



Travis County Commissioners Court Agenda Request

Meeting Date: 12/10/2013, 9:00 AM, Voting Session

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

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

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

- A. New contract with K9s4COPS, a 501(c)(3) non-profit organization for the K9s4COPS program in the Travis County Sheriff's Office;
- B. Annual contract with the Meadows Foundation to continue the Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program; and
- C. Permission to continue the Comprehensive Energy Assistance Program and use Health and Human Services and Veterans Service's budget for related operating expenses until an agreement is fully executed.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Item A is a contract to receive a service animal with a cash value of \$12,000. Care and support of the animal will be from within the existing budget of the Sheriff's office.

Item B is to continue an existing program in the Juvenile Probation Department.

Item C is a request to allow HHS to begin work on the FY 2014 CEAP program while the contract is being negotiated. The Permission to Continue (PTC) is larger than in the past to facilitate the department's efforts to fully utilize the grant funds.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

There are no matching funds required by these grants. The advance for the PTC is proposed within the exiting HHS budget. CEAP has in the past always eventually reimbursed these sorts of PTCs in the past, but in the event such a reimbursement did not happen, the County would still have advanced the funds.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leslie Browder
David Salazar

TRAVIS COUNTY

12/10/2013

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 #
Contracts											
A	137 K9s4COPS	11/22/13 - 09/30/14	\$12,000	\$0	\$0	\$0	\$12,000	0.00	R	S	7
B	145 Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/14 - 07/31/15	\$44,000	\$0	\$0	\$0	\$44,000	0.00	R	MC	17
* Amended from original.											
Permission to Continue											
Dept.	Grant Title	Grant Term on Application	Personnel Cost	Operating Cost	Total Request	Filled FTE	PTC Expiration Date	Notes	Auditor's Assessment	Page #	
C	158 Comprehensive Energy Assistance Program	01/01/2014 - 12/31/14	\$63,805	\$500,000	\$563,805	7.00	3/31/2014	R	EC	24	

** This request will temporarily use General Fund resources for grant program related operating expenses. Expenses will be made in the General Fund and reclassified against the grant once funds are available.

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
117	Southwest Travis County Historical Survey	10/01/13 - 09/30/15	\$8,500	\$0	\$7,500	\$1,000	\$17,000	0.00	11/12/2013
158	Phase 31 Emergency Food and Shelter Program	04/01/13 - 03/31/14	\$25,000	\$0	\$0	\$0	\$25,000	0.00	11/12/2013
119	Underage Drinking Prevention grant	10/01/14 - 09/30/15	\$161,204	\$0	\$35,951	\$55,000	\$252,155	3.00	11/26/2013
155	Prostitution Prevention Program-Planning Grant*	01/01/14 - 12/31/14	\$40,000	\$0	\$0	\$0	\$40,000	0.00	12/3/2013

*Amended from original agreement.

\$750,273 \$12,244 \$43,451 \$56,000 \$861,968 4.00

**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

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
124	Indigent Defense System Evaluation Project*	09/01/12 - 08/31/14	\$230,318	\$0	\$0	\$0	\$230,318	1.00	11/5/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	09/01/11 - 08/31/16	\$578,449	\$99,779	\$0	\$0	\$678,228	11.00	11/5/2013
145	Residential Substance Abuse Treatment Program	10/01/13 - 09/30/14	\$142,933	\$47,644	\$0	\$0	\$190,577	1.67	11/19/2013
137	State Criminal Alien Assistance Program	07/11/11 - 06/30/12	\$483,085	\$0	\$0	\$0	\$483,085	0.00	11/26/2013
158	Comprehensive Energy Assistance Program Amendment #2*	01/01/13 - 12/31/13	\$2,898,329	\$0	\$0	\$0	\$2,898,329	6.00	11/26/2013
158	Coming of Age (DADS)	11/15/13 - 03/31/14	\$14,282	\$0	\$0	\$0	\$14,282	0.00	12/3/2013
			\$6,767,566	\$611,334	\$34,639	\$0	\$7,413,539	35.62	

