Travis County Commissioners Court Agenda Request

Meeting Date: 02/18/2014, 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 Grant application to the Office of the Governor, Criminal Justice Division for a grant entitled Streamlining Assessment Practices to Improve Youth Substance Abuse Outcomes in the Juvenile Probation Department;
B. Annual application to the Office of the Governor, Criminal Justice Division, for an Enhancing Services for Victims of Crime grant in the Juvenile Probation Department;
C. Annual application to the Office of the Governor, Criminal Justice Division, for the Drug Court and In-Home Family Services grant in the Juvenile Probation Department; and
D. Annual application to the Office of the Governor, Criminal Justice Division, for the Trauma Informed Assessment and Response grant in the Juvenile Probation Department.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Item A is a new program to purchase evidence based assessment instruments and follow-up tools as well as provide additional training for staff.

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

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

Items B and C require grant matches, which are met through the allocation of existing departmental resources; no new funding is required.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office	Leslie Browder
County Judge's Office	David Salazar

TRAVIS COUNTY

2/18/2014

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 #
Application												
A	145	Streamlining Assessment Practices to Improve Youth Substance Abuse Outcomes	09/01/2014 - 08/31/2015	$82,123	$0	$0	$0	$82,123	0.00	R	MC	8
B	145	Enhancing Services for Victims of Crime	09/01/2014 - 08/31/2015	$66,761	$16,690	$0	$0	$83,451	1.20	R	MC	29
C	145	Drug Court & In-Home Family Services	09/01/2014 - 08/31/2015	$241,596	$26,844	$0	$0	$268,440	2.30	R	MC	52
D	145	Trauma Informed Assessment and Response Program	09/01/2014 - 08/31/2015	$110,745	$0	$0	$0	$110,745	0.50	R	MC	79

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
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
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
137	Bystander Intervention Conference	10/01/2013 - 12/31/2014	$37,450	$0	$0	$0	$37,450	0.00	1/28/2014
145	Juvenile Acountability Block Grant: Local Assessment Center	09/01/2014 - 08/31/2015	$47,903	$5,323	$0	$0	$53,226	0.00	1/28/2014
147	Emergency Management Performace Grant	10/01/2013 - 09/30/2014	$69,699	$69,699	$0	$0	$139,398	0.00	1/28/2014
124	Travis County Veterans' Court	09/01/2014 - 08/31/2015	$184,020	$0	$0	$0	$184,020	2.00	2/11/2014
124	Indigent Defense System Evaluation Project	10/01/2014 - 09/30/2015	$122,813	$0	$0	$0	$122,813	1.00	2/11/2014
149	Keep America Beautiful Park Bin program	03/15/14 - 12/30/14	$44,897	$0	$0	$0	$44,897	0.00	2/11/2014
			$1,188,486	$75,022	$43,451	$56,000	$1,362,959	6.00	

**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	099/01/13 - 08/31/14	$137,388	$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	Residental 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
137	K9s4COPS	11/22/13 - 09/30/14	$12,000	$0	$0	$0	$12,000	0.00	12/10/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/14 - 07/31/15	$44,000	$0	$0	$0	$44,000	0.00	12/10/2013
135	Accessible Parking Awareness Campaign	01/01/14 - 06/30/14	$37,125	$12,375	$0	$0	$49,500	0.50	12/17/2013
157	NEH Preservation Assistance for Smaller Institutions	02/01/14 - 07/31/15	$6,000	$0	$0	$0	$6,000	0.00	12/30/2013
124	Veterans Commission Grant	01/01/2014 - 12/31/2014	$20,000	$0	$0	$0	$20,000	0.00	1/7/2014
158	2013 Phase 31 Emergency Food and Shelter Program	07/01/2013 - 05/31/2014	$25,000	$0	$0	$0	$25,000	0.00	1/7/2014
137	TxDOT Impared Driving Mobilization	01/13/2014 - 09/30/2014	$20,100	$7,033	$0	$0	$27,133	0.00	1/28/2014

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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
137	Edward Byrne Justice Assistane Grant	11/13/2013 - 09/30/2016	$80,260	$0	$0	$0	$80,260	0.00	1/28/2014
149	Pace Bend Park -Tournament Point Boat Ramp*	09/30/2012 - 09/30/2015	$111,075	$0	$37,025	$0	$148,100	0.00	1/28/2014
			$7,123,126	$630,742	$71,664	$0	$7,825,532	36.12	

*Amended from original agreement.

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FY 2014 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC: Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
158	AmeriCorps Grant Program	08/01/13 - 07/31/14	$100,540	$7,300	$107,840	31.00	9/30/2013	7/30/2013	Yes
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	Yes
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	Yes
122	Family Drug Treatment Court	09/01/2013 - 08/31/2014	$5,422	$0	$5,422	1.00	9/30/2013	8/27/2013	Yes
124	Veterans' Court Program	09/01/2013 - 08/31/2014	$13,801	$0	$13,801	2.00	10/31/2013	8/27/2013	Yes
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	Yes
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	Yes
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	Yes
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	Yes
139	Adult Probation DWI Court	09/01/13 - 08/31/14	$52,519	$0	$52,519	4.00	11/30/2013	9/10/2013	Yes

FY 2014 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC: Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
124	Travis County Veterans' Court	09/01/13 - 08/31/14	$13,801	$0	$13,801	2.00	10/31/2013	9/24/2013	Yes
122	Family Drug Treatment Court	09/01/13 - 08/31/14	$5,566	$0	$5,566	1.00	10/31/2013	9/24/2013	Yes
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	Yes
158	Parenting in Reovery II	09/30/13 - 09/29/14	$22,909	$0	$22,909	1.00	12/31/2013	9/24/2013	Yes
158	Comprehensive Energy Assistance Program	01/01/2014 - 12/31/14	$63,805	$500,000	$563,805	7.00	3/31/2014	12/10/2013	No
	Totals		$761,618	$507,300	$1,268,918	129.17			

TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #:

SAP #:

Check One:	Application Approval: ☑	Permission to Continue: ☐
	Contract Approval: ☐	Status Report: ☐
Check One:	Original: ☑	Amendment: ☐
Check One:	New Grant: ☑	Continuation Grant: ☐
Department/Division:	Juvenile Probation	
Contact Person/Title:	Maya Duff/Grant Coordinator	
Phone Number:	512-854-7046	

Grant Title:	Streamlining Assessment Practices to Improve Youth Substance Use Outcomes			
Grant Period:	From:	Sep 1, 2014	To:	Aug 31, 2015
Fund Source:	Federal: ☑	State: ☐	Local: ☐	
Grantor:	Office of the Governor, Criminal Justice Division			
Will County provide grant funds to a sub-recipient?	Yes: ☐	No: ☑		
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: ☑	No: ☐		
Originating Grantor:	United States Department of Justice			

Budget Categories	Grant Funds	County Cost Share	***Budgeted County Contribution*** ***#595010*** ***(Cash Match)***	In-Kind	**TOTAL**
Personnel:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Operating:	$ 80,355.00	$ 0.00	$ 0.00	$ 0.00	$ 80,355.00
Capital Equipment:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Indirect Costs:	$ 1,768.00	$ 0.00	$ 0.00	$ 0.00	$ 1,768.00
Totals:	$ 82,123.00	$ 0.00	$ 0.00	$ 0.00	$ 82,123.00
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
	$ 0.00	$ 0.00	$ 0.00	0.00	

Department	Review	Staff Initials	Comments
County Auditor	☒	CS	
County Attorney	☒	BW	

Performance Measures					
#	Measure	Actual FY 12 Measure	Actual FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ -	Applicable Departmental Measures				
1.	Number of program youth referred				2,196
2.	Number of program youth screened/assessed				1,905
3.	Number of program youth served				1,905
+ -	Measures for the Grant				
1.	Number of program youth completing program requirements				1,905
	Outcome Impact Description	Number of youth assessed by the new screener.			
2.	Number of youth complying with an aftercare plan				0
	Outcome Impact Description	No aftercare plan is involved with this grant.			
3.	Number of program youth exhibiting a decrease in substance use				0
	Outcome Impact Description	This project is for assessment; no substance use decreases will be tracked.			
4.	Number of youth who offend or reoffend				416
	Outcome Impact Description	Number of youth recidivating.			

PBO Recommendation:

The Juvenile Probation Department is seeking Commissioners Court approval for a grant application to the Office of the Governor, Criminal Justice Division for a new program, "Streamlining Assessment Practices to Improve Youth Substance Use Outcomes." With this project, the department will purchase evidence-based assessment instruments and follow-up tools and offer strategic training for staff members that will help firm up the departments' process of screening and referral for youth with potential substance use problems. The total grant is $82,123, which includes a 2% indirect cost allocation of $1, 768.

The grant does not require a County Cash Match, and there are no long-term County funding requirements.

PBO recommends approval of this grant application.

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

Primarily, this project will allow for a streamlined assessment process. TCJPD will purchase a family of evidence-based assessment instruments, to include a screening instrument and a more comprehensive follow-up assessment tool. The follow-up assessment will be designed to build upon the screening instrument, thus creating a logical flow from screening to more comprehensive assessment. In doing so, the Department will enhance its current assessment infrastructure and strengthen the process of assessing youth for substance use problems and referring to the appropriate treatment and/or community based services.

Additionally, TCJPD will continue to offer Motivational Interviewing training to staff members. This training has been successfully conducted in the past; it is an effective form of communication that supports the process of change among youth with substance use issues. . Like the enhanced assessment process, this training will improve the system of care at TCJPD

This grant enhances the current activities of the department; streamlining the assessment process will enhance the continuum of care. This will be a new program.

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

N/A; there are no long term County funding requirements.

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

No match is required.

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

2% indirect costs have been calculated.

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

The Department intends to request subsequent continuation funding for services through proposals submitted to the Federal and State government, as well as private foundations. As previously presented to the Court, the County will have the opportunity to consider investment in the staff positions as well as other areas of Special Services Division.

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

This grant enhances the current activities of the department; streamlining the assessment process will enhance the continuum of care. This will be a new program.

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

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
Chief Juvenile Probation Officer

THROUGH: Maya Duff
Grant Coordinator

SUBJECT: Grant Application to the Office of the Governor for Streamlining Assessment Practices to Improve Youth Substance Use Outcomes

DATE: February 4, 2014

Attached is Travis County Juvenile Probation Department's grant application to the Office of the Governor, Criminal Justice Division for funding to support a new program entitled "Streamlining Assessment Practices to Improve Youth Substance Use Outcomes." TCJPD is requesting $82,123 to purchase a new family of assessment instruments and conduct staff training.

The goal of Streamlining Assessment Practices to Improve Youth Substance Use Outcomes is to enhance the system of care by streamlining the assessment process. Secondly, this program will train staff on using the new tools, as well as ways to enhance their communication with youth.

Please review this item and place it on the **February 18th** Commissioner's Court agenda for their consideration and action. Please contact Maya Duff at 4-7046 for further information.

Thank you in advance for your attention to this request.

CC: Jennifer Kraber
Cynthia Sayles
Dr. Erin Foley
Dr. Daniel Hoard
Sylvia Mendoza
Israel Ramirez
Grant File

Print This Page

Agency Name: Travis County
Grant/App: 2760801 **Start Date:** 9/1/2014 **End Date:** 8/31/2014

Project Title: Streamlining Assessment Practices to Improve Youth Substance Use Outcomes
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
746000192

Application Eligibility Certify:
Created on:1/3/2014 9:17:40 AM By:Maya Duff

Profile Information

Applicant Agency Name: Travis County
Project Title: Streamlining Assessment Practices to Improve Youth Substance Use Outcomes
Division or Unit to Administer the Project: Juvenile Probation Department
Address Line 1: 2515 South Congress Avenue
Address Line 2:
City/State/Zip: Austin Texas 78704-5513
Start Date: 9/1/2014
End Date: 8/31/2014

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

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

Project Director
User Name: Estela Medina
Email: estela.medina@co.travis.tx.us
Address 1: 2515 South Congress Avenue
Address 1:
City: Austin, Texas 78704
Phone: 512-854-7069 Other Phone:
Fax: 512-854-7097
Title: Ms.
Salutation: Chief

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

Grant Writer
User Name: Maya Duff
Email: maya.duff@co.travis.tx.us
Address 1: 2515 South Congress Ave.
Address 1:
City: Austin, Texas 78704
Phone: 512-854-7046 Other Phone:

Fax: 512-854-7093
Title: Ms.
Salutation: Ms.

Grant Vendor Information

Organization Type: County
Organization Option: applying to provide juvenile prevention and / or intervention services
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 746000192
Data Universal Numbering System (DUNS): 030908842

Narrative Information

Primary Mission and Purpose

The purpose of this program is to support programs that prevent violence in and around schools and to improve the juvenile justice system and develop effective education, training, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency.

Funding Levels
The anticipated funding levels for Juvenile Justice Programs are as follows:

- Minimum Award - $5,000
- Maximum Award – None
- Matching Funds - None

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

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

Program Requirements

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

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

Diversion - Programs to divert at-risk juveniles from entering the juvenile justice system. At-risk juveniles are those having had documented discipline problems in the school system or contact with law enforcement or juvenile probation.

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

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

If your program incorporates academically researched, peer reviewed, or evidence based practices, please provide any information that supports the program's approach:
TCJPD wishes to enhance its use of evidence based practices in the identification of substance use problems among youth involved in the juvenile justice system. Through this program, TCJPD will purchase a family of evidence-based assessment instruments, such as the Global Appraisal of Individual Needs (GAIN). These assessment instruments will offer the Department a standardized biopsychosocial assessment that integrates clinical and research measures into one comprehensive interview. Such an instrument will be evidence based, as indicated through research conducted or supported by the Substance Abuse and Mental Health Services Administration (SAMHSA). Additionally, TCJPD will provide Motivational Interviewing training to staff. This training has been conducted effectively in the past. Motivational Interviewing is an evidence-based practice, as listed on SAMHSA's National Registry of Evidence-based Programs and Practices (NREPP), which can enhance communication and promote behavior change with youth that have substance use issues.
Programs providing mental health services are strongly encouraged to utilize a multidisciplinary team to assist with planning and implementation of the program.

If your program is utilizing a multidisciplinary team, please provide the name and discipline(s) of each team member:
TCJPD uses a multidisciplinary team approach with all grants in regard to implementation. Members of the core grant management team are: Maya Duff (Grant Coordinator), Israel Ramirez (Financial Grant Manager), Rachael Druckhammer (Researcher), Pete Cortez (Information Technology), and Bobby Zhu (Application Development). For this particular project, Dr. Daniel Hoard (Psychologist) and Sarah Bate (Casework Manager) will also join the team. In addition, enhancements made to TCJPD's assessment process could flow into the community based services to which youth are referred. Thus, TCJPD may have participation from Community Based Representatives and/or a Community Advisory Board.

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

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

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

Sustainability
Over the course of the past few years, funding for juvenile programs has experienced a substantial decline. For example, federal awards to Texas under the Juvenile Justice and Delinquency Prevention Act have decreased by 66% since 2010. CJD encourages applicants to consider alternative methods of sustaining grant funded services should future funding become unavailable.

