Salary	\$ 28,000	\$ 28,000
Fringe Amt. (56 % of Salary)	\$ 5,474	\$ 15,569
Intern #3 Salary	\$ 28,000	\$ 28,000
Fringe Amt. (56 % of Salary)	\$ 5,474	\$ 15,569
Total Intern Salary & Fringe	\$ 66,948	\$ 87,138
c. APPIC Membership & APA Accreditation Fees		
APPIC Membership Fees (match fee)	\$ 115	
APA Accreditation Annual Fee Internship	\$ 2,000	
APA Site Visit Internship program (2 visitors)	\$ 3,400	\$ 3,400
Total APPIC and APA fees	\$ 5,515	\$ 3,400
d. Conference Fees & Travel		
APPIC	\$ 2,016	\$ 632
APA	\$ 1,991	\$ 1,991
APA Training Workshop	\$ 1,991	\$ 1,991
APA Division 41	\$ 2,216	
Alternatives Conference-Hogg Foundation Annual Meeting		\$ 2,580
Total Conference Fees & Travel	\$ 8,214	\$ 7,204
e. Consultant Fees:		
Consultant #1 (Rate to be Determined)	\$ 4,000	\$ 4,000
Total Consultant Fees	\$ 4,000	\$ 4,000
f. Intern Expenses		
Professional Development (3 Interns)	\$ 1,500	\$ 1,500
Total Intern Expenses	\$ 1,500	\$ 1,500
g. Materials and Supplies (Items below were listed under Overhead in original GP3 budget)		
Dell Notebook E6410 with docking station (1)	\$ 2,015	
Microsoft Office (1 licenses)	\$ 319	
Data Ports (1 ports)	\$ 894	
Phone (1 phones)	\$ 200	
Desk (2)	\$ 666	
Chairs (2)	\$ 650	
Materials and supplies	\$ -	\$ 4,744
h. Subtotal		132,986
i. Overhead		
Total Overhead Expense (capped at 10% of grant)	4,744	13,289
Total Budget	\$ 115,921	\$ 146,285

¹ Add rows for staff salary and fringe as needed. Indicate percent time if not total salary.

**Texas Psychology Internship Initiative
Final Budget
Sept 2014-Aug 2015**

TPI-003 Travis County Juvenile Probation

Original 5 Year total award: \$464,733
Total Increase GP4: \$46,902
Revised 5 year total award: \$578,449

Categories	Original Approved Hogg Foundation GP4 Budget	Revised Approved GP4 Budget 9.11.13
a. Staff Salaries¹		
<i>Staff Release Time/Contractual Vendors</i>		
b. Interns²		
Intern #1 Salary-Meadows		\$ -
Fringe Amt. (56 % of Salary)-Meadows		\$ -
Intern #2 Salary	\$ 28,000	\$ 28,000
Fringe Amt. (56 % of salary)	\$ 5,474	\$ 15,569
Intern #3 Salary	\$ 28,000	\$ 28,000
Fringe Amt. (56 % of salary)	\$ 5,474	\$ 15,569
Intern #4 Salary	\$ 28,000	\$ 28,000
Fringe Amt. (56% of salary)	\$ 5,474	\$ 15,569
Total Intern Salary Expense	\$ 100,422	\$ 130,707
c. APPIC Membership & APA Accreditation Fees		
Travis Co covering all APPIC & APA fees in this year		\$ -
APA Site Visit Internship program (2 visitors)	\$ 3,400	
Total APPIC and APA fees	\$ 3,400	\$ -
d. Conference Fees & Travel		
<i>Hogg Foundation Annual Meeting @ Conference TBD (7 staff)</i>		\$ 6,133
Total Conference Fees & Travel	\$ -	\$ 6,133
e. Consultant Fees		
Total Consultant Fees		
f. Intern Expenses		
Professional Development (4 Interns)	\$ 2,000	\$ 2,000
Total Intern Expenses	\$ 2,000	\$ 2,000
g. Materials and Supplies		
Travis County covering all Materials and Supplies this year		
Total Materials and Supplies	\$	\$
h. Subtotal	\$ 102,422	\$ 138,840
i. Overhead (10% maximum)		
Total Overhead Expense (capped at 10% of grant)		\$ 13,884
Total Budget	\$ 105,822	\$ 152,724

¹ Add rows for staff salary and fringe as needed. Indicate percent time if not total salary.

For sections c.-f. add rows and line items as needed

**Texas Psychology Internship Initiative
Final Budget
Sept 2016-Aug 2018**

TPI-003 Travis County Juvenile Probation

Original 5 year total award: \$464,733
 Total Increase GPS: \$36,450
 Revised 5 year total award: \$578,449
 Total 5 year increase: \$113,716

Categories	Original Approved Hogg Foundation GPS Budget	Revised Approved GPS Budget 9.11.13
a. Staff Salaries¹		
<i>Staff Release Time/Contractual Vendors</i>		
b. Interns²		
Intern #1 Salary	\$ 28,000	\$ 28,000
Fringe Amt. (56 % of Salary)	\$ 5,474	\$ 15,569
Intern #2 Salary	\$ 28,000	\$ 28,000
Fringe Amt. (56% of Salary)	\$ 5,474	\$ 15,569
Intern #3 Salary-Travis County		\$ -
Fringe Amt. (56 % of Salary)-Travis County		\$ -
Intern #4 Salary-Travis County		\$ -
Fringe Amt. (56% of Salary)-Travis County		\$ -
Total Intern Salary Expense	\$66,948	\$ 87,138
c. APPIC Membership & APA Accreditation Fees		
Travis Co covering all APPIC & APA fees in this year		
Total APPIC and APA fees	\$ -	\$ -
d. Conference Fees & Travel		
APPIC Conference (1 staff)	\$ 2,016	\$ 2,016
APA Conference Fee (1 staff)	\$ 1,991	\$ 1,991
Training Workshop Fee -APA (1 staff-training)	\$ 1,991	\$ 1,991
<i>Hogg Foundation Annual Meeting @ Conference TBD (7 staff)</i>		\$ 6,133
Total Conference Fees & Travel	\$5,998	\$ 12,131
e. Consultant Fees		
Total Consultant Fees		
f. Intern Expenses		
Professional Development (4 Interns)	\$ 2,000	\$ 2,000
	\$ -	
Total Intern Expenses	\$2,000	\$ 2,000
g. Materials and Supplies		
Travis County covering all Materials and Supplies this year		
Total Materials and Supplies	\$ -	\$ -
h. Subtotal	\$ 74,946	\$ 101,269
i. Overhead (10% maximum)		
Total Overhead Expense (capped at 10% of grant)		\$ 10,127
Total Budget	\$ 74,946	\$ 111,396

¹ Add rows for staff salary and fringe as needed. Indicate percent time if not total salary.
 For sections c.-f. add rows and line items as needed