*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	Yes
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			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request				
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 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 checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Sheriff	
Contact Person/Title:	Karen Maxwell, Sr. Planner	
Phone Number:	854-7508	

Grant Title:	K9s4COPS		
Grant Period:	From: <input type="text" value="11/22/2013"/>	To: <input type="text" value="9/30/2014"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input checked="" type="checkbox"/>
Grantor:	K9s4COPS, a 501(c)(3) non-profit organization		
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:	K9s4COPS, a 501(c)(3) non-profit organization		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 12,000	\$ 0	\$ 0	\$ 0	\$ 12,000
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 12,000	\$ 0	\$ 0	\$ 0	\$ 12,000
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"/>	MN	
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.	K9 Searches	269	250	240	
2.					
3.					
+ - Measures for the Grant					
1.					
Outcome Impact Description					
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

PBO Recommendation:

PBO concurs with acceptance of the grant contract.

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

The TCSO K9 unit supports the overall mission of TCSO, supporting patrol and interdiction services, increasing community awareness and involvement in the detection and prevention of crime, conducting tracking and searches for our agency as well as local partner agencies. One of the public service dogs within the TCSO K9 unit has begun to suffer from seizures and may be retired at any time. This application provides an opportunity to seek a non-cash grant award in the form of a public service animal (K9) and if awarded this will allow for integration of a new PSD while maintaining operational levels of the unit.

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

All financial obligations related to the feeding, care, and healthy maintenance of the service animal will be met using Sheriff's Office existing budgeted funds. No additional County obligation will be requested.

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.

If awarded, the recipient organization must maintain all feeding, care, and health needs for the service animal. These expenses will be met within existing Sheriff's Office budgeted funds.

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

N/A

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

None.

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

Award of this grant will maintain operational levels of the existing TCSO K9 unit.

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 TCSO K9 unit has one PSD that may be retired very soon due to a medical condition. The addition of another service animal at this time will allow for integration of a new PSD and will support the agency and K9 unit goals of reducing response times to K9 unit call outs and increasing self-initiated responses, increase traffic and criminal interdiction, provide more opportunity for community awareness and involvement activities, in addition to conducting tracking and searches in the dog's trained specialty as needed, by integrating the new PSD into the unit in a timely fashion.



GREG HAMILTON
TRAVIS COUNTY SHERIFF

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

JAMES N. SYLVESTER
Chief Deputy

PHYLLIS CLAIR
Major - Law Enforcement

DARREN LONG
Major - Corrections

MARK SAWA
Major - Administration & Support

November 25, 2013

MEMORANDUM

To: The Travis County Commissioners Court
From: Karen Maxwell, Senior Planner 
Subject: K9s4COPs Grant Acceptance

I am pleased to announce that Travis County Sheriff's Office has been awarded a K9 service animal from the K9s4COPS foundation, a 501(c)(3) non-profit foundation that places trained K9s with law enforcement agencies. This award provides a non-cash grant in the form of a public service animal. The Court approved the initial application request on March 26, 2013 (Item 21a) by consent.

No additional handlers are requested in support of this application. One of the current service animals may be retired soon due to health concerns, and there is an existing service animal vacancy as a result of that animal developing cancer. For these reasons, the unit is working below full operational levels so this award will assist in bringing the K9 unit back to functional levels. All costs for care and feeding will be assumed with existing Sheriff's Office budgeted funds and there are no additional match requirements for this grant.

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

Cc: Matt Naper County Auditor's Office
Jim Connolly, County Attorney's Office
Travis Gatlin, PBO



JAMES N. SYLVESTER
Chief Deputy

GREG HAMILTON

TRAVIS COUNTY SHERIFF

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PHYLLIS CLAIR
Major - Law Enforcement

DARREN LONG
Major - Corrections

MARK SAWA
Major - Administration & Support

December 10, 2013

K9s4COPs
1210 West Clay St. Unit 9
Houston, TX 77019

Re: Acceptance of Grant

K9s4COPs:

In accepting a Grant from K9s4COPs, Travis County Sheriff's Office agrees to receive a police service dog from your grant only for the purposes for which the grant was made and in accordance with Section 501(c)(3), Section 4945 and other applicable provisions of the Internal Revenue Code. TCSO accepts the conditions of your K9s4COPs Grant Terms and Conditions, as stated in the attachment that accompanies this letter, and we have attached the organization contact information form to expedite the delivery of the grant.