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

Civil Rights Liaison

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

Enter the Name of the Civil Rights Liaison:

James Swift

Enter the Address for the Civil Rights Liaison:

Travis County Human Resources Management Department; 700 Lavaca St.; Suite 420; Austin, TX 78701

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

(512) 854-6044

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Juvenile Justice Program Local and Statewide Solicitations.
X I certify to all of the above eligibility requirements.

Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.
Enter your problem statement:
Primarily, this project will allow for a streamlined assessment process. TCJPD will purchase a family of evidence-based assessment instruments, to include a screening instrument and a more comprehensive follow-up assessment tool. The follow-up assessment will be designed to build upon the screening instrument, thus creating a logical flow from screening to more comprehensive assessment. In doing so, the Department will enhance its current assessment infrastructure and strengthen the process of assessing youth for substance use problems and referring to the appropriate treatment and/or community based services. Additionally, TCJPD will offer Motivational Interviewing training to staff members. This training has been successfully conducted in the past, but requires continued training to help staff gain mastery in using the techniques. It is an effective form of communication that supports the process of change among youth with substance use issues. Like the enhanced assessment process, this training will improve the system of care at TCJPD.

Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.
Enter your supporting data:
Juveniles referred to TCJPD receive assessments through Assessment Services to screen for mental health and substance use issues prior to adjudication. By accurately assessing youth early in the process, juvenile offenders are directed to the most appropriate treatment services to receive the proper support needed in order to reduce the likelihood of re-offending. Assessment Services rapidly screens and assesses referred youth; increases efficiency and reduces the number of supervision violations by identifying challenges at the front-end of the juvenile justice process; and challenges underlying substance abuse, mental health, educational, and developmental obstacles. In Fiscal Year 2013 (FY13), 3,967 referrals were made to TCJPD. During that time, the Department conducted 2,392 substance abuse screenings and 542 substance abuse specific assessments. 751 participants started substance use programs or placements during FY13. Enhancing the assessment process will improve the system of care that youth with substance use issues experience.

Community Plan:

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

The Travis County FY 2012-FY2015 Community Plan for the Coordination of Criminal Justice and Related Activities, section on Juvenile Justice, Priority C states that Travis County is in need of services and programming for youth with mental health/co-occurring disorders and substance abuse problems.

Goal Statement:

Provide a brief description of the overall goals and objectives for this project.
Enter a description for the overall goals and objectives:
The first goal of this program is to enhance TCJPD's system of care. This will be accomplished by streamlining the assessment process, using the same screener with each youth who goes through the intake process with TCJPD. TCJPD will also provide a follow-up expanded assessment, from the same family of instruments as the screener, on youth who are identified as needing further substance use assessment. Secondly, this program will provide training for staff. A train-the-trainer approach will be used as a sustainable way to train staff in the implementation of the new assessment instruments. Additionally, Motivational Interviewing training will be provided to enhance communication with youth.

Cooperative Working Agreement (CWA):

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

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

Note: A **Sample CWA** is available here for your convenience.
Enter your cooperating working agreement(s):
n/a

Continuation Projects:

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

Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.
Enter your summary statement for this project:
Currently, TCJPD's assessment process includes a screening tool and further assessments; while this system is effective, it would be more streamlined if these tools were in the same family of instruments. This project will create an assessment process that links youth with substance use issues to appropriate services and interventions. All youth referred to TCJPD will receive assessments through Assessment Services to screen for mental health and substance use issues prior to adjudication. During Fiscal Year 2013 (FY13), 3,967 youth were referred to TCJPD. 2,392 of these youth received substance abuse screenings and 542 received substance abuse assessments. 751 participants started substance use programs or placements during FY13. Enhancing the assessment process will improve the system of care that youth with substance use issues experience. The first goal of this program is to enhance TCJPD's system of care. Secondly, this program will provide screening and assessment training for staff. Additionally, Motivational Interviewing training will be provided to enhance communication with youth. The target group for this program is juveniles ages 10-17 who have become involved in the justice system. In this project, TCJPD will purchase two assessment instruments from the same family, such as the GAIN screener and GAIN I-Core Assessment. Those youth with an indicated need will receive further assessment. The new family of assessment instruments will be standardized, biopsychosocial assessments that integrate clinical and research measures into one comprehensive structured interview. The tools will be evidence-based, as indicated through research conducted or supported by SAMHSA. They will provide individual level reports linking assessments to evidence-based practice recommendations. They will provide program level reports; TCJPD will be able to pull from their data to closely examine outcomes of the population being assessed. The tools will capture client information and allow for pooling of data.

Project Activities Information

Reserved

This section left intentionally blank.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Substance Abuse	100.00	Through this grant, TCJPD will enhance the screening procedures for youth involved with the Department. This will more appropriately assess youth with substance use issues and connect them appropriately with services. Additionally, Motivational Interviewing Training will enhance communication with youth with substance use issues.

Geographic Area:

Travis County, TX

Target Audience:
Youth between the ages of 10-17 who are involved with Travis County Juvenile Probation Department

Gender:
Male and Female

Ages:
10-17

Special Characteristics:
No special characteristics

Measures Information

Progress Reporting Requirements

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

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of program youth referred.	0	2196
Number of program youth screened / assessed.	0	1905
Number of program youth served.	0	1905

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL

Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of program youth completing program requirements.	0	1905
Number of program youth complying with aftercare plan.	0	0
Number of program youth exhibiting desired change in substance use.	0	0
Number of program youth who offend or reoffend.	0	416

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL

Certification and Assurances

Each applicant must click on this link to review the standard Certification and Assurances.

Resolution from Governing Body

Applications from local units of governments and other political subdivisions must include a resolution that contains the following:

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

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

Contract Compliance

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

Select the Appropriate Response:

X Yes
_ No

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

Enter a description for monitoring contract compliance:

The division director and/or designee monitor contract compliance with the vendors used for professional services. This includes: conducting site visits; making regular contacts with the vendors to monitor client services and progress; authorizing payments consistent with the contract documents; exercising remedies, as appropriate, where a contractor's performance is deficient; resolving disputes in a timely manner; and maintaining appropriate records.

Lobbying

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

Select the Appropriate Response:

_ Yes
X No
_ N/A

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

Select the Appropriate Response

_ Yes
_ No
X N/A

Fiscal Year

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

Enter the Begin Date [mm/dd/yyyy]:

10/1/2013

Enter the End Date [mm/dd/yyyy]:

9/30/2014

Sources of Financial Support

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

Enter the amount ($) of Federal Grant Funds:

11886603

Enter the amount ($) of State Grant Funds:

3306595

Single Audit

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

Select the Appropriate Response:

X Yes
_ No

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

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

Enter the date of your last annual single audit:

9/30/2012

Equal Employment Opportunity Plan (EEOP)

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

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

Requirements for a Type I Entity:

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

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

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

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

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

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

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

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

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

Select the appropriate response:

_ Type I Entity
_ Type II Entity
X Type III Entity

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

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

Select the appropriate response:
X I Certify
_ Unable to Certify

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

FFATA Certification

Certification of Recipient Highly Compensated Officers – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) $25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?
_ Yes
X No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?
_ Yes
X No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation ($):
0

Position 2 - Name:

Position 2 - Total Compensation ($):
0

Position 3 - Name:

Position 3 - Total Compensation ($):
0

Position 4 - Name:

Position 4 - Total Compensation ($):
0

Position 5 - Name:

Position 5 - Total Compensation ($):
0

Fiscal Capability Information

Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).
Select the appropriate response:
_ Yes
_ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?
Select the appropriate response:
_ Yes
_ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?
Select the appropriate response:
_ Yes
_ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.
Enter your explanation:

Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?
Select the appropriate response:
_ Yes
_ No

Does the organization prepare financial statements at least annually?
Select the appropriate response:
_ Yes
_ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?
Select the appropriate response:
_ Yes
_ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.
Enter your explanation:

Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?
_ Yes
_ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

_ Yes
_ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?
Select the appropriate response:
_ Yes
_ No

Is there separation of responsibility in the receipt, payment, and recording of costs?
Select the appropriate response:
_ Yes
_ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Indirect Costs	Approved Rate - 2% or Less	Indirect costs at 2% of budget	$1,768.00	$0.00	$0.00	$0.00	$1,768.00	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	We are requesting budget for for 7 staff members to receive Administrator training on the new Assessment Instrument ($13,800). Two select individuals will receive a certification as local administrative trainers on the new Assessment Instrument. These selected individuals will then be available to train other members of our staff on the new Instrument. In addition to local administrator training we are also requesting budget for training on the new Short Screener Instrument ($500) which will be agency wide and open for 12 months for all staff members to access.	$14,300.00	$0.00	$0.00	$0.00	$14,300.00	0
Equipment	Network Server System and Accessories	We are requesting budget to purchase a department approved server ($8,500), server rack($375), battery backup system($1,050) and all required server software & peripherals ($750). The Short Screener will be built into Case Management software Noble and stored on this server. The server will also be used to share and retrieve data from the new assessment instruments' website via integration services. This will allow us to have data onsite to meet Grant Reporting Requirements.	$11,130.00	$0.00	$0.00	$0.00	$11,130.00	1
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	We are we requesting budget for supplies related to presentation, reporting and visual aids.	$1,250.00	$0.00	$0.00	$0.00	$1,250.00	0

Supplies and Direct Operating Expenses	Presentation and/or Training Supplies	Manuals are required for the staff undergoing the Motivational Interviewing Training. We are requesting budget for 40 manuals at a cost of $25 each.	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0
Contractual and Professional Services	Professional, Presentation, and/or Training Services	We are requesting budget to train our staff in motivational interviewing techniques. This training will enhance the front-end and ongoing assessment process, helping with the project's sustainability, as staff members will be able to use skills learned in this training to more effectively communicate with youth.10 selected staff will go through MI Coaching to advance the techniques taught in the MI Training. These coaching sessions will promote the sustainability of the project as staff receive feedback and hone their use of MI techniques.	$23,495.00	$0.00	$0.00	$0.00	$23,495.00	0
Contractual and Professional Services	Professional, Presentation, and/or Training Services	We are requesting budget for the programming cost associated with integrating Noble software with the new assessment tool. This will allow streamlining of all assessment tools used by Juvenile Court.	$20,000.00	$0.00	$0.00	$0.00	$20,000.00	0
Contractual and Professional Services	Professional, Presentation, and/or Training Services	We are requesting budget for the Data Management service for the new assessment tool. This service will ensure we have the most accurate data set possible as the data will be reviewed monthly for anomalies.	$7,000.00	$0.00	$0.00	$0.00	$7,000.00	0
Equipment	Specialized Computer Software	We are requesting budget for acquisition and implementation of a new Assessment and Screener Instrument. The instrument will consist of obtaining a 5yr license ($100), Initial setup fee($100), and 16 user accounts($1,980)	$2,180.00	$0.00	$0.00	$0.00	$2,180.00	1

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT

Summary Source of Match/GPI:

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

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL

Contractual and Professional Services	$50,495.00	$0.00	$0.00	$0.00	$50,495.00
Equipment	$13,310.00	$0.00	$0.00	$0.00	$13,310.00
Indirect Costs	$1,768.00	$0.00	$0.00	$0.00	$1,768.00
Supplies and Direct Operating Expenses	$2,250.00	$0.00	$0.00	$0.00	$2,250.00
Travel and Training	$14,300.00	$0.00	$0.00	$0.00	$14,300.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
$82,123.00	$0.00	$0.00	$0.00	$82,123.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds

You are logged in as **User Name:** MayaDuff

COMPREHENSIVE CERTIFICATION AND ASSURANCES

ASSURANCES

The applicant must assure and certify compliance with any and all applicable federal and state statutes, regulations, policies, guidelines and requirements, including, but not limited to, OMB Circulars No. A-21, A-110, A-122, A-87, A-133; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule; the Uniform Grant Management Standards (UGMS); and Title 1, Part 1, Chapter 3 of the Texas Administrative Code, that govern the application, acceptance and use of Federal and State funds for this project. In instances where multiple requirements apply to a grantee, the more restrictive requirement applies. Specifically, the following applicable requirements must be certified:

1. **LEGAL AUTHORITY** - It possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required. State agencies are not required to adopt a resolution.
2. **DISPLACED PERSONS** - It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provide for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
3. **POLITICAL ACTIVITY** – It will comply with provisions of Federal law which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **LABOR FAIR STANDARDS ACT** - It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** - It will establish 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.
6. **EXAMINATION OF RECORDS** - It will give the sponsoring agency, the Office of the Governor, or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** - It will comply with all requirements imposed by the Federal sponsoring agency, the Office of the Governor, or the Comptroller General, concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** - It will insure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of the project, are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** - It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (50 USC § 4001), which states that, on or after March 2, 1975, communities must purchase flood insurance, where such insurance is available in those communities. This requirement is a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. **HISTORIC PRESERVATION** - It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 (16 USC § 470), Executive Order 11593 (identification and protection of historic properties), Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1, et seq.), by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **NATIONAL ENVIRONMENTAL POLICY ACT** – It will assist the federal grantor agency in its compliance with the National Environmental Policy Act of 1969 (P.L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, 83 Stat. 852) as amended by P.L. 94-52, July 3, 1975, 89 Stat. 258, and P.L. 94-83, August 9, 1975, 89 Stat. 424), by (a) identifying if any of the following activities will be related to the use of grant funds: (1) new construction; (2) minor renovation or remodeling of a property either listed on or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain; (3) a renovation, lease or any proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size; and (4) implementation of a new program involving the use of chemicals other than chemicals that are purchased as an incidental component of a funded activity and tradltionally used, for example, in office, household, recreational, or education environments; and (b) by complying with the following conditions relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories: (1) provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories; (2) provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned

to either the seizure or closure of clandestine methamphetamine laboratories; (3) as determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment; (4) assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory; (5) utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory; (6) dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; (7) monitor the transport, disposal, and recycling components of subsections numbered (5) and (6), immediately above, in order to ensure proper compliance; (8) have in place and/or implement any required written agreements with the Texas Department of Protective and Regulatory Services regarding the safety of any minors located at the clandestine laboratory site, the Texas Commission for Environmental Quality, and other entities deemed necessary by the State Administrative Agency.

12. **COMPLIANCE WITH LAWS AND GUIDES** - It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
13. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** - It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
14. **NONDISCRIMINATION** –
    A. It will comply with all State and Federal statutes relating to nondiscrimination and ensure, in accordance with federal civil rights laws, that the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
    B. It will comply, and all its contractors will comply, with the nondiscrimination requirements which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and 28 CFR 38 (Equal Treatment for Faith-Based Organizations); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations) and Ex. Order 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations).
    C. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Justice Programs, Office for Civil Rights (OCR).
    D. It will provide an Equal Employment Opportunity Plan (EEOP) to OCR and to the Office of the Governor (OOG), if required to submit one; otherwise, it will provide a certification to the OCR and the OOG that it has a current EEOP on file, if required to maintain one. For public grantee agencies receiving less than $25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at http://www.ojp.usdoj.gov/ocr.
15. **LIMITED ENGLISH PROFICIENCY**-It will comply with Ex. Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) and resulting agency guidance which states that national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, a recipient must take reasonable steps to ensure the LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral interpretation and written translation, where necessary. In conducting its programs and activities, the recipient is encouraged to consider the language service needs of LEP persons whom it serves or encounters. Additional assistance and information regarding LEP obligations can be found at http://www.lep.gov.
16. **COASTAL BARRIERS** - It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
17. **SUPPLANTING PROHIBITION** - It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.
18. **TAXES** – It will comply with all State and Federal laws and are solely responsible for filing all required State and Federal tax forms.
19. **GRANT ADMINISTRATION** - It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
20. **PUBLIC INFORMATION** - It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
21. **CHILD SUPPORT PAYMENTS** – It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
22. **SUSPECTED CHILD ABUSE** - It will comply with Section 261.101 of the Texas Family Code, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective

and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.

23. **RELATIVES** - It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body, or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person, who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
24. **OPEN MEETINGS** - If the applicant is a governmental entity, it will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically excluded in the Texas Constitution.
25. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** - If the applicant is a health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
26. **LAW ENFORCEMENT AGENCY** - If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education stating that the agency is in the process of achieving compliance with such rules.

CERTIFICATIONS

1. **DRUG-FREE WORKPLACE** - The applicant certifies that it will provide a drug-free workplace by:
   - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
   - B. Establish a drug-free awareness program to inform employees about:
     - i. the dangers of drug abuse in the workplace;
     - ii. the applicant's policy of maintaining a drug-free workplace;
     - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
     - iv. the penalties that may be imposed upon employees for drug abuse violations.
   - C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
   - D. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
     - i. abide by the terms of the statement, and
     - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
   - E. Notifying the agency within ten days after receiving notice under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction.
   - F. Taking one of the following actions with respect to any employee who is so convicted:
     - i. taking appropriate personnel action against such an employee, up to and including termination; or
     - ii. requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
   - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. **LOBBYING** – The applicant certifies that:
   - A. It will not use grant funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of the Criminal Justice Division.
   - B. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it will notify the Criminal Justice Division to obtain the appropriate disclosure form.
   - C. It will include the language of paragraphs A. and B. of this section in the award documents for all sub-awards at all tiers and will require all sub-recipients to certify accordingly.

RESOLUTION

WHEREAS, the Commissioners of Travis County find it in the best interest of the citizens of Travis County that Streamlining Assessment Practices to Improve Youth Substance Use Outcomes be implemented; and

WHEREAS, the Commissioners of Travis County have agreed that in the event of loss or misuse of the Criminal Justice Division funds, all funds will be returned to the Criminal Justice Division in full.

WHEREAS, County Commissioners of Travis County designates the County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Commissioners of Travis County approve the submission of the grant application for Streamlining Assessment Practices to Improve Youth Substance Use Outcomes to the Office of the Governor, Criminal Justice Division.

Signed by: _____

Travis County Judge

Passed and Approved this 18th day of February, 2014

Grant Application Number: **2760801**

TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #:

SAP #:

Check One:	Application Approval: ☑	Permission to Continue: ☐
	Contract Approval: ☐	Status Report: ☐
Check One:	Original: ☑	Amendment: ☐
Check One:	New Grant: ☐	Continuation Grant: ☑
Department/Division:	Juvenile Probation	
Contact Person/Title:	Maya Duff/Grant Coordinator	
Phone Number:	512-854-7046	

Grant Title:	Enhancing Services for Victims of Crime			
Grant Period:	From:	Sep 1, 2014	To:	Aug 31, 2015
Fund Source:	Federal: ☑	State: ☐	Local: ☐	
Grantor:	Office of the Governor, Criminal Justice Division			
Will County provide grant funds to a sub-recipient?	Yes: ☐	No: ☑		
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: ☑	No: ☐		
Originating Grantor:	United States Department of Justice			

Budget Categories	Grant Funds	County Cost Share	***Budgeted County Contribution #595010 (Cash Match)***	In-Kind	**TOTAL**
Personnel:	$ 59,093.00	$ 16,690.00	$ 0.00	$ 0.00	$ 75,783.00
Operating:	$ 7,668.00	$ 0.00	$ 0.00	$ 0.00	$ 7,668.00
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:	$ 66,761.00	$ 16,690.00	$ 0.00	$ 0.00	$ 83,451.00
FTEs:	1.00	0.20	0.00	0.00	1.20

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

Department	Review	Staff Initials	Comments
County Auditor	☒	CS	
County Attorney	☒	BW	

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 victims / survivors seeking services who were served. (Notification packets received).	n/a	n/a	1096	1129
2.	Number of survivors participating in restorative justice efforts	n/a	n/a	136	140
3.					
+ -	Measures for the Grant				
1.	Number of victims returning to TCJPD as a result of a new victimization either by the same perpetrator or a different perpetrator.	n/a	n/a	31	31
	Outcome Impact Description	A measure of efficiency of services to victims by determining the number of victims who are victimized more than once.			
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

PBO Recommendation:

The Juvenile Probation Department is requesting Commissioners Court approval of a continuation grant application to the US Department of Justice, through the Office of the Governor, Criminal Justice Division (OOG). The program, Enhancing Services for Victims of Crime, was created to address gaps in victim's services in the department.

The grant funds would pay the salary of a new FTE that would communicate directly with victims, provide bilingual English/Spanish translation for victim clients, and help ensure that victims receive compensation if they participate in restitution programming. The potential grant award is $66,761 with an additional required 20% county cost share of $16,690. This match will be provided through a portion of a current FTE salary and benefits.

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

PBO recommends approval of the application.

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

The goal of this program is to enhance the Victim Services division of TCJPD to address existing gaps. Objectives of this program are: 1) Increase direct communication with victims; 2) have a single point of contact for all Spanish speaking victims and 3) Ensure that victims receive compensation if they participate in the court ordered restitution program. Through this project, TCJPD will hire a bilingual Victim Counselor Senior that can meet all of these needs.

This grant fits into the current activities of the department because its proposed activities fit TCJPD's mission of addressing the needs of victims of crime. This grant is enhancing an existing program.

This grant will pay for a newly hired 1.0 FTE Victim Counselor Senior who will be paid for solely out of this grant. This individual will provide counseling, crisis stabilization, and support services to clients and assist with problems resulting from victimization. Additionally, this grant will pay for day-to-day office supplies and training.

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

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

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

A 20% county match is required, which amounts to $16,690. TCJPD will fund this through a portion of a current staff member's salary and benefits.

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

This grant does not allow indirect costs.

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

This program will not end upon termination of grant funding. The Department intends to request subsequent continuation funding for personnel through proposals submitted to the Federal and State government, as well as private foundations. The County will have the opportunity to consider investment in the staff position as well as other areas of the Victim Services Division.

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

n/a This is not a new program.

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

This program will enhance services to victims of crime so that TCJPD is able to meet the demand for services. It will allow TCJPD to communicate more regularly with victims, ensure that all victims that desire services are able to have them, and allow Spanish speaking victims more ease with the process of Victim Services.

The Travis County Commissioners' Court approved the community plan, entitled - "Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY2012-FY2015" 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 A from the Victim Services section. Priority A states: "Travis County needs to increase local capacity to respond to victims of crime." To address this priority, this program will increase the capacity of TCJPD to communicate with victims. By doing this, all victims of crime will have access to high quality services and be able to achieve wholeness.

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: for Estela P. Medina
Estela P. Medina
Chief Juvenile Probation Officer

THROUGH:
Maya Duff
Grant Coordinator

SUBJECT: Grant Application to the Office of the Governor to Continue Enhancing Services for Victims of Crime

DATE: February 3, 2014

Attached is Travis County Juvenile Probation Department's grant application to the Office of the Governor, Criminal Justice Division for funding to support a new project entitled Enhancing Services for Victims of Crime. $66,761 is requested to fund the salary of a Victim Counselor Senior along with operating expenses. The match of $16,690 is required and represents 20% of the total project cost. It will cover the personnel/fringe benefits of a current employee in the Victim Services Division.

The goal of Enhancing Services for Victims of Crime is to enhance the Victim Services division of TCJPD to address existing gaps. Objectives of this program are: 1) increase direct communication with victims; 2) have a single point of contact for all Spanish speaking victims; and 3) ensure that victims receive compensation if they participate in the court ordered restitution program.

Please review this item and place it on the **February 18, 2014** Commissioner's Court agenda for their consideration and action. Please contact Maya Duff at 4-7046 for further information.

Thank you in advance for your attention to this request.

CC: Jim Connolly
Cynthia Sayles
Britt Canary
Sylvia Mendoza
Israel Ramirez
Grant File

Print This Page

Agency Name: Travis County
Grant/App: 2656802 **Start Date:** 9/1/2014 **End Date:** 8/31/2015

Project Title: Enhancing Services for Victims of Crime
Status: Application Pending Submission

Eligibility Information

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

Application Eligibility Certify:
Created on:12/18/2013 10:07:58 AM By:Maya Duff

Profile Information

Applicant Agency Name: Travis County
Project Title: Enhancing Services for Victims of Crime
Division or Unit to Administer the Project: Juvenile Probation Department
Address Line 1: 2515 South Congress Ave.
Address Line 2:
City/State/Zip: Austin Texas 78704-5594
Start Date: 9/1/2014
End Date: 8/31/2015

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

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

Project Director
User Name: Estela Medina
Email: estela.medina@co.travis.tx.us
Address 1: 2515 South Congress Avenue
Address 1:
City: Austin, Texas 78704
Phone: 512-854-7069 Other Phone:
Fax: 512-854-7097
Title: Ms.
Salutation: Chief

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

Grant Writer
User Name: Maya Duff
Email: maya.duff@co.travis.tx.us
Address 1: 2515 South Congress Ave.
Address 1:
City: Austin, Texas 78704
Phone: 512-854-7046 Other Phone:

Fax: 512-854-7093
Title: Ms.
Salutation: Ms.

Grant Vendor Information

Organization Type: County
Organization Option: applying to provide direct services to victims only
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 17460001922000
Data Universal Numbering System (DUNS): 030908842

Narrative Information

Primary Mission and Purpose

The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. Services may include the following:

- responding to the emotional and physical needs of crime victims;
- assisting victims in stabilizing their lives after a victimization;
- assisting victims to understand and participate in the criminal justice system; and
- providing victims with safety and security.

Funding Levels
The anticipated funding levels for these programs are as follows:

- Minimum Award - $5,000
- Maximum Award – None
- Grantees, other than Native American Tribes, must provide matching funds of at least twenty percent (20%) of total project expenditures. Native American Tribes may be required to provide a five percent (5%) match. This requirement may be met through either cash or in-kind contributions or a combination of both.

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

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

Program Requirements

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

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

Program Emphasis
Applicant agrees to implement comprehensive strategies that are sensitive to the concerns and safety of the victims and hold offenders accountable for their crimes. Applicants must indicate the percentage of their project that benefits Victim Services, Law Enforcement, Prosecution, Courts or other areas. Program emphasis decisions should be made based on the beneficiary of the funded activities. For example, a victim services coalition who provides training to police throughout the state would fall under the "law enforcement" category because the training is to benefit law enforcement.

Indicate the percentage (%) of your project that benefits:

Victim Services – any nonprofit, nongovernmental organization that assists victims.
10

Law Enforcement – any public agency charged with policing functions.
0

Prosecution – any public agency charged with direct responsibility for prosecuting criminal offenders.
45

Court – any civil or criminal court system.
45

Other – any initiative that indirectly affects victims (ex., developing protocols and procedures).

0

Culturally Competent Victim Restoration
Provide information in this section regarding how your organization is culturally competent when providing services to victims. Here are some guidelines to follow: Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: (1) cultural knowledge, awareness and sensitivity are integrated into action and policy; (2) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and (3) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.
Travis County Juvenile Probation Department (TCJPD) places a priority on regular employee training. In particular, TCJPD believes that all employees must be culturally competent to optimize their job performance. Included in mandatory training requirements is a series on Cultural Competence; due to this training, all TCJPD employees are made aware of the sensitivity with which different populations must be approached. There are also many optional trainings in Cultural Diversity that are open to all employees throughout the year. Additionally, staff in Victim Services attend an annual external training on mediations, which educates them about cultural sensitivity when conducting mediations. Regarding victim services, many victims referred to TCJPD are Spanish speakers. TCJPD uses the resources that it has to promote awareness of this and facilitate processes for Spanish speakers. Mailings are distributed in both English and Spanish to ensure that materials are accessible to those for whom English is not a first language. When Spanish translation is needed, personnel from the Court Services division have redistributed their time to provide translation occasionally; while this has worked in the past, it is not a sustainable way of meeting the needs of Spanish speaking victims. Hiring a full time employee who speaks Spanish is essential so that TCJPD can fully meet the needs of its victims.

Culturally Specific and Underserved Populations
UNDERSERVED POPULATIONS - The term 'underserved populations' means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

CULTURALLY SPECIFIC - The term 'culturally specific' means the program is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u-6(g)).

The term 'racial and ethnic minority group' means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.

The term 'Hispanic' means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

The organization must do more than merely provide services to an underserved population or culturally specific group; rather, the organization must provide culturally competent services designed to meet the specific needs of the target population in order to justify a **YES** response in the section below.

Does your agency serve culturally specific or underserved populations?
X Yes
_ No

If you answered **YES** to the question above you must explain how in the box below.
TCJPD serves a population with lanuage, cultural, financial, and educational barriers.
Victim Referral Process
Describe how victims are referred to your agency:
Victims' names are included on reports that are written by law enforcement officers. TCJPD uses the names from these reports to contact victims. Informational packets are mailed to all victims; victims are directed to contact Travis County Juvenile Probation Department if they wish to participate in Victim Services. From communication with victims, TCJPD obtains information on the types of damages incurred, how the victim feels, and whether the victim is interested in mediation.

Services to Victims of Crime
Applicant agrees to provide services to victims of crime which include: responding to the emotional and physical needs of crime victims; assisting victims in stabilizing their lives after victimization; assisting victims to understand and participate in the criminal justice system; and providing victims with safety and security.

Effective Services
Applicant must demonstrate a record of providing effective services to crime victims. If the applicant cannot yet demonstrate a record of providing effective services, the applicant must demonstrate that at least 25 percent of its financial support comes from non-federal sources.

Volunteers
Applicant agrees to use volunteers to support either the project or agency-wide services, unless CJD determines that a compelling reason exists to waive this requirement.

Community Efforts
Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coordinated public and private efforts to aid crime victims. Coordination efforts qualify an organization to receive these funds, but are not activities that can be supported with these funds.

Crime Victims' Compensation
Applicant agrees to assist crime victims in applying for crime victims' compensation benefits.

Records
Applicant agrees to maintain daily time and attendance records specifying the time devoted to allowable victim services.

Civil Rights Information
Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability of victims served, within the timeframe established by CJD. This requirement is waived when providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

Victims of Federal Crime
Applicant agrees to provide equal services to victims of federal crime. (Note: Victim of federal crime is a victim of an offense that violates a federal criminal statute or regulation; federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)

No Charge
Applicant agrees to provide grant-funded services at no charge to victims of crime. Applicants are also prohibited from billing Crime Victims Compensation, private insurance, Medicaid, or Medicare for services provided using VOCA funds.

Confidentiality
Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law.

Discrimination
Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.

Forensic Medical Examination Payments
Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 96 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. The evidence collection portion of the exam is to be paid by law enforcement per state law. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

Protection Orders
Victims applying for a protective order or their attorney may not bear the costs associated with the filing of an order of protections.

Nondisclosure of Confidential or Private Information
Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed; or, reveal individual client information without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary will be taken to protect the privacy and safety of the persons affected by the release of information.