TCSO will provide you with progress reports of information as required, either by K9s4COPs or under the applicable provisions of the Internal Revenue Code, with respect to any grant made by K9s4COPs to this organization. K9s4COPs may have full and complete access to our files and financial records relating to the grant and/or our tax status. We also agree to notify you of any changes in our tax status before or during the period the grant is being used.

We understand that grants made to us by K9s4COPs may be discontinued, modified, or withheld, if, in K9s4COPs sole judgment such action is necessary to comply with the requirements of the K9s4COPs Grant Terms and Conditions and law.

Travis County Commissioners' Court designates the County Judge of Travis County as the authorized official with the power to apply for, accept, reject, alter or terminate said grant, therefore this acceptance of the Grant Terms and Conditions, including but not limited to the indemnification provisions, is signed by my hand and under my seal of office, and with the acceptance of the grant award by the Travis County Commissioners Court.

Greg Hamilton,
Travis County Sheriff

Sam Biscoe,
Travis County Judge

Enclosures:
-K9s4COPs Grant Terms and Conditions
-Organization Contact Information



K9s4Cops Grant Agreement Terms and Conditions

The grants made by K9s4COPs may be discontinued, modified, or withheld, if, in the sole discretion of K9s4COPs such action is necessary to comply with the requirements of the K9s4COPs Grant Terms and Conditions, necessary to comply with federal, state, or local laws, or it is in the best interest of the police service dog.

This grant and notice of approval are also subject to your performance of the following terms and conditions:

1. Report will be submitted to K9s4COPs annually, stating the current health of the police service dogs granted including veterinary records.
2. Report will be submitted to K9s4COPs semi-annually, stating what is being accomplished in the community by the police service dog granted.
3. Your organization consents that representatives of K9s4COPs may have complete access to your files and records for the purpose of making such financial audits, health verifications, and investigations as it deems necessary with reference to the police service dogs granted.
4. K9s4COPs may, at its expense, monitor and conduct an evaluation of operations and discuss with your organization the police service dogs granted.
5. Your organization shall immediately give written notice to K9s4COPs if your organization ceases to be exempt from Federal income taxes under the provisions of Section 501 (c) (3) of the Internal Revenue Code, or if the purpose and mission of your organization substantially changes.
6. By making this grant, K9s4COPs assumes no financial or legal obligation to provide future or continuing support to your organization.
7. Your organization agrees to assume all liability for all acts of the service dog. Further and to the extent permitted under the law of the State of Texas, your organization hereby releases and agrees to release, defend, indemnify, and hold K9s4Cops, Inc. and its employees, officers, directors, agents, representatives and volunteers ("Indemnified Parties") harmless from and against all claims, demands, causes of action, suits, damages, liabilities, losses, and expenses including court costs and reasonable attorney's fees, and all loss, damage, personal injury, or death resulting to K9s4Cops, Inc., its employees, officers, directors, agents, representatives and volunteers, and any third parties, arising out of or in connection with the activities to be undertaken by the service dog for the benefit of your organization. **TO THE EXTENT PERMITTED UNDER TEXAS**



LAW, THIS INDEMNITY, RELEASE, AND HOLD HARMLESS AGREEMENT APPLIES REGARDLESS OF WHETHER THE CLAIM, DEMAND, LOSS, INJURY OR LIABILITY IS CAUSED, IN WHOLE OR IN PART BY AN INDEMNIFIED PARTY, INCLUDING WITHOUT LIMITATION CLAIMS ARISING OUT OF OR RESULTING, IN WHOLE OR IN PART, FROM THE INDEMNIFIED PARTY'S SOLE, JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE, STRICT LIABILITY, OR FAULT, BUT NOT GROSS NEGLIGENCE OR WILLFUL MISCONDUCT. THE PARTIES ACKNOWLEDGE THAT THIS STATEMENT COMPLIES WITH THE EXPRESS NEGLIGENCE RULE AND IS CONSPICUOUS.

8. In the event that K9s4COPs wishes to issue a news release concerning the grant, a copy of the proposed release will be submitted to your organization prior to the release.
9. Police service dogs granted shall be returned to K9s4COPs under the following circumstances:
 - a. In the event that your organization loses its tax-exempt status under Federal tax laws or substantially changes its purpose and mission.
 - b. If your organization fails to comply with any portion of the conditions here within agreed upon, police service dogs granted shall be returned to K9s4COPs.

The foregoing terms and conditions are intended to help us satisfy the requirements of the Tax Reform and Relief Act of 1969. Revision of these terms may be necessitated from time to time to meet the requirements of the Internal Revenue Code, regulations or tax rulings, or other requirements of law.

Signature

Name

Title

Name of Organization



K9s4COPs Grant Agreement

Contact Information Form

Please complete this form and turn in with your signed Grant Agreement.

1. **Authorizing Official** – Individual with the organization who has authority to legally bind the organization.

Name: County Judge Samuel T. Biscoe
Street Address: 700 Lavaca, Suite 2.700
City: Austin State: TX Zip: 78701
Daytime Phone: (512) 854-9555
Cell Phone: not available
E-mail Address: sam.biscoe@co.travis.tx.us

2. **Highest of Level of Command (if not Authorizing Official)** – Individual who is commander of the law enforcement agency.

Name: Sheriff Greg Hamilton
Street Address: 5555 Airport Blvd.
City: Austin State: TX Zip: 78751
Daytime Phone: (512) 854-9788
Cell Phone: not available
E-mail Address: greg.hamilton@co.travis.tx.us

3. **K9 Handler** – Individual who will be receiving the K9.

Name: To be assigned upon grant award notification
Street Address:
City: State: Zip:
Daytime Phone:
Cell Phone:
E-mail Address:

4. **Point of Future Contact** – Individual who will be completing semi-annual reports and Media.

Name: Sergeant Warren Dale Walls, K-9 Unit
Street Address: 5555 Airport Blvd.
City: Austin State: TX Zip: 78751
Daytime Phone: (512) 854-4875
Cell Phone: (512) 762-2722
E-mail Address: dale.walls@co.travis.tx.us

Karen Maxwell

From: Dale Walls
Sent: Monday, November 25, 2013 1:03 PM
To: Karen Maxwell
Subject: FW: 4th Quarter Roll Call

From: Liz Lara-Carreno [<mailto:liz@k9s4cops.org>]
Sent: Friday, November 22, 2013 1:17 PM
To: Melanie Orth
Subject: 4th Quarter Roll Call

Good Afternoon Esteemed Officers and Deputies,

Our K9s4COPs Board has approved 7 K9s for the following agencies in the 4rd QTR K9 Roll Call.

- McFarland Police Department, McFarland, CA
- Travis County Sheriff's Office, Travis County, Texas
- Houston Community College Police Department, Houston, Texas
- Pasadena Police Department, Pasadena, Texas
- Houma Police Department, Houma, Louisiana
- Houston Police Department, Houston, Texas
- Morgan County Sheriff's Office, Versailles, Missouri

Our next K9 Roll Call will be in February and all current applications not awarded this quarter will be moved up in the next selection process. We understand the great need in the community and everyone is deserving.

If you were not selected in this quarter, it was not that you did not meet the criteria. Many agencies met the criteria and decisions were made based on the immediate need in the community served. Our program currently allows us to gift 6-7 K9s per quarter and if the need still exist and you wish to remain on our list for the 4th quarter please let Melanie or myself know. We welcome your calls and questions so please feel free to contact us directly.

PLEASE DO NOT REPLY TO ALL IN THIS EMAIL

Kind Regards,

Liz Lara Carreño
Executive Director
K9s4COPs
832-509-7744
www.K9s4COPs.org

Karen Maxwell

From: Dale Walls
Sent: Monday, November 25, 2013 1:03 PM
To: Karen Maxwell
Subject: FW: Congrats!