Civil Rights Liaison

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

Enter the Name of the Civil Rights Liaison:

James Swift

Enter the Address for the Civil Rights Liaison:

Travis County Human Resources Management Department; 700 Lavaca St.; Suite 420; Austin, TX 78701

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Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:
(512) 854-6044

Certification

Each applicant agency must certify to the specific criteria detailed above under **Program Requirements** to be eligible for General Victim Assistance - Direct Services Program Solicitations.
X I certify to all of the above eligibility requirements.

Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.
Enter your problem statement:
Travis County Juvenile Probation Department (TCJPD) experiences a steady growth in the number of victims to whom it provides services. TCJPD prides itself in the quality of services that it is able to provide; unfortunately, the small staff size limits the number of victims to whom TCJPD can provide high quality services. Victims that achieve the greatest outcomes are often those that are able to directly communicate with TCJPD staff. Upon receiving the names of victims of crime, TCJPD sends out a notification packet. Victims then must respond if they wish to participate in services. Therefore, victims only personally communicate with TCJPD if they initiate contact upon receiving their notification packet. Navigating the process of Victim Services can be a daunting task, particularly for victims who are from foreign countries and may be unfamiliar with laws in the United States. TCJPD believes that more victims would receive services if it had the capacity to personally reach out to victims. Among victims referred to TCJPD there is a growing population of Spanish speakers with limited English abilities. While TCJPD addresses this issue through bilingual mailings, there is a great need for a Spanish speaking staff member who can directly communicate with victims to guide them through the process. TCJPD juveniles participate in a court ordered restitution program where they reimburse victims of crime monetarily. At times, the money that is sent to victims as part of this program is returned to TCJPD due to changes in the victims' contact information. Presently, TCJPD does not have the capacity to follow up with these victims in order to ensure that they receive their compensation. TCJPD needs a dedicated person to ensure that victims' needs are met, questions regarding criminal justice processes are answered, and consistent communication is maintained. Hiring a full time Victim Counselor Senior will address all of these problems. If no response to an informational packet is received, the Victim Counselor Senior will call victims to follow up. A bilingual Victim Counselor Senior will enable TCJPD to have one point of contact for all Spanish speaking victims. Finally, a Victim Counselor Senior could implement the use of a search tool to follow up with victims whose compensation is returned.

Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.
Enter your supporting data:
In FY13, Travis County Juvenile Probation Department (TCJPD) notified 1,096 property crime victims, via a notification packet, that they were eligible to participate in Victim Services programs. 6% victims had a primary language of Spanish. In FY13, 82 victims participated in Victim-Offender Mediations and 3 participated in Victim-Impact Panels. 21 Victim-Offender Mediations were conducted in Spanish. TJCPD estimates that currently 50% of victim notification packets are returned to the department. Employing a full-time Victim Counselor Senior will give TCJPD the ability to follow up on all mailouts with phone calls. TCJPD anticipates that these efforts will result in a 75% return rate of notification packets and approximately 31 additional mediations, for a total of 127.

Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.
Enter your community planning needs:
The Travis County Commissioners' Court approved the community plan, entitled - "Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY2012-FY2015" 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 A from the Victim Services section. Priority A states: "Travis County needs to increase local capacity to respond to victims of crime." To address this priority, this program will increase the capacity of TCJPD to communicate with victims. By doing this, all victims of crime will have access to high quality services and be able to achieve wholeness.

Goal Statement:

Provide a brief description of the overall goals and objectives for this project.
Enter a description for the overall goals and objectives:
The goal of this program is to enhance the Victim Services division of TCJPD to address existing gaps. Objectives of this program are: 1) increase direct communication with victims; 2) have a bilingual single point of contact for victims of crime and 3) follow up with victims to ensure that compensation owed through TCJPD's court ordered restitution program (funded by TCJPD's Pot of Gold Program) is received.

Cooperative Working Agreement (CWA):

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

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

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

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n/a

Continuation Projects:

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)
Enter your current grant's progress:
Due to internal processes, such as screening and approval, the time that it takes to hire a new employee can be up to months long process. TCJPD anticipates that progess will continue on track once a new employee is hired for this grant.

Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.
Enter your summary statement for this project:
Travis County Juvenile Probation Department (TCJPD) believes in providing high quality services to victims of crime; doing so promotes positive outcomes among victims receiving services and reduces the rate of recidivism among juvenile offenders. However, the quantity of victims that are referred to TCJPD is too large to be accommodated by the small staff of the Victim Services Division. Due to a higher demand than TCJPD is able to meet, TCJPD is unable to personally contact each victim and must depend on victims responding to a preliminary informational packet that is sent in the mail. Victims of crime currently do not have a single point of contact with whom to communicate, since the demand for services outweighs the capacity of current staff. This particularly presents a problem for Spanish speaking victims of crime; various staff members redistribute their time in order to translate or respond to concerns for victims who do not speak English. Finally, occasionally victims that participate in TCJPD's court ordered restitution program do not receive their compensation because their contact information changes and TCJPD does not have the resources to follow up with them. Hiring a bilingual Victim Counselor Senior will enable TCJPD to meet all of these concerns and enhance the quality of services that it provides to victims. In FY13, 82 victims participated in Victim-Offender Mediations and 3 participated in Victim-Impact Panels. 21 of Victim-Offender Mediations were conducted in Spanish. TJCPD estimates that currently 50% of victim notification packets are returned to the department. Employing a full-time Victim Counselor Senior will give TCJPD the ability to follow up all mail outs with phone calls. TCJPD anticipates that this ability will result a 75% return rate of notification packets and approximately 31 additional mediations, for a total of 127. Currently, the Victim Services division achieves strong outcomes despite the small size of the staff. A court ordered restitution program allows juveniles to perform community service in order to provide compensation to victims of crime. Victim-Offender mediations are available to victims who are interested, and serve as part of the healing process for both victims and juveniles. They also help to ensure the safety and security of victims. These mediations are conducted through the Dispute Resolution Center, which is comprised of volunteers. Victim Impact Panels are conducted multiple times a year as well. These panels are an opportunity for victims to meet with other victims and offenders; it gives juveniles a chance to develop empathy for victims and is part of the healing process for victims. While victims benefit from the services that TCJPD provides to them, TCJPD believes that more victims would be involved with these programs if 1) TCJPD staff were able to increase communication to victims and 2) if TCJPD had a full-time Spanish speaking Victim Counselor Senior. The goal of this program is to enhance the Victim Services division of TCJPD to address existing gaps. The target group of this project is victims of crime; victims will be of all ages. One particular group that will benefit from this program is Spanish speaking victims of crime, since TCJPD currently does not have a Spanish speaking staff member in the Victim Services division. However, all victims will benefit from the enhancement in services TCJPD will provide. TCJPD anticipates that it will continue to provide the services currently available to victims and that more victims will choose to participate because of enhanced communication. The Victim Counselor Senior (VCS) will follow up with victims if no response is received to the notification packet sent. This will ensure that victims do not miss out on an opportunity to receive services if they want them. The VCS will coordinate all aspects of victim services for the victims with whom they work, including Court ordered restitution, Victim-Offender Mediations and Victim Impact Panels. The VCS will serve on various Task Forces in the community, such as the Domestic Violence Review Team and the Hate Crimes Task Force. The VCS will also educate crime victims on how to apply for crime victims' compensation benefits when applicable. Finally, the VCS will implement a search tool so that victims whose contact information has changed will still be able to receive compensation through the court ordered restitution program. This compensation will come from TCJPD's Pot of Gold Program; the VCS will simply ensure that it reaches each victim. The first objective is to increase direct communication with victims. When TCJPD does not receive a response to the informational packet that is sent to victims, the Victim Counselor Senior will follow up with a phone call. This will help ensure that all victims that desire services can have their needs met. A second objective is to have a single point of contact for all Spanish speaking victims. This will provide the Spanish speaking population with support and consistency as they navigate the process of receiving services. The third objective of this program is to ensure that victims receive compensation if they participate in the court ordered restitution program. Occasionally TCJPD receives checks that are returned if a victim's contact information changes after they go through the court ordered restitution program at TCJPD. Hiring a Victim Counselor Senior will enable TCJPD to implement a new search tool to ensure that victims receive the compensation they are due. Through providing these services, TCJPD anticipates an increase in the number of victims that are able to achieve wholeness in the victim services process.

Project Activities Information

Type of Crime Victim

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

Sexual Assault Percentage (%):

0

Domestic Abuse Percentage (%):

41

Child Abuse Percentage (%):

0

DUI / DWI Crashes Percentage (%):
0

Survivors of Homicide Percentage (%):
0

Assault Percentage (%):
0

Adults Molested as Children Percentage (%):
0

Elder Abuse Percentage (%):
0

Robbery Percentage (%):
59

Stalking Percentage (%):
0

Dating/Acquaintance Violence Percentage (%):
0

Human Trafficking Percentage (%):
0

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Victim-Offender Meetings	100.00	Mediations between the victim and the offender will be conducted. These meetings will be conducted in a culturally competent way, ensure the safety and security of victims, and serve as part of the healing process for both victims and juvenile offenders. These mediations will be given to all victims who wish to participate in this activity; they may withdraw at any time. Victims will be provided with support and accompaniment and be given a debriefing following the mediation.

Geographic Area:
Travis County

Target Audience:
victims of crime

Gender:
male and female

Ages:
all ages

Special Characteristics:
n/a

Measures Information

Progress Reporting Requirements

Outcomes Reported to Texas A&M University, Public Policy Research Institute (PPRI):

In addition to the measures listed below, all programs will be required to report the number of victims/survivors who returned to the agency as a result of a new victimization either by the same perpetrator or a new perpetrator. Note: This does not include victims returning to your agency to continue their treatment. This measure will be used to measure the efficacy of the services provided in the restoration of the victim to full mental, physical, and emotional health.

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Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of victims / survivors seeking services who were served.	1096	1129
Number of survivors participating in restorative justice efforts.	136	136

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL

Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL

Certification and Assurances

Each applicant must click on this link to review the standard Certification and Assurances.

Resolution from Governing Body

Applications from local units of governments and other political subdivisions must include a resolution that contains the following:

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

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

Contract Compliance

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

Select the Appropriate Response:

_ Yes
X No

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

Enter a description for monitoring contract compliance:

Lobbying

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

Select the Appropriate Response:

41

_ Yes
X No
_ N/A

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

Select the Appropriate Response

_ Yes
_ No
X N/A

Fiscal Year

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

Enter the Begin Date [mm/dd/yyyy]:

10/1/2013

Enter the End Date [mm/dd/yyyy]:

9/30/2014

Sources of Financial Support

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

Enter the amount ($) of Federal Grant Funds:

11866603

Enter the amount ($) of State Grant Funds:

3306595

Single Audit

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

Select the Appropriate Response:

X Yes
_ No

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

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

Enter the date of your last annual single audit:

9/30/2012

Equal Employment Opportunity Plan (EEOP)

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

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

Requirements for a Type I Entity:

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

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

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

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

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

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

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

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

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

Select the appropriate response:

_ Type I Entity
_ Type II Entity
X Type III Entity

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

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

Select the appropriate response:

X I Certify
_ Unable to Certify

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

Enter the debarment justification:

FFATA Certification

Certification of Recipient Highly Compensated Officers – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) $25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

_ Yes
X No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

_ Yes
X No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

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Position 1 - Name:

Position 1 - Total Compensation ($):
0

Position 2 - Name:

Position 2 - Total Compensation ($):
0

Position 3 - Name:

Position 3 - Total Compensation ($):
0

Position 4 - Name:

Position 4 - Total Compensation ($):
0

Position 5 - Name:

Position 5 - Total Compensation ($):
0

Fiscal Capability Information

Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).
Select the appropriate response:
_ Yes
_ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?
Select the appropriate response:
_ Yes
_ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?
Select the appropriate response:
_ Yes
_ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.
Enter your explanation:

Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?
Select the appropriate response:
_ Yes
_ No

Does the organization prepare financial statements at least annually?
Select the appropriate response:
_ Yes
_ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?
Select the appropriate response:
_ Yes
_ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.
Enter your explanation:

Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?
_ Yes
_ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?
_ Yes
_ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?
Select the appropriate response:
_ Yes
_ No

Is there separation of responsibility in the receipt, payment, and recording of costs?
Select the appropriate response:
_ Yes
_ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Community / Social Service	Full-Time Senior Victim Services Counselor, this indivlual will provide biligual assistance or guidance to victims with needs related to this program. $40,804	$59,093.00	$0.00	$0.00	$0.00	$59,093.00	100

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	Specialist	is requested for salary and $18,829 is requested for benefits. This is counselor who will work solely on this grant.						
Personnel	Community / Social Service Specialist	The match portion will be contributed by the current Victim Services Counselor. The match contribution is valued at $12,141 for salary and $4,550 for benefits. This value amount to a contributed effort of 20%.	$0.00	$16,690.00	$0.00	$0.00	$16,690.00	20
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	$1,000 is requested for supplies that will be used for day-to-day operations. This may include office supplies, project supplies, etc.	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0
Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	$6,668 is requested for two staff to travel to a National Victims of Crime Conference. These funds will cover registration, lodging, airfare, meals, and ground transportation.	$6,668.00	$0.00	$0.00	$0.00	$6,668.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
TCJPD General Fund for existing position	Cash Match	$16,690.00

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
$16,690.00	$16,690.00	$0.00	$0.00	$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	$59,093.00	$16,690.00	$0.00	$0.00	$75,783.00
Supplies and Direct Operating Expenses	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
Travel and Training	$6,668.00	$0.00	$0.00	$0.00	$6,668.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
$66,761.00	$16,690.00	$0.00	$0.00	$83,451.00

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Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds

You are logged in as **User Name**: MayaDuff

COMPREHENSIVE CERTIFICATION AND ASSURANCES

ASSURANCES

The applicant must assure and certify compliance with any and all applicable federal and state statutes, regulations, policies, guidelines and requirements, including, but not limited to, OMB Circulars No. A-21, A-110, A-122, A-87, A-133; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule; the Uniform Grant Management Standards (UGMS); and Title 1, Part 1, Chapter 3 of the Texas Administrative Code, that govern the application, acceptance and use of Federal and State funds for this project. In instances where multiple requirements apply to a grantee, the more restrictive requirement applies. Specifically, the following applicable requirements must be certified:

1. **LEGAL AUTHORITY** - It possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required. State agencies are not required to adopt a resolution.
2. **DISPLACED PERSONS** - It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provide for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
3. **POLITICAL ACTIVITY** – It will comply with provisions of Federal law which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **LABOR FAIR STANDARDS ACT** - It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** - It will establish 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.
6. **EXAMINATION OF RECORDS** - It will give the sponsoring agency, the Office of the Governor, or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** - It will comply with all requirements imposed by the Federal sponsoring agency, the Office of the Governor, or the Comptroller General, concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** - It will insure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of the project, are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** - It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (50 USC § 4001), which states that, on or after March 2, 1975, communities must purchase flood insurance, where such insurance is available in those communities. This requirement is a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. **HISTORIC PRESERVATION** - It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 (16 USC § 470), Executive Order 11593 (identification and protection of historic properties), Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1, et seq.), by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **NATIONAL ENVIRONMENTAL POLICY ACT** – It will assist the federal grantor agency in its compliance with the National Environmental Policy Act of 1969 (P.L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, 83 Stat. 852) as amended by P.L. 94-52, July 3, 1975, 89 Stat. 258, and P.L. 94-83, August 9, 1975, 89 Stat. 424), by (a) identifying if any of the following activities will be related to the use of grant funds: (1) new construction; (2) minor renovation or remodeling of a property either listed on or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain; (3) a renovation, lease or any proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size; and (4) implementation of a new program involving the use of chemicals other than chemicals that are purchased as an incidental component of a funded activity and traditionally used, for example, in office, household, recreational, or education environments; and (b) by complying with the following conditions relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories: (1) provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories; (2) provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned

to either the seizure or closure of clandestine methamphetamine laboratories; (3) as determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment; (4) assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory; (5) utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory; (6) dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; (7) monitor the transport, disposal, and recycling components of subsections numbered (5) and (6), immediately above, in order to ensure proper compliance; (8) have in place and/or implement any required written agreements with the Texas Department of Protective and Regulatory Services regarding the safety of any minors located at the clandestine laboratory site, the Texas Commission for Environmental Quality, and other entities deemed necessary by the State Administrative Agency.