This is what I got. I'll forward you another from Liz. Thanks for your help.

From: Kristi Schiller [<mailto:kristi@k9s4cops.org>]
Sent: Wednesday, November 20, 2013 12:12 PM
To: Dale Walls
Cc: Liz Lara-Carreno
Subject: Congrats!

Sgt Walls

I tried calling you earlier but did not get an answer. I wanted to say Congratulations.... we are so very proud to grant you a K9 for this 4th Quarter Roll Call. We are extremely excited to partner with you and the Travis County Sheriff's Office to keep our streets safer! At your convenience we can move forward immediately with the choosing of your K9 via Houston K9 Academy. There is some gorgeous new titled dogs that have just arrived from Europe.

Don't hesitate to call me or our Executive Director, Liz Carreno, (832-509-7744) if you have any questions. Again, Congratulations!

Warmly,

Kristi

Kristi Schiller
713.494.0101



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

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

Grant Title:	Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program		
Grant Period:	From: <input type="text" value="Jul 1, 2014"/>	To: <input type="text" value="Jul 31, 2015"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input checked="" type="checkbox"/>
Grantor:	Meadows Foundation		
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:	\$ 44,000	\$ 0	\$ 0	\$ 0	\$ 44,000
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 44,000	\$ 0	\$ 0	\$ 0	\$ 44,000
FTEs:	1.00	0.00	0.00	0.00	1.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.	Number of Interns trained	n/a	0	1	1
2.	Average caseload per intern	0	0	12	12
3.	Average number of group therapy sessions led per intern	0	0	120	120
+ - Measures for the Grant					
1.	Number of interns in program	0	0	1	1
Outcome Impact Description		Psychologists-in-training will provide services and receive specialized training in working with the youth and families of Travis County.			
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

PBO Recommendation:

The Juvenile Probation Department is requesting approval to submit a new grant application to the Meadows Foundation, to help fund an internship program to serve the Department's high risk youth and their families. This grant will supplement a doctoral level internship program that is already operational in the Department and is funded by a five-year grant from the Hogg Foundation for Mental Health. The total grant is \$44,000.

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

PBO supports the acceptance of this grant award.

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

This new grant is part of a broader project that was approved by Commissioner's Court in September 2011. The internship program provides trainees with exposure to a broad continuum of care, which includes intake into the juvenile justice system, deferred prosecution programs, detention and court services, residential placement, and community interventions. Interns have the opportunity to provide therapeutic services and develop expertise in working with a unique and culturally diverse population. There is a great need for effective mental health services for youthful offenders throughout the state. By offering comprehensive training in assessment and clinical intervention, the internship program will provide psychologists-in-training with the tools necessary to promote such services throughout the Texas juvenile justice system. Funding from the Meadows Foundation will be used to supplement a multi-year grant awarded by the Hogg Foundation for Mental Health in September 2011. This is the second year of funding from the Meadows Foundation ; TCJPD has been awarded \$44,000. This will cover the cost of 1 FTE.

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

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

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

No County Match is required; the match discussed in item 2 is covered in the partnering Hogg Foundation Grant.

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.

The Department intends to seek both internal and external funds starting in 2016 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.



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 Meadows Foundation Grant Award Contract for Travis County Juvenile Probation Pre-Doctoral Psychology Internship Program

DATE: November 20, 2013

Travis County Juvenile Probation Department has been awarded funding from the Meadows Foundation for the TCJPD Pre-Doctoral Psychology Internship Program. Funds from this grant will be used in conjunction with funds from the Hogg Foundation for Mental Health to continue the pre-doctoral internship program at TCJPD. \$44,000 has been awarded from July 1, 2014-July 31, 2015 to support one intern.

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 2014, TCJPD plans to offer four internships to pre-doctoral psychology students.