12. **COMPLIANCE WITH LAWS AND GUIDES** - It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
13. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** - It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
14. **NONDISCRIMINATION** –
    A. It will comply with all State and Federal statutes relating to nondiscrimination and ensure, in accordance with federal civil rights laws, that the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
    B. It will comply, and all its contractors will comply, with the nondiscrimination requirements which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and 28 CFR 38 (Equal Treatment for Faith-Based Organizations); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations) and Ex. Order 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations).
    C. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Justice Programs, Office for Civil Rights (OCR).
    D. It will provide an Equal Employment Opportunity Plan (EEOP) to OCR and to the Office of the Governor (OOG), if required to submit one; otherwise, it will provide a certification to the OCR and the OOG that it has a current EEOP on file, if required to maintain one. For public grantee agencies receiving less than $25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at http://www.ojp.usdoj.gov/ocr.
15. **LIMITED ENGLISH PROFICIENCY**-It will comply with Ex. Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) and resulting agency guidance which states that national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, a recipient must take reasonable steps to ensure the LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral interpretation and written translation, where necessary. In conducting its programs and activities, the recipient is encouraged to consider the language service needs of LEP persons whom it serves or encounters. Additional assistance and information regarding LEP obligations can be found at http://www.lep.gov.
16. **COASTAL BARRIERS** - It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
17. **SUPPLANTING PROHIBITION** - It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.
18. **TAXES** – It will comply with all State and Federal laws and are solely responsible for filing all required State and Federal tax forms.
19. **GRANT ADMINISTRATION** - It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
20. **PUBLIC INFORMATION** - It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
21. **CHILD SUPPORT PAYMENTS** – It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
22. **SUSPECTED CHILD ABUSE** - It will comply with Section 261.101 of the Texas Family Code, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective

and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.

23. **RELATIVES** - It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body, or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person, who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
24. **OPEN MEETINGS** - If the applicant is a governmental entity, it will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically excluded in the Texas Constitution.
25. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** - If the applicant is a health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
26. **LAW ENFORCEMENT AGENCY** - If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education stating that the agency is in the process of achieving compliance with such rules.

CERTIFICATIONS

1. **DRUG-FREE WORKPLACE** - The applicant certifies that it will provide a drug-free workplace by:
   - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
   - B. Establish a drug-free awareness program to inform employees about:
     - i. the dangers of drug abuse in the workplace;
     - ii. the applicant's policy of maintaining a drug-free workplace;
     - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
     - iv. the penalties that may be imposed upon employees for drug abuse violations.
   - C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
   - D. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
     - i. abide by the terms of the statement, and
     - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
   - E. Notifying the agency within ten days after receiving notice under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction.
   - F. Taking one of the following actions with respect to any employee who is so convicted:
     - i. taking appropriate personnel action against such an employee, up to and including termination; or
     - ii. requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
   - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. **LOBBYING** – The applicant certifies that:
   - A. It will not use grant funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of the Criminal Justice Division.
   - B. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it will notify the Criminal Justice Division to obtain the appropriate disclosure form.
   - C. It will include the language of paragraphs A. and B. of this section in the award documents for all sub-awards at all tiers and will require all sub-recipients to certify accordingly.

RESOLUTION

WHEREAS, the Commissioners of Travis County find it in the best interest of the citizens of Travis County that Enhancing Services for Victims of Crime be implemented; and

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

WHEREAS, the Commissioners of Travis County have agreed that in the event of loss or misuse of the Criminal Justice Division funds, all funds will be returned to the Criminal Justice Division in full.

WHEREAS, County Commissioners of Travis County designates the County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Commissioners of Travis County approve the submission of the grant application for Enhancing Services for Victims of Crime to the Office of the Governor, Criminal Justice Division.

Signed by: _____

Travis County Judge

Passed and Approved this 18th of February, 2014

Grant Application Number: **2656802**

TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #:

SAP #:

Check One:	Application Approval: ☑	Permission to Continue: ☐
	Contract Approval: ☐	Status Report: ☐
Check One:	Original: ☑	Amendment: ☐
Check One:	New Grant: ☐	Continuation Grant: ☑
Department/Division:	Juvenile Probation	
Contact Person/Title:	Maya Duff/Grant Coordinator	
Phone Number:	512-854-7046	

Grant Title:	Drug Court & In-Home Family Services			
Grant Period:	From:	Sep 1, 2014	To:	Aug 31, 2015
Fund Source:	Federal: ☑	State: ☐	Local: ☐	
Grantor:	Office of the Governor, Criminal Justice Division			
Will County provide grant funds to a sub-recipient?	Yes: ☐	No: ☑		
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: ☑	No: ☐		
Originating Grantor:	United States Department of Justice			

Budget Categories	Grant Funds	County Cost Share	***Budgeted County Contribution #595010 (Cash Match)***	In-Kind	**TOTAL**
Personnel:	$ 130,859.00	$ 26,844.00	$ 0.00	$ 0.00	$ 157,703.00
Operating:	$ 106,000.00	$ 0.00	$ 0.00	$ 0.00	$ 106,000.00
Capital Equipment:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Indirect Costs:	$ 4,737.00	$ 0.00	$ 0.00	$ 0.00	$ 4,737.00
Totals:	$ 241,596.00	$ 26,844.00	$ 0.00	$ 0.00	$ 268,440.00
FTEs:	2.00	0.30	0.00	0.00	2.30

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

Department	Review	Staff Initials	Comments
County Auditor	☒	RP	
County Attorney	☒	BW	

Performance Measures						
#		Measure	Actual FY 12 Measure	Actual FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+	-	Applicable Departmental Measures				
1.		Number of new enrollments in the program.	51	31	32	33
2.		Number of Drug Court participants in the program	80	67	69	71
3.		Number of youth assessed for eligible to participate in the Drug Court program	99	67	69	71

+	-	Measures for the Grant				
1.		Number of eligible program youth served using Graduated Sanctions approaches	72	62	64	66
		Outcome Impact Description	To demonstrate improved compliance to rules of probation and other outcomes of substance abusing juvenile offenders by maintaining accountability-based sanctions and increased family involvement in the supervision and treatment processes			
2.		Number of new enrollments in the program	51	31	32	33
		Outcome Impact Description	To increase the number of drug court participants receiving substance abuse, case management and in home counseling services			
3.		Number of participants in the program	80	67	69	71
		Outcome Impact Description	To successfully identify potential candidates for the program.			
4.		Number of youth assessed for eligibility to participate in the Drug Court program	99	67	69	71
		Outcome Impact Description	To improve access to substance abuse and co-occurring treatments and related services.			
5.		Number of participants employed or enrolled in school at time of graduation (part time or full time).	23	30	31	32
		Outcome Impact Description	To increase the number of participants that are employed or enrolled in school at graduation			
6.		Number of participants that earn a GED, high school diploma, or vocational training credential while in the program	2	1	5	5
		Outcome Impact Description	To improve educational and vocational competency of juveniles			
7.		Number of participants that successfully complete the program	23	30	31	32
		Outcome Impact Description	To increase the number of juveniles that are alcohol and drug free			
8.		Number of program youth completing program requirements	23	30	31	32
		Outcome Impact Description	To increase the number of juveniles that maintain a lifestyle free of alcohol and drug abuse			
9.		Number of Drug Court Slots	45	45	45	45
		Outcome Impact Description	To increase the number of drug court participants receiving substance abuse, case management and in home counseling services			
10.		Number of program youth who reoffend	35	29	30	31
		Outcome Impact Description	To increase community safety.			
11.		Number of youth to test positive for drug use.	57	49	50	52
		Outcome Impact Description	To increase the number of drug court participants receiving substance abuse, case management and in home counseling services in order to reduce the number of positive urinalysis.			

PBO Recommendation:

The Juvenile Probation Department is requesting Commissioners Court approval of the FY 2015 annual continuation application to the Office of the Governor, Criminal Justice Division (OOG), for the Drug Court and In Home Family Services Grant. Grant funds in the amount of $241,596 will enhance the department's existing Drug Court Program, by providing State and County resources that allow the department to contract with a provider for intensive in-home family services for Drug Court participants and pay for 2 FTEs. Total program funds (Grant and County Match) are $268.440. The grant requires a 10% match, which is contributed by the General Fund salary of an additional existing 0.3 FTE, equivalent to $26,844.

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

PBO recommends approval of the application.

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

Travis County Juvenile Probation Department is requesting approval of the continuing grant award for the OOG JABG Drug Court and In Home Family Services grant. This grant totals $268,440 which includes the grant request of $241,596 and match of $26,844.

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

Through this grant, TCJPD will pay for the salary of 2 FTEs (Senior Chemical Dependency Counselor and Juvenile Probation Officer, Lead) that were funded through federal grants in the past.

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

N/A; there are no long term County funding requirements.

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

Yes, a 10 % match is required. General-funds from the existing Drug Court Casework Manager position will be used to provide matching funds.

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

2% indirect costs are included.

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

This program will not end upon termination of this grant. The Department intends to request subsequent year continuation funding for the contractual services through proposals submitted to the Federal and State government, as well as private foundations. As previously presented to the Court, the County will have the opportunity to consider investment in the staff positions as well as other areas of Special Services Division.

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

N/A This is an established program.

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

The Travis County FY12-FY15 Community Plan under Juvenile Justice Delinquency Prevention states in Priority C, "Travis County is in need of services and programming for youth with mental health/co-occurring disorders and substance abuse problems." Improving family support and participation leads to improve outcome for substance abusing juvenile offenders. According to the most recent Annual Evaluation, a total of 67% (30/45) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. The proposed project reflects the efforts as demonstrated under the Community Plan's funding priorities and supports the following: a continuation of the comprehensive assessment process; services for juveniles with both substance abuse and mental health treatment needs; and continuum of care initiatives, and research- and outcome-based programming.

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: S. Mendoza for Estela P. Medina
Estela P. Medina
Chief Juvenile Probation Officer

THROUGH:
Maya Duff
Grant Coordinator

SUBJECT: Approval of Grant Application to Continue FY15 Drug Court & In-Home Family Services

DATE: February 3 , 2014

Attached is Travis County Juvenile Probation Department's grant application to the Office of the Governor, Criminal Justice Division to continue the Drug Court & In-Home Family Services program. Total funding requested is $241,596; this award comes with a 10% required match which amounts to $26,844. The match will be paid through a portion of the salary of an existing position. Grant funds will allow an increase in the number of juveniles who can participate in the existing Juvenile Treatment Drug Court program by increasing the availability of substance abuse services for participating youth and their families. The project goal is to improve the outcome for substance abusing juveniles by improving family support and participation in treatment for the offender. This funding will also continue two positions, a Senior Chemical Dependency Counselor and a Juvenile Probation Officer, Lead, that were funded through a federal grant which is in its final year of funding.

Please review this item and place it on the **February 18, 2014** Commissioner's Court agenda for their consideration and signature. Please contact Maya Duff at 4-7046 for further information.

Thank you in advance for your attention to this request.

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

Print This Page

Agency Name: Travis County
Grant/App: 1731811 **Start Date:** 9/1/2014 **End Date:** 8/31/2015

Project Title: Drug Court and In-Home Family Services
Status: Application Pending Submission

Eligibility Information

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

Application Eligibility Certify:
Created on:12/18/2013 10:04:08 AM By:Maya Duff

Profile Information

Applicant Agency Name: Travis County
Project Title: Drug Court and In-Home Family Services
Division or Unit to Administer the Project: Juvenile Probation Department/Special Services Division
Address Line 1: 2515 South Congress Avenue
Address Line 2:
City/State/Zip: Austin Texas 78704-5513
Start Date: 9/1/2014
End Date: 8/31/2015

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

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Title: The Honorable
Salutation: Judge

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Salutation: Ms.

Grant Vendor Information

Organization Type: County
Organization Option: applying to provide juvenile prevention and / or intervention services
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 17460001922000
Data Universal Numbering System (DUNS): 030908842

Narrative Information

Primary Mission and Purpose

The Juvenile Accountability Block Grant (JABG) Program's purpose is to develop programs that promote greater accountability in the juvenile justice system.

Funding Levels
The anticipated funding levels for the Juvenile Accountability Block Grant (JABG) program are as follows:

- Minimum Award - $5,000
- Maximum Award – None
- The Juvenile Accountability Block Grant program requires a grantee match of at least 10%, which is calculated on the total project costs, not on the amount requested from CJD. The match requirement may be met through cash contributions only.

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

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

Local Advisory Board
Each unit of local government is required to establish an advisory board consisting of individuals representing police departments, sheriffs' offices, prosecutors, probation officers, juvenile courts, schools, businesses, and faith-based, fraternal, nonprofit, or social service organizations involved in juvenile crime and delinquency. The local advisory board is responsible for the development of a coordinated enforcement plan for the use of grant funds based on an analysis of the local juvenile justice system. The analysis determines the most effective use of grant funds within the sixteen program purpose areas that apply to those grant funds. The plan serves as the project narrative and summary and should follow the general format of a project narrative and summary as outlined in this solicitation. In the space provided, enter the number of individuals representing each of the groups listed below.

Note: *Although the **Local Advisory Board** section is not applicable to discretionary applicants, you must enter a numeric value in each box. Discretionary applicants should enter a zero ('0') in the boxes below.*

Enter the number of advisory group members representing **Police Departments**:
1

Enter the number of advisory group members representing **Sheriff Offices**:
1

Enter the number of advisory group members representing **Prosecutors**:
1

Enter the number of advisory group members representing **Juvenile Courts**:
0

Enter the number of advisory group members representing **Schools**:
1

Enter the number of advisory group members representing **Businesses**:
0

Enter the number of advisory group members representing **Social Service Agencies** (e.g., faith-based, fraternal, non-profit, etc.):
1

Local Advisory Board Resolution
A Local Advisory Board Resolution form has been signed by members of the local juvenile justice advisory board and is on file with the application agency.