Please review this item and place it on the **December 10th** 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
Dr. Erin Foley
Sylvia Mendoza
Lisa Eichelberger
Grant File

THE MEADOWS FOUNDATION

WILSON HISTORIC DISTRICT

3003 Swiss Avenue
Dallas, Texas 75204-6049

www.mfi.org

Bruce H. Esterline
Vice President for Grants

214-826-9431
FAX 214-827-7042
Toll Free 800-826-9431
besterline@mfi.org

November 15, 2013

Ms. Maya Duff
Grant Coordinator
Travis County Juvenile Probation Department
2515 South Congress Avenue
Austin, Texas 78704

Dear Ms. Duff:

Congratulations! A grant in the amount of \$44,000 has been awarded to Travis County Juvenile Probation Department. Two copies of the grant contract signed by the Foundation are enclosed. Please have the indicated representatives of your organization sign and return one copy to us so that we can release your grant payment.

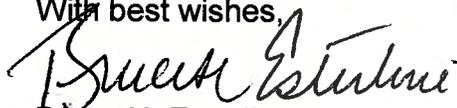
You have the option to receive the grant payment by check. However, we strongly encourage payment by bank transfer so that we can get the grant funds to you as promptly and safely as possible.

You will be receiving an email from our Finance Department with payment options for direct deposit or check payment. The instructions will lead you through a simple upload of the bank information into our secure server that is accessible only by our Finance staff. This will ensure your banking information is protected and available for processing our payment to you. Once the Finance Department receives the bank information, they will confirm the deposit date. **After receiving confirmation from you that the funds were received into your account, Finance will delete all your banking information from our server.** If you would prefer payment by check, please indicate your preference by checking the box on the form you will receive from Finance. If you have any questions regarding the payment process, please contact Paula Herring, Vice President and Treasurer at 214.826.9431 or email her at pherring@mfi.org.

For all other matters related to your grant, please contact your Program Officer, Cindy Patrick. We encourage you to share the information about your grant to the media to communicate the mission of your organization and to inform the public of the role philanthropy plays in meeting the needs of the community. In this regard, please review Paragraph 7 of the enclosed contracts and the information sheet on the Meadows Foundation.

The Meadows Foundation is proud to assist your organization's efforts toward continuing a psychology internship training program to increase the number of psychologists practicing mental healthcare in Texas.

With best wishes,



Bruce H. Esterline

BHE:jms/Enclosures

THE MEADOWS FOUNDATION
GRANT CONTRACT

MEETING DATE: November 8, 2013
GRANT NUMBER: 2013110158
AMOUNT: \$44,000

GRANTEE: Travis County Juvenile Probation Department ("Grantee")

PURPOSE: Toward continuing a psychology internship training program to increase the number of psychologists practicing mental healthcare in Texas

TERMS AND CONDITIONS: Payable June 10, 2014

1. This grant is for the specific purpose(s) set forth herein, as derived from the attached exhibit budget, and monies received under this agreement and any investment income earned by Grantee with respect to such monies, should be expended for no other purpose(s) without the express, written approval of the Meadows Foundation. Any earnings accruing from these grant funds should be credited to the support of the activity being funded and added to the balance of that account.

2. Grantee specifically agrees that no part of the funds received from this grant will be used to carry on propaganda, influence legislation, influence the outcome of any specific public election, or carry on, directly or indirectly, any voter registration drive.

3. Grantee understands that under the terms of the charter of the Meadows Foundation, grant monies are awarded for the use of grant recipients within the State of Texas for the benefit of the people of Texas.

4. Grantee agrees immediately to notify the Meadows Foundation, in writing, if (i) Grantee's federal tax status is revoked or altered; (ii) Grantee has reasonable grounds to believe that its tax exempt status may be revoked or altered; or, (iii) Grantee has reason to believe that these grant monies cannot be or continue to be expended for the specified purpose(s). In the event that Grantee loses its tax exempt status before all funds under this grant are dispensed, this grant contract will be considered null and void and all obligations of the Meadows Foundation hereunder will terminate.

5. Grantee certifies that the instant grant will not jeopardize Grantee's status as not a private foundation under Section 509 of the Internal Revenue Code.

6. Grantee will cooperate with the Meadows Foundation in supplying additional information or in complying with any procedures which might be required by any governmental agency in order for the Meadows Foundation to establish the fact that it has observed all requirements of the law with respect to this grant.