Note: *The* ***Local Advisory Board Resolution*** *section is not applicable to discretionary applicants.*

Waiver of Funds
Any entity receiving a local allocation may waive the ability to apply for funds and choose instead to waive the allocation to a larger or neighboring city, county or Native American tribe that will still benefit the waiving area's jurisdiction. The applicant agency is responsible for obtaining a completed JABG Waiver of Funds Form from each agency that chooses to waive its allocation to the applicant. CJD will not award any additional waived funds to the applicant organization until a completed JABG Waiver of Funds Form is signed and fax to CJD at (512) 475-2440 by the application submission deadline. The JABG Waiver of Funds Form is available here or can be downloaded from CJD's website at https://egrants.governor.state.tx.us/updates.aspx. In the space provided below, enter the name of the agency waiving funds, amount of funds waived, and the name of the waiving agency's authorized official.

Note: *Although the* ***Waiver of Funds*** *section is not applicable to discretionary applicants, you must select a value in the box. Discretionary applicants should select not applicable ('N/A') in the box below.*

Does this application include funds waived from another jurisdiction?

Select the appropriate response:
_ Yes
_ No
X N/A

If you selected **Yes** above, enter the name of the waiving agency and amount of waived funds (e.g., Anywhere County - $25,000). If multiple jurisdictions are waiving funds to your agency, include the names and amounts for each agency.

Enter the name(s) and amount(s) for waived funds:

Drug Court Program Requirements

Juvenile Drug Courts: Strategies in Practice
Describe in detail how your program meets each of the following sixteen (16) strategies recommended by the National Council of Juvenile and Family Court Judges as a model for juvenile drug court programs:

Clearly Defined Target Population and Eligibility Criteria – Define a target population and eligibility criteria that are aligned with the program's goals and objectives.
The Travis County Juvenile Drug Court (JDC) has identified a target population and eligibility criteria that is aligned with the program's goals and objectives. The JDC is an integrated program that targets juvenile offenders with non-violent drug or drug-related offenses, although some assault cases, such as fighting at school, will be accepted. The JDC typically works with post-adjudicated youth who are 13.6 to 17 years old, have not been adjudicated for a felony violent offense, are assessed as needing drug treatment services, and have a minimum of six to twelve months of probation. These youth are identified as "deep-end" youth because of the recurring patterns of drug use and poor compliance to rules of probation, all while spiraling deeper into the justice continuum. They are determined to be in need of strict JDC supervision. Reasons for exclusion from the program include conviction of a felony sex crime, severe mental or emotional problems, major gang affiliation and lack of motivation for behavioral change.
Collaborative Planning – Engage all stakeholders in creating an interdisciplinary, coordinated, and systemic approach to working with youth and their families.
The Travis County Juvenile Drug Court (JDC) Judge facilitates the JDC team employing Robert's Rules of Order. Currently policy meetings are held on an as needed basis when necessary. The team utilizes these meetings to address any issues about quality assurance and/or barriers to effective programming and revise or fine tune any policies or procedures to support the goals and mission of the court from any team member. The Drug Court Coordinator provides regular information briefs and national data regarding drug courts to help ensure that members are kept current and able to effectively participate in discussions. Potential providers also use the meetings for presentations. Because of the Network of services, many vendors express an interest to participate and offer services to the youth and families. Many of these vendors come with an existing revenue stream or are eligible for 3rd party reimbursements. Funding decisions are not a part of the scope of work for the team as vendors may be required to participate in the Travis County Government Procurement process. The team is comprised of: the Judge; District Attorney (DA) Prosecuting Attorney; Juvenile Public Defender (JPD) or Defense Attorney; Drug Court Coordinator; Treatment Representatives; Evaluator; School Representatives; and Community Representatives. Travis County Juvenile Probation Department serves as the lead agency.
Community Partnerships – Build partnerships with community organizations to expand the range of opportunities available to youth and their families.
The JDC has built partnerships with community organizations to expand the range of opportunities available to youth and their families. The Juvenile Justice Integrated Network (JJIN) has already established a wide variety of relationships in the community. Efforts to increase community links is an on-going activity for the Network which enhances the service provision by leveraging existing services to expand or enhance services. The connecting link which ties all these services together is case management services. An independent vendor, the Workers' Assistance Program (WAP), provides case management services for the Network. A case manager is assigned to help the youth and family navigate through the necessary system of services. The case management services, provided by WAP for the Network includes varieties of activities which includes but are not limited to: linkage to collateral activities for all family members; advocacy to service agencies on behalf of the youth and family; coordination of all services to include attending weekly staffings with the JDC team; planning in conjunction with family members and Network partners; and crisis intervention for all family members.

Comprehensive Treatment Planning – Tailor interventions to the complex and varied needs of youth and their families.
The JDC tailors interventions to the complex and varied needs of youth and their families. Services to youth in the JDC are provided through the Juvenile Justice Integrated Network, a coordinated continuum of care. The Network is an integration of multiple providers that are able to meet many service needs of the youth and family. The programs offer a full continuum of on-site services, family services, education and counseling for adolescents needing outpatient and day or residential treatment. By integrating the treatment levels of each independent treatment program, the Network provides the JDC a seamless step up/down operation, which ultimately improves the effectiveness and efficiency of treatment.

Confidentiality – Establish a confidentiality policy and procedure that guard the privacy of the youth while allowing the drug court team to access key information.
The JDC confidentiality is assured through the utilization of the Consent to Release Information Form as required by 42 CFR Part 2 to include USC 290dd-2.
Cultural Competence – Create policies and procedures that are responsive to cultural differences and train personnel to be culturally competent.
The Travis County Juvenile Probation Department provides monthly training in an effort to increase the information, knowledge, and skills of its workforce. Network partners are offered opportunities to participate in the trainings and are offered training at their site to ensure maximum benefit of learning to manage the strengths of diversity. The training activities respond to how the JDC effectively responds to differences such as age, gender, sexual orientation, language, customs, literacy, disability and ethnic characteristics. Many youth in the JDC Program display a complex array of issues that affect their involvement and successful participation in the drug court program. Professionals and community-based stakeholders must become knowledgeable about their characteristics and culture to include the always-changing culture of youth. When addressing the multiple issues of diversity, staff must be sensitive and informed enough to know when and how to react to cultural nuances that may be strange or different than their own. Those that participate regularly in the training activities will reflect their participation in their work. Participants will show movement in that they realize personal and organizational weaknesses in cultural competence and demonstrate attempts to improve. They will show that they accept and respect differences and the constantly expanding knowledge base which is critical when working in diverse settings.
Developmentally Appropriate Services – Tailor treatment to the developmental needs of adolescents.
The JDC tailors treatment to the developmental needs of adolescents. JDC recognizes that youth have different rates of emotional, cognitive and social development needs. Clinicians, mental health professionals, managers, and Juvenile Probation Officers staff and review a variety of assessments to include mental health and substance abuse assessments, social history, school records and discharge summaries from treatment providers to determine the youth's emotional, cognitive and social development needs in order to make appropriate recommendations for services for each youth. The goal of each provider in the JJIN includes services to prepare youth to meet the challenges of life upon release, in a productive and healthy way without returning to alcohol and/or other drug (AOD) use or criminal behavior. In order to achieve this goal, services will focus on the following important developmental areas: Emotional Growth to promote self-awareness, coping skills and self-esteem; Cognitive Restructuring to allow problem-solving, creative thinking and development of a meaningful personal value system; Social Development to acquire the ability to appropriately read and respond to social cues, eliminate violent behavior and live within structured environments. Each treatment program agrees to a drug-free facility and empowers clients to improve their lives and health by helping them maximize their levels of psychological, social, vocational and intellectual functioning. They encourage each client to work toward and reach realistic personal goals. To reach these goals, the providers emphasize acceptance of responsibility both for oneself and for the good of their peers in treatment.
Drug Testing – Design drug testing to be frequent, random, and observed. Document testing policies and procedures in writing.
The design of drug testing for the JDC is frequent, random and observed. The JDC participants undergo frequent, random, observed and regular drug testing by the treatment providers and the probation officers. Tests are conducted weekly until a clean specimen is provided which represents the benchmark for the offender. The frequency of testing changes as a result of progress or lack of progress. Drug testing will be administered anytime the juvenile is detained or after adjudication; testing also occurs during weekly probation office visits, randomly after advancement to the second phase of treatment and according to judicial orders. Treatment providers will test at their own discretion. The process for testing includes instructing the youth to wash hand before specimen collection; and ensuring that same sex staff will observe the juvenile by entering the restroom stall or by standing next to the urinal during collection. The JDC has procedures in place if a youth challenges a test result.
Educational Linkages – Coordinate with the school system to ensure that each participant enrolls in and attends an educational program that is appropriate to his or her needs.
Travis County Juvenile Treatment Court coordinates with the school system to ensure that each participant enrolls in and attends an educational program that is appropriate for his or her needs. Educational services are provided by the Austin Independent School District (AISD), which also participates in the JDC by helping to integrate educational services into the substance abuse treatment programs and by utilizing its resources to enhance the development of continuity in the area of education. Residential and the Day Enrichment programs host the educational and vocational programs on-site. Each youth will be screened upon entry to develop an Individual Education Plan with assistance from former teachers and counselors. When a participant completes residential or the Day Enrichment program, the AISD liaison coordinates with the school district to ensure that each participant enrolls and attends an educational program that is appropriate for his or her needs.
Family Engagement – Recognize and engage the family as a valued partner in all components of the program.
The JDC recognizes and engages the family as a valued partner in all components of the program. The Network has developed a comprehensive system of services for the substance abusing juvenile offenders and family members willing to engage themselves in the activities. Included in these services are various levels of substance abuse treatment, mental health, family services and independent case management. The Network has provided an opportunity to analyze youth that enter the Travis County Juvenile Probation Department and identify their needs through the Juvenile Assessment Center (JAC). Family involvement is critical to the positive outcome for youth. The critical assessment of the home environment must constitute a culturalogical assessment that enhances the JDC to incorporate the skills, strengths and resiliency of the family and environment. The family inclusion model for the JDC is part of the strategy employed to motivate youth. Often, the juvenile offender and family feel that they are in an adversarial relation with the juvenile justice system; however, the JDC accepts the challenge that all stakeholders are part of a team. There should be no "us versus them" attitude. In order to take on this concept effectively, the JDC must be able to provide a continuum of family based treatment and ancillary services. The JDC takes advantage of the strengths of the family and family values to enhance outcome with respect to treatment and supervision.
Focus on Strengths – Maintain a focus on the strengths of youth and their families during program planning and in every interaction between the court and those it serves.
JDC maintains a focus on the strengths of youth and their families during program planning and in every interaction between the court and those it serves. JDC is a child centered, family focused court that employs strength based concepts throughout the eligibility screening and assessment process; interviewing the youth in order to find out the youth's successes and accomplishments. In weekly court reviews, the team listens attentively to the youth and family, acknowledge their challenges and praise their accomplishments and abilities.
Gender Appropriate Services – Design treatment to address the unique needs of each gender.
Each treatment provider emphasizes in its programming aspects to ensure that they are gender and age-specific. Recognizing that the changing world of an adolescent requires flexibility, treatment components and group activities are designed to address the need for gender and age-specificity.
Goal Oriented Incentives and Sanctions – Respond to compliance and noncompliance with incentives and sanctions that are designed to reinforce or modify the behavior of youth and their families.

Positive reinforcement valued by participants, such as verbal encouragement from the Judge and recognition from peers/probation officers, is embodied in the treatment model's progress. Incentives include advancement in levels of supervision/phases of treatment, certificates, activity passes, gift cards, Judge's recognition, reductions in drug testing frequency, "stepping-down" into less intense treatment, early discharge from probation, sealing juvenile's record after completion of the program, reduced appearances for status hearings and consistent recognition of progress. Graduated sanctions are used to enhance compliance. A strong system of support from judges, probation services and community-based providers is the foundation for success. By developing a fully integrated Network, the juvenile will have a better chance to reverse the progression of criminal and substance abusing behavior and address social, mental, and educational issues. Sanctions are applied for non-compliance. Criteria for sanctions include continued alcohol/drug use, failure to appear for Court, negative behavior, failure to advance through phases in the treatment program/levels of supervision, and missed treatment programs. Treatment providers apply sanctions as necessary and can recommend the need for JDC sanctions. A wide-range of sanctions are used to account for the nature of substance abusing juvenile offenders, who may be defiant due to adolescent behavior or inappropriate thinking and performance in the Network and JDC program. A wide-range of sanctions provides flexibility to ensure that youth are not expelled from the program until sanctions are exhausted. Sanctions include reproach from the Judge, changes in level of supervision/treatment, increased drug testing and community service, detention, and termination from JDC. Failure to appear at JDC can lead to a directive to apprehend being issued for arrest. Relapse or continued drug use may require a process of "stepping-up" i

Judicial Involvement and Supervision – Schedule frequent judicial reviews and be sensitive to the effect that court proceedings can have on youth and their families.
The JDC has frequent judicial involvement and supervision. The JDC team meets weekly to staff drug court juvenile probation officer caseloads. Each officer presents his or her caseload each week. This allows the JDC team an opportunity to review case information regularly and allows the JDC team staffing to move quickly and efficiently. The JDC convenes immediately following these meetings. The youth and the family are expected to appear regularly before the Judge. The frequency of appearances is based on the Phase and Level of Supervision, a participant has earned or if the Judge finds it necessary to require additional appearances. Appearances begin weekly until the participant has earned the privileges to have them reduced. Hearings are held with the entire JDC Team and appropriate service provider(s). Drug Court is convened in the evenings in order to allow for maximum parental participation.
Monitoring and Evaluation – Establish a system for program monitoring and evaluation to maintain quality of service, assess program impact, and contribute to knowledge in the field.
The Travis County Juvenile Probation Department's Research Unit oversees the collection, management, analysis, interpretation of statistical information for evaluation purposes for the JDC. Process evaluations are conducted on an ongoing basis that documents both the history of the program's development and progress on implementation of the program. The outcome evaluation is determined by completion of treatment or the drug court program, reduction in positive urine drug screens, reduction in recidivism, increase in school participation and other factors that contribute to the program's success. Data comes from various agency databases and from semi-structured interviews with team members and key court personnel. The evaluation results, including suggestions for improvement indicated by the data, will be shared with the JDC team to highlight areas of challenge and success. This enables team members to continually assess progress on goals and objectives, identify needed changes in program policies and procedures, and address problematic areas and continue/strengthen program components that are working well.
Teamwork – Develop and maintain an interdisciplinary, nonadversarial work team.
Travis County Juvenile Drug Court (JDC) has developed and continues to maintain interdisciplinary, non-adversarial work team. A key feature of the JDC is the non-adversarial relationship between the defense attorney and the prosecutor. This non-traditional approach allows for the emergence of a team concept focused on the best possible outcome for the youth and family. Additional strengths of the JDC include the aforementioned integrated concepts of treatment, supervision, sanctions and incentives in judicially supervised drug treatment court. Further, the required participation of the family in the drug court provides an opportunity to bolster the team concepts. The family is a part of the "team" and work in harmony to ensure successful discharge from the drug court program. Because of the integration concept there will need to be a convergence of disciplines, failure to do so, results in obstacles and barriers for the operation of a successful JDC. Each member of the JDC represents a discipline with its own philosophy for addressing the substance abusing offender and family that cannot be ignored. Fortunately, the goals of the disciplines are very similar however; the methods to accomplish the goals may vary. The effective operation of the integrated model requires substantial negotiations and agreement, then effective training and team building. The JDC have established guidelines and procedures that are agreed upon by all members and are documented in a Memorandum of Understanding resulting in a policy procedure manual. These guidelines and procedures enhance continuity and allows for the implementation of a team concept, which will prevent putting lawyer against lawyer, treatment against supervision with the child and family spiraling through the juvenile justice system and perhaps institutionalization. This integrated model of the JDC will take advantage of the best practices to include the utilization of the Juvenile Justice Integrated Network (JJIN).

General Approaches

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

Select the **general approach(es)** this drug court will follow below.

Select all that apply:

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

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

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

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

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

Drug Court Date
If the Drug Court has commenced operations, provide the date that this Drug Court was established.
5/21/2001

Presiding Judge
The presiding judge of a drug court funded with Drug Court funds must be an active judge holding elective office or a master. Persons eligible for appointment may not be a former or retired judicial officer. Is the presiding judge of the drug court an active judge holding elective office or a master?
Select the appropriate response:
X Yes
_ No
_ N/A

Enter the name of the **Presiding Judge** for the Drug Court. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.
The Honorable Texanna Davis

Drug Court Coordinator
Enter the name of the Drug Court Coordinator. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. ***Note:*** *The Drug Court Coordinator usually monitors the operation of the Drug Court, supervises Drug Court staff, participates in Drug Court judicial staff meetings, prepares and oversees Drug Court contracts with service providers, maintains data on Drug Court operations, and communicates with legal staff, government officials, social service agencies, and the public regarding matters of the Drug Court.*
Kathy Smith

Civil Rights Liaison

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

Enter the Name of the Civil Rights Liaison:
James Swift

Enter the Address for the Civil Rights Liaison:
Travis County Human Resources Management Department; 700 Lavaca St.; Suite 420; Austin, TX 78701

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:
(512) 854-6044

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under either the Juvenile Accountability Block Grant (JABG) Local or Discretionary Solicitations.
X I certify to all of the above eligibility requirements.

Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.
Enter your problem statement:
A large number of youth are using or abusing substances. Intervention, treatment, and case management are critical in the area of substance abuse when working with youth who are in contact with the juvenile justice system. These youth appear to cycle through the

justice system creating a strain on the court system, probation department, the family, and the community at large; in the form of a repetitive pattern of drug use and criminal behavior. Compounding the problem is inadequate parenting and lack of parental involvement which increases a child's likelihood of engaging in delinquent behavior. The ability to demonstrate success with this population is contingent upon therapeutic services available to not only delinquent youth, but also their families.

Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.
Enter your supporting data:
In FY05, substance abuse screenings conducted with juveniles referred to the Department determined that 43% (1206/2779) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. In FY06, substance abuse screenings determined that 45% (1030/2301) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. In FY07, substance abuse screenings determined that 46% (1227/2649) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. In FY 07, a total of 43.6% (17/39) youth successfully completed the Juvenile Drug Court Program. In FY08, substance abuse screenings determined that 44.4% (1093/2461) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. In FY08, a total of 47.4% (18/38) youth successfully completed the Juvenile Drug Court Program. In FY09, substance abuse screenings determined that 41% (927/2260) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. In FY09, a total of 55.9% (38/68) youth successfully completed the Juvenile Drug Court Program. In FY10, substance abuse screenings determined that 48% (588/1219) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. According to the most recent Annual Evaluation, a total of 55.9 % (38/68) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. Improving family support and participation leads to improve outcome for substance abusing juvenile offenders. In FY11, substance abuse screenings determined that 48% (661/1388) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. According to the most recent Annual Evaluation, a total of 70% (28/40) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. Improving family support and participation leads to improve outcome for substance abusing juvenile offenders. In FY12, substance abuse screenings determined that 35% (688/1993) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. According to the most recent Annual Evaluation, a total of 53% (23/43) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. Improving family support and participation leads to improved outcomes for substance abusing juvenile offenders. In FY13, substance abuse screenings determined that 28% (662/2410) needed a comprehensive substance abuse assessment after being screened and identified as having a substance abuse related problem. According to the most recent Annual Evaluation, a total of 67% (30/45) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. Improving family support and participation leads to improved outcomes for substance abusing juvenile offenders..

Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.
Enter your community planning needs:
The Travis County FY12-FY15 Community Plan under Juvenile Justice Delinquency Prevention states in Priority C, "Travis County is in need of services and programming for youth with mental health/co-occurring disorders and substance abuse problems."

Goal Statement:

Provide a brief description of the overall goals and objectives for this project.
Enter a description for the overall goals and objectives:
The project goal is to improve outcome for substance abusing juvenile offenders by improving family support and participation in treatment services for the offender.

Cooperative Working Agreement (CWA):

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

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

Note: A **Sample CWA** is available here for your convenience.
Enter your cooperating working agreement(s):
n/a

Continuation Projects:

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

Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and

objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.
Enter your summary statement for this project:
A large number of youth are using or abusing substances. Intervention, treatment, and case management are critical in the area of substance abuse when working with youth who are in contact with the juvenile justice system. These youth appear to cycle through the justice system creating a strain on the court system, probation department, the family, and the community at large; in the form of a repetitive pattern of drug use and criminal behavior. Compounding the problem is inadequate parenting and lack of parental involvement which increases a child's likelihood of engaging in delinquent behavior. The ability to demonstrate success with this population is contingent upon therapeutic services available to not only delinquent youth, but also their families. Improving family support and participation leads to improve outcome for substance abusing juvenile offenders. According to the most recent Annual Evaluation, a total of 67% (30/45) youth successfully completed the Juvenile Drug Court Program. These graduates were multiple offenders with a history of chronic substance use. The proposed project reflects the efforts as demonstrated under the Community Plan's funding priorities and supports the following: a continuation of the comprehensive assessment process; services for juveniles with both substance abuse and mental health treatment needs; and continuum of care initiatives, and research- and outcome-based programming. TCJPD primarily seeks funds that will allow an increase in the number of offenders who can participate in the Drug Court program by increasing the availability of substance abuse services for participating youth and their families. Specifically, the grant will allow TCJPD to contract with a provider of intensive in-home family services. This collaboration will increase opportunities to improve the functioning of the juvenile's family system by engaging the family construct in more positive approaches to living. Upon acceptance into the Drug Court Program, youth will be supervised by the Travis County Juvenile Probation Officers (JPO), placed in an appropriate outpatient substance abuse program, and provided in-home family counseling services. The youth and a family member will go before the Judge weekly, or as determined by the level the youth is on in the program. The JPO makes up to 3 contacts weekly with the youth in school, at home, in the probation office, in the community, or at the substance abuse treatment location. Drug screens will be completed weekly. A range of services, sanctions, and incentives are blended together to enhance a successful outcome. Family support and participation in services is enhanced through in-home family counseling designed to strengthen the family. Additionally, TCJPD seeks funding to sustain two positions that were funded through the Office of Juvenile Justice Delinquency and Prevention from 10/1/2010-9/30/14. The grant under which these positions were funded is in its final year; these positions are needed to support the drug court in the following manner: The Chemical Dependency Counselor (CDC) Sr. position administers the GAIN Assessment, assists in implementing the A-CRA/ACC treatment model and assists in increasing the capacity in the Day Enrichment program. The Juvenile Probation Officer (JPO) Lead position will serve as an assistant to the Drug Court Coordinator to assist with the drug court daily operations and supervision of Juvenile Probation Officers assigned to the Drug Court Unit.

Project Activities Information

Juvenile Justice Board Priorities

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

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

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

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

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

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

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

Select the Juvenile Justice Priority that best fits your project:
_ Diversion
_ Job Training
_ Professional Therapy and Counseling/Mental Health
_ School Based Delinquency Prevention
X Substance Abuse
_ Training and Technology/Juvenile Justice System Improvement (for Statewide Projects Only)

Drug Courts

Does your project have a Steering Committee that helps direct and enhance your court's operations?
X Yes
_ No
_ N/A

List the members of your drug court team and describe their role in supporting the participants.

The Juvenile Drug Court team consists of a Judge, an Assistant District Attorney, a Juvenile Public Defender, the Drug Court Coordinator, Juvenile Probation Officers, and Treatment Providers. The JDC team encourages participation by all of the team members during the team meetings and during court. The Judge is considered the drug court Team Leader, who is responsible for facilitating weekly reviews, supervise and reinforce treatment requirements and rules of probation. The Judge uses the Court as a therapeutic tool to support the improved and successful behavior of the juvenile offender. The Judge uses both sanctions and incentives to encourage compliance and successful completion of the drug court program. The Judge's role includes being the taskmaster, the head cheerleader, mentor and even special confidante. The Judge rewards successes during interaction with the youth and family and immediately employs sanctions for non-compliance. The Judge serves as mediator between the defense attorney and prosecutor to ensure that a team-effort is at the root of all decisions. Prior to status reviews, the Judge reviews treatment and probation data as generated in a report from an Access database by the Drug Coordinator or designee. The Assistant District Attorney (DA) serves as a member of the team and works cooperatively to assess cases that appear appropriate for the Drug Court program. The responsibility of the DA is to protect the public's safety by ensuring that each candidate is appropriate for the program and complies with all the drug court requirements. The DA will file petitions for program expulsions when deemed necessary, while taking a non-adversarial approach to serving as a drug court team member. The DA will participate in weekly hearings and will review treatment and probation data as generated in Access. The DA is a member of the screening team. The Juvenile Public Defender (JPD) has the responsibility to protect the participant's due process rights while encouraging full participation. The JPD serves the client by getting them to recognize the best outcome for an improved life not simply the best legal result. As a team member, the JPD uses a non-adversarial approach in order to help the client to remain compliant. The JPD regularly participates in weekly reviews; explains requirements to the youth and family. The JPD monitors sanctions imposed by the program. When a youth is successful, the JPD represents the youth at the final Court appearance. The JPD review treatment and probation data as generated in Access. JPD is a member of the screening team. Drug Court Casework Manager coordinates and monitors the operation of the Drug Court, supervises Drug Court staff, participates in Drug Court judicial staff meetings, oversees Drug Court contracts with service providers, maintains data on Drug Court operations, and communicates with legal staff, government officials, social service agencies, and the public regarding matters of the Drug Court. Juvenile Probation Officers (JPOs) supervise all of the participants in the program to ensure that they are complying with all of the requirements of the program and court orders. JPOs conduct random urinalysis tests on participants, conduct field visits, home visits, school visits, treatment visits, office visits and curfew checks on participants based on their level of probation. Participate in weekly court reviews. The Treatment Representative is the liaison between substance abuse treatment and juvenile probation. The treatment providers are responsible for generating weekly treatment reports for the team and responding to the Drug Court team as the substance abuse treatment professional. The School Representative serves as a liaison for the Drug Court and the school district. The representative works to help the Drug Court overcome barriers and move to elicit cooperation throughout the school district.
Provide the average caseload size for a full-time case manager/probation officer assigned to this project.
15

Provide your project's policy on drug testing participants.
Participants on level I in the program receive 3 random drug tests a week. Participants on level II in the program receive 2 random drug tests a week. Participants on level III in the program receive 1 random drug test a week.

Describe the process you will use to determine your project's effectiveness.
Travis County Juvenile Drug Court effectively serves post-adjudicated juveniles with co-occurring disorders and substance abuse issues. The strength based program utilizes accountability by providing weekly reviews, intensive supervision, and immediate linkage of substance abuse services to increase the participation in treatment, education, and compliance with conditions of probation.

Provide the total cost for operating your project during the previous fiscal year. (This should include all salaries, travel, counseling, treatment services, office supplies, etc.)
619780

List the sources and amounts of non-CJD funding used to support this project during the previous fiscal year. (This may include local or state funds and any other charges to participants.)
In FY13, Travis County Juvenile Probation Department (TCJPD) used the County's general funds of $179,572 to pay for the Drug Court program. In addition, TCJPD received $126,643 from OJJDP and $247,137 from SAMHSA.

List the treatment resources used for this project (e.g., ATR, TAIP, in-house, etc.).
Association for the Advancement of Mexican America's (AAMA), ATCIC Adolescent Outpatient Treatment Program, Austin Travis County Mental Health and Mental Retardation, Clean Investments Counseling Center (CICC), Choice's Adolescent Center, Phoenix Academy, Providence of Texas, Riverside General Hospital, Houston Texas, Workers Assistance Program (WAP), Austin Urban League, Reed Adolescent Center, Travis County Day Enrichment Program and Southwest Keys Program, Travis County Intermediate Sanctions Program (ISC), Nexus Recovery Center and Travis County Mentor Network.
Fees collected by your County in accordance with Chapter 102.0178, Code of Criminal Procedure, for offenses found in Chapter 49, Penal Code (DWI) and Chapter 481, Health and Safety Code (controlled substances):

Provide the total collected in the previous fiscal year by your county. (The party responsible for collecting court assessed fees in your county may be the treasurer, county clerk, or district clerk.)
155368

Of the fees collected in your county, provide the amount that was directed to your project?
0

Describe how your project used those fees?
Fees are collected by the County Treasurer at the county level and used for General Revenue.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
		The Travis County Juvenile Probation Department will screen and then assess youth through the Juvenile

Specialty Court - Juvenile	100.00	Assessment Center. Youth determined to be in need of substance abuse services, family services, and specialized supervision will be referred to the Drug Court Program. Upon acceptance into Drug Court Program, youth will be supervised by the Drug Court Supervision Unit, and placed in In-Home Family Counseling Services. Youth and a family member will go before the Judge weekly or as determined by the phase of completion. Travis County Juvenile Probation Officers make up to 3 contacts weekly with the youth in school, at home, in the probation office, in the community, or at the substance abuse treatment location. Drug screens are completed weekly. A range of services, sanctions, and incentives are blended together to enhance a successful outcome. Family support and participation in services are enhanced through In Home Family Counseling designed to strengthen the family. After successful completion, graduation ceremonies are held and the community supporters as well as the team of professionals are invited to witness the commencement activity for the youth and family that successfully complete the Program and terms of Probation.

Geographic Area:
Travis County, Texas

Target Audience:
Substance abusing juvenile offenders

Gender:
Males and females

Ages:
Youth aged 10 through 17

Special Characteristics:
The Drug Court includes services to youth with substance abuse and co-occurring mental health problems.

Measures Information

Progress Reporting Requirements

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

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of new enrollments in the program.	31	33
Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments - example: total number served.)	67	71
Number of people assessed for eligibility to participate in the program.	67	71
Number of specialty court slots.	45	45

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL

Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of program youth completing program requirements.	30	32
Number of program youth who reoffend.	29	31
Number of program youth with whom a best practice was used.	67	71
Number of programs / initiatives employing best practices.	7	7

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL

Certification and Assurances

Each applicant must click on this link to review the standard Certification and Assurances.

Resolution from Governing Body

Applications from local units of governments and other political subdivisions must include a resolution that contains the following:

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

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

Contract Compliance

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

Select the Appropriate Response:

X Yes
_ No

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

Enter a description for monitoring contract compliance:

The Program Coordinator monitors contract compliance with the vendors used for professional services. This includes: conducting site visits; making weekly contacts with the vendors to monitor client services and progress; authorizing payments consistent with the contract documents; exercising remedies, as appropriate, where a contractor's performance is deficient; resolving disputes in a timely manner; and maintaining appropriate records.