7. The Meadows Foundation retains the right to release information regarding this grant to any public media. Permission is hereby given for Grantee to use

any wording contained in this contract, the accompanying letter, and the attached information sheet in press releases. Only proposed releases for publication or broadcast containing additional information need be submitted to the Foundation for approval. Grantee agrees to forward to the Meadows Foundation copies of any news releases, published materials, or media articles mentioning this grant which come to Grantee's notice or attention.

8. Grantee agrees to submit periodic reports to the Meadows Foundation on the expenditure of Foundation funds and progress toward your goals. The attached sample interim and final report forms include specific goals for your organization. The first report should be received on or about July 10, 2014, and subsequent reports will be requested. Each completed report should include a statement of your progress toward reaching the goals as listed in the report. Prior to the due date, you will receive a reminder notice with forms. Final Reporting forms are to be submitted when all of the grant funds are substantially expended or encumbered. In all correspondence concerning this grant, reference should be made to the grant number designated on the previous page.

9. The Meadows Foundation may monitor and conduct an evaluation of operations under this grant, which may include a visit from Foundation personnel to observe Grantee's program, discuss the program with Grantee's personnel and review financial and other records and materials connected with the activities financed by this grant.

10. This grant is conditional upon Grantee's acceptance of the terms and conditions set forth herein and in the accompanying letter of notification of award. The signature on this document of the persons authorized to make legal contracts for Grantee will represent Grantee's acceptance of this award and agreement to comply with the stated terms and conditions of this grant.

The undersigned officials of Travis County Juvenile Probation Department have carefully read this contract and agree to the terms and conditions stated herein.

THE MEADOWS FOUNDATION

TRAVIS COUNTY JUVENILE
PROBATION DEPARTMENT

By: 
Bruce H. Esterline
Vice President-Grants

By: _____
The Honorable Samuel T. Biscoe
County Judge

Date: November 15, 2013

Date: _____

By: _____
Chief Estela P. Medina
Chief Juvenile Probation Officer

Date: _____



TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #:

SAP #:

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

Grant Title:	Comprehensive Energy Assistance Program (CEAP)		
Grant Period:	From: <input type="text" value="01/01/2014"/>	To: <input type="text" value="Dec 31, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Department of Housing & Community Affairs		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	U. S. Department of Human Services		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 320,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 320,000.00
Operating:	\$ 2,180,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,180,000.00
Capital Equipment:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Indirect Costs:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals:	\$ 2,500,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500,000.00
FTEs:	7.00	0.00	0.00	0.00	7.00

Permission to Continue Information					
Funding Source (Cost Center)	Personnel Cost	Operating Cost	Estimated Total	Filled FTE	PTC Expiration Date
1580100001	\$ 63,805.00	\$ 500,000.00	\$ 563,805.00	7.00	03/31/2014

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

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 individuals receiving utility assistance	28,358	15,000	15,000	
2.					
3.					
+ - Measures for the Grant					
1.	Number of Households receiving utility assistance through the two grant components: Household Crisis and Utility Assistance	6,653	5,315	7,281	
Outcome Impact Description		Utility assistance provided by this program is used to address a household energy crisis situation or provide multiple term energy payments for the household in order to achieve energy self-sufficiency.			
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

PBO Recommendation:

HHS is requesting to use \$500,000 in General Fund resources to continue the utility assistance services of the Comprehensive Energy Assistance Program through March, 2014, until a fully executed contract is obtained from the Texas Department of Housing and Community Affairs. The department anticipates receiving this contract in the early spring. Once the grant contract is approved, these expenditures are reclassified to the grant budget and the General Fund budget is made whole.

PBO recommends approval of this request.

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

The Texas Department of Housing and Community Affairs has informed the department the planning figure for the 2014 CEAP grant contract is \$2,500,000. This funding provides approximately \$320,000 for salary expenses related to the allowable tasks for the temporary workers and staff who provide case management activities. This grant funding also provides for approximately \$2,178,800 of utility assistance relating to the two utility component budgets and \$1,200 for training and travel expenses.