Lobbying

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

Select the Appropriate Response:

_ Yes
X No
_ N/A

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

Select the Appropriate Response

_ Yes
X No
_ N/A

Fiscal Year

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

Enter the Begin Date [mm/dd/yyyy]:

10/1/2013

Enter the End Date [mm/dd/yyyy]:

9/30/2014

Sources of Financial Support

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

Enter the amount ($) of Federal Grant Funds:

11886603

Enter the amount ($) of State Grant Funds:

3306595

Single Audit

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

Select the Appropriate Response:

X Yes
_ No

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

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

Enter the date of your last annual single audit:

9/30/2012

Equal Employment Opportunity Plan (EEOP)

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

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

Requirements for a Type I Entity:

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

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

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

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

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

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

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

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

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

Select the appropriate response:

_ Type I Entity
_ Type II Entity
X Type III Entity

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

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

Select the appropriate response:
X I Certify
_ Unable to Certify

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

FFATA Certification

Certification of Recipient Highly Compensated Officers – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) $25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?
_ Yes
X No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?
_ Yes
X No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation ($):
0

Position 2 - Name:

Position 2 - Total Compensation ($):
0

Position 3 - Name:

Position 3 - Total Compensation ($):
0

Position 4 - Name:

Position 4 - Total Compensation ($):
0

Position 5 - Name:

Position 5 - Total Compensation ($):

0

Fiscal Capability Information

Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).
Select the appropriate response:
_ Yes
_ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?
Select the appropriate response:
_ Yes
_ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?
Select the appropriate response:
_ Yes
_ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.
Enter your explanation:

Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?
Select the appropriate response:
_ Yes
_ No

Does the organization prepare financial statements at least annually?
Select the appropriate response:
_ Yes
_ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?
Select the appropriate response:
_ Yes
_ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.
Enter your explanation:

Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?
_ Yes
_ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?
_ Yes
_ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?
Select the appropriate response:
_ Yes
_ No

Is there separation of responsibility in the receipt, payment, and recording of costs?
Select the appropriate response:
_ Yes
_ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Indirect Costs	Approved Rate - 2% or Less	The indirect costs cover administrative expenses related to the program management which includes grant reporting requirements, financial reconciliation, etc. Travis County Juvenile Probation Department's actual indirect cost rate is 2.2% for grants.	$4,737.00	$0.00	$0.00	$0.00	$4,737.00	0
Personnel	Certified Peace Officer - All Others	A Juvenile Probation Officer, Lead will serve as an assistant to the Drug Court Coordinator in daily operations and supervision of Juvenile Probation Officers assigned to the Drug Court. $47,201 is requested for salary and $20,063 is requested for benefits in total for this position. This individual will work solely on this grant and contribute 100% effort to this grant.	$67,264.00	$0.00	$0.00	$0.00	$67,264.00	100
	Counselor	A Senior Chemical Dependency Counselor will assist in developing unique treatment plans for each youth in the program. They will work with community Partners to match the individual needs of the						

Personnel	and/or Therapist (licensed)	youth to the services available. $44,505 is requested for salary and $19,090 is requested for benefits in total for this position. This individual will work solely on this grant and contribute 100% effort to this grant.	$63,595.00	$0.00	$0.00	$0.00	$63,595.00	100
Contractual and Professional Services	Drug Analysis or Employee Drug Testing Services	Urinary Analysis Kits- 2500 kits @ $2.40/kit, for drug testing juveniles in the program. This will allow staff to ensure youth in the program are following their	$6,000.00	$0.00	$0.00	$0.00	$6,000.00	0
Personnel	Manager	The match is provided through the salary and benefits for an existing Drug Court Casework Manager at an allocated 30% effort. The value of the Drug Court Casework Manager effort is $19,748 is provided through salary and $7,096 is provided through benefits.	$0.00	$26,844.00	$0.00	$0.00	$26,844.00	30
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	Contracted Services will include case management, family strengthening and preservation counseling, problem solving, intervention, and case coordination of needed additional services. The contractor will also participate in multidisciplinary staff and administer strength based assessments of families. The contractual funds may also include in home services and substance abuse treatment for Drug Court clients.	$100,000.00	$0.00	$0.00	$0.00	$100,000.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT

Summary Source of Match/GPI:

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

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL

Contractual and Professional Services	$106,000.00	$0.00	$0.00	$0.00	$106,000.00
Indirect Costs	$4,737.00	$0.00	$0.00	$0.00	$4,737.00
Personnel	$130,859.00	$26,844.00	$0.00	$0.00	$157,703.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
$241,596.00	$26,844.00	$0.00	$0.00	$268,440.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds

You are logged in as **User Name:** MayaDuff

COMPREHENSIVE CERTIFICATION AND ASSURANCES

ASSURANCES

The applicant must assure and certify compliance with any and all applicable federal and state statutes, regulations, policies, guidelines and requirements, including, but not limited to, OMB Circulars No. A-21, A-110, A-122, A-87, A-133; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule; the Uniform Grant Management Standards (UGMS); and Title 1, Part 1, Chapter 3 of the Texas Administrative Code, that govern the application, acceptance and use of Federal and State funds for this project. In instances where multiple requirements apply to a grantee, the more restrictive requirement applies. Specifically, the following applicable requirements must be certified:

1. **LEGAL AUTHORITY** - It possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required. State agencies are not required to adopt a resolution.
2. **DISPLACED PERSONS** - It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provide for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
3. **POLITICAL ACTIVITY** – It will comply with provisions of Federal law which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **LABOR FAIR STANDARDS ACT** - It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** - It will establish 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.
6. **EXAMINATION OF RECORDS** - It will give the sponsoring agency, the Office of the Governor, or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** - It will comply with all requirements imposed by the Federal sponsoring agency, the Office of the Governor, or the Comptroller General, concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** - It will insure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of the project, are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** - It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (50 USC § 4001), which states that, on or after March 2, 1975, communities must purchase flood insurance, where such insurance is available in those communities. This requirement is a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. **HISTORIC PRESERVATION** - It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 (16 USC § 470), Executive Order 11593 (identification and protection of historic properties), Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1, et seq.), by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **NATIONAL ENVIRONMENTAL POLICY ACT** – It will assist the federal grantor agency in its compliance with the National Environmental Policy Act of 1969 (P.L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, 83 Stat. 852) as amended by P.L. 94-52, July 3, 1975, 89 Stat. 258, and P.L. 94-83, August 9, 1975, 89 Stat. 424), by (a) identifying if any of the following activities will be related to the use of grant funds: (1) new construction; (2) minor renovation or remodeling of a property either listed on or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain; (3) a renovation, lease or any proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size; and (4) implementation of a new program involving the use of chemicals other than chemicals that are purchased as an incidental component of a funded activity and traditionally used, for example, in office, household, recreational, or education environments; and (b) by complying with the following conditions relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories: (1) provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories; (2) provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned

to either the seizure or closure of clandestine methamphetamine laboratories; (3) as determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment; (4) assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory; (5) utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory; (6) dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; (7) monitor the transport, disposal, and recycling components of subsections numbered (5) and (6), immediately above, in order to ensure proper compliance; (8) have in place and/or implement any required written agreements with the Texas Department of Protective and Regulatory Services regarding the safety of any minors located at the clandestine laboratory site, the Texas Commission for Environmental Quality, and other entities deemed necessary by the State Administrative Agency.

12. **COMPLIANCE WITH LAWS AND GUIDES** - It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
13. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** - It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
14. **NONDISCRIMINATION** –
    A. It will comply with all State and Federal statutes relating to nondiscrimination and ensure, in accordance with federal civil rights laws, that the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
    B. It will comply, and all its contractors will comply, with the nondiscrimination requirements which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and 28 CFR 38 (Equal Treatment for Faith-Based Organizations); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations) and Ex. Order 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations).
    C. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Justice Programs, Office for Civil Rights (OCR).
    D. It will provide an Equal Employment Opportunity Plan (EEOP) to OCR and to the Office of the Governor (OOG), if required to submit one; otherwise, it will provide a certification to the OCR and the OOG that it has a current EEOP on file, if required to maintain one. For public grantee agencies receiving less than $25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at http://www.ojp.usdoj.gov/ocr.
15. **LIMITED ENGLISH PROFICIENCY**-It will comply with Ex. Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) and resulting agency guidance which states that national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, a recipient must take reasonable steps to ensure the LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral interpretation and written translation, where necessary. In conducting its programs and activities, the recipient is encouraged to consider the language service needs of LEP persons whom it serves or encounters. Additional assistance and information regarding LEP obligations can be found at http://www.lep.gov.
16. **COASTAL BARRIERS** - It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
17. **SUPPLANTING PROHIBITION** - It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.
18. **TAXES** – It will comply with all State and Federal laws and are solely responsible for filing all required State and Federal tax forms.
19. **GRANT ADMINISTRATION** - It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
20. **PUBLIC INFORMATION** - It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
21. **CHILD SUPPORT PAYMENTS** – It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
22. **SUSPECTED CHILD ABUSE** - It will comply with Section 261.101 of the Texas Family Code, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective

and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.

23. **RELATIVES** - It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body, or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person, who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
24. **OPEN MEETINGS** - If the applicant is a governmental entity, it will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically excluded in the Texas Constitution.
25. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** - If the applicant is a health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
26. **LAW ENFORCEMENT AGENCY** - If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education stating that the agency is in the process of achieving compliance with such rules.

CERTIFICATIONS

1. **DRUG-FREE WORKPLACE** - The applicant certifies that it will provide a drug-free workplace by:
   - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
   - B. Establish a drug-free awareness program to inform employees about:
     - i. the dangers of drug abuse in the workplace;
     - ii. the applicant's policy of maintaining a drug-free workplace;
     - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
     - iv. the penalties that may be imposed upon employees for drug abuse violations.
   - C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
   - D. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
     - i. abide by the terms of the statement, and
     - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
   - E. Notifying the agency within ten days after receiving notice under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction.
   - F. Taking one of the following actions with respect to any employee who is so convicted:
     - i. taking appropriate personnel action against such an employee, up to and including termination; or
     - ii. requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
   - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. **LOBBYING** – The applicant certifies that:
   - A. It will not use grant funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of the Criminal Justice Division.
   - B. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it will notify the Criminal Justice Division to obtain the appropriate disclosure form.
   - C. It will include the language of paragraphs A. and B. of this section in the award documents for all sub-awards at all tiers and will require all sub-recipients to certify accordingly.

RESOLUTION

WHEREAS, the Commissioners of Travis County find it in the best interest of the citizens of Travis County that the Juvenile Drug Court and In-Home Family Services program be operated; and

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

WHEREAS, the Commissioners of Travis County have agreed that in the event of loss or misuse of the Criminal Justice Division funds, all funds will be returned to the Criminal Justice Division in full.

WHEREAS, County Commissioners of Travis County designates the County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Commissioners of Travis County approve the submission of the grant application for the Juvenile Drug Court and In-Home Family Services program to the Office of the Governor, Criminal Justice Division.

Signed by: _____

Travis County Judge

Passed and Approved this 18th of February, 2014

Grant Application Number: **1731811**

TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #:

SAP #:

Check One:	Application Approval: ☑	Permission to Continue: ☐
	Contract Approval: ☐	Status Report: ☐
Check One:	Original: ☑	Amendment: ☐
Check One:	New Grant: ☐	Continuation Grant: ☑
Department/Division:	Juvenile Probation	
Contact Person/Title:	Maya Duff/Grant Coordinator	
Phone Number:	512-854-7046	

Grant Title:	Trauma Informed Assessment and Response program			
Grant Period:	From:	Sep 1, 2014	To:	Aug 31, 2015
Fund Source:	Federal: ☑	State: ☐	Local: ☐	
Grantor:	Office of the Governor, Criminal Justice Division			
Will County provide grant funds to a sub-recipient?	Yes: ☐	No: ☑		
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: ☑	No: ☐		
Originating Grantor:	United States Department of Justice			

Budget Categories	Grant Funds	County Cost Share	***Budgeted County Contribution*** ***#595010*** ***(Cash Match)***	In-Kind	**TOTAL**
Personnel:	$ 35,823.08	$ 0.00	$ 0.00	$ 0.00	$ 35,823.08
Operating:	$ 72,750.00	$ 0.00	$ 0.00	$ 0.00	$ 72,750.00
Capital Equipment:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Indirect Costs:	$ 2,171.46	$ 0.00	$ 0.00	$ 0.00	$ 2,171.46
Totals:	$ 110,744.54	$ 0.00	$ 0.00	$ 0.00	$ 110,744.54
FTEs:	0.50	0.00	0.00	0.00	0.50

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

Department	Review	Staff Initials	Comments
County Auditor	☒	RP	
County Attorney	☒	BW	

Performance Measures						
#	Measure	Actual FY 12 Measure	Actual FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure	
+ -	Applicable Departmental Measures					
1.	Number of program youth referred	n/a	551	514	557	
2.	Number of program youth screened/assessed	n/a	291	187	294	
3.	Number of program youth served	n/a	70	100	100	
4.	Number of program youth with formal psychological/ psychiatric evaluations	n/a	22	100	30	
+ -	Measures for the Grant					
1.	Number of program youth completing program requirements	n/a	25	53	53	
	Outcome Impact Description	To reduce the need for out of home placement and the likelihood of recidivating for juveniles with a trauma-based diagnosis.				
2.	Number of youth complying with an aftercare plan	n/a	25	53	53	
	Outcome Impact Description	To increase the supervision success rate for juveniles with a trauma-based diagnosis.				
3.	Number of program youth exhibiting a decrease in antisocial behavior	n/a	17	64	64	
	Outcome Impact Description	To reduce the need for out of home placement and the likelihood of recidivating for juveniles with a trauma-based diagnosis.				
4.	Number of program youth exhibiting a decrease in substance use	n/a	6	58	58	
	Outcome Impact Description	To improve access to substance abuse treatments and related services that will address the juveniles' exposure to trauma.				
5.	Number of program youth exhibiting an improvement in family relationships	n/a	17	55	55	
	Outcome Impact Description	To improve family functioning through access to therapeutic services that will address the juveniles' exposure to trauma.				
6.	Number of program youth exhibiting an improvement in social competencies	n/a	19	59	59	
	Outcome Impact Description	To reduce the need for out of home placement and the likelihood of recidivating for juveniles with a trauma-based diagnosis.				
7.	Number of participants that successfully complete the program	n/a	25	30	30	
	Outcome Impact Description	To increase community safety.				

PBO Recommendation:

The Juvenile Probation Department is requesting Commissioners Court approval of a continuation grant application with the Office of the Governor, Criminal Justice Division, to continue to develop a trauma-informed infrastructure that will help identify youth who have been exposed to trauma and provide intervention services for these individuals. The program will leverage the existing collaborative efforts between TCJPD, CPS, and CASA.

This grant will pay for a 0.5 FTE licensed counselor/therapist position, and create contracts with CASA of Travis County and with a local psychiatrist.

The total grant application is for $110,744.54, with a required 2% indirect cost amount of $2,171.46. There is no cash match or long term County funding requirement for this grant.

PBO recommends approval of the application.

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

The goal of Trauma Informed Assessment and Response is to develop a trauma-informed infrastructure that will aid in the identification of youth who have been exposed to trauma and provide targeted services for intervention. Identifying and directing care toward the needs of these youth will provide linkages to services that appropriately target trauma, improve behavioral