The department will use \$500,000 from General Fund (Indigent Rent GL) to continue direct service assistance using the CEAP guidelines for 2014 until the fully executed contract can be obtained. Another \$63,805 will come from salary savings of FSS (1580100001) vacant position ID #30005424 to continue funding seven temporary positions during the first quarter of 2014.

The program goal is to assist households in need to achieve energy self-sufficiency by providing household heating and cooling energy utility assistance for low-income families or individuals. The households may seek utility assistance to address an energy crisis situation or the situation may need a multiple payment term which is provided by the program guidelines. The department also utilizes the funding from this CEAP program for providing clients with case management services to address other household issues other than those encompassing energy needs.

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

No additional funds are required.

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

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

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

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

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

Yes

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

N/A

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

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

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



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

Sherri E. Fleming
County Executive
(512) 854-4100
Fax (512) 854-4115

Date: November 21, 2013

TO: MEMBERS OF THE COMMISSIONERS COURT

FROM: *Sherri E. Fleming* by *[Signature]*
Sherri E. Fleming, County Executive
Travis County Health and Human Services & Veterans Service

SUBJECT: Permission to Continue salary expenses of temporary workers and
Permission to Use General Fund for operating allocations temporarily to
continue services for the 2014 Comprehensive Energy Assistance
Program (CEAP) from the Texas Department of Housing and Community
Affairs (TDHCA)

Proposed Motion: Consider and take appropriate action on the request from Travis County Health and Human Services & Veterans Service for permission to continue funding temporary employees and to continue direct services of the Comprehensive Energy Assistance Program (CEAP) in the 2014 program year with internal HHSVS resources until a fully executed contract is obtained from the Texas Department of Housing and Community Affairs.

Program Summary: The department is requesting permission to continue salaries for the seven temporary employees in the CEAP grant for the 2014 grant period which will begin January 1, 2014. There are six office specialist positions and one caseworker position funded. The costs for a three month period will be \$63,805. The department deems it necessary to retain this staff for maintaining a level of continuity for serving the residents of Travis County with this program assistance.

The department also requests permission to use general fund for the continuance of the program's direct services using its operating resources in the amount of \$500,000. The period for these requests will be for the January through March 31, 2013 quarter of the program period.

The department has made these requests of using general fund resources for the past eleven years regarding this grant program received from TDHCA. It became necessary to implement this practice as historically the grant contract is not ready for execution until sometime in the first or second quarters of the new program period. The delay in approving the contract would adversely impact residents seeking utility assistance in the winter months when they are experiencing an energy-related need. The CEAP grant is one of the largest funding sources used for qualified residents of Travis County experiencing hardships due to rising energy costs and need. With the use of the departmental general fund personnel and operating resources over the past eleven years, the department has had the opportunity to assist clients following the guidelines of the CEAP program beginning in January of each year. In the current program year, funds from the CEAP grant were used to assist more than 4,420 households within Travis County to date.

Budgetary and Fiscal Impact: The department will use salary savings from the vacant position ID #30005424 in CC 1580100001 and will allocate \$500,000 from the Indigent Rent GL account for the direct services assistance. There will be \$500,000 transferred from the Indigent Rent line item (CC 1580100001, GL account 511390) into the general fund utility assistance line item (CC 1580100001 GL account 511410) to maintain utility assistance for qualified clients per the 2014 CEAP guidelines.

TDHCA has informed the department that the allocation for this program is \$2,500,000. All of the appropriate general fund expenditures will be reclassified as CEAP grant expenditures when the grant budget is established by the County Auditors office, resulting in a zero impact on the general fund resources. No matching funds are required. The current contract period is from 01-01-13 and ends 12-31-13.

Issues and Opportunities: The department uses CEAP funds for direct utility assistance for qualified clients in Travis County, along with obtaining allowable administrative costs. The grant allows the department to provide assistance to clients who are experiencing an energy-related hardship. This program is designed to assist clients in obtaining energy self-sufficiency and is consistent with the goal of the Travis County Health and Human Services and Veterans Service Department.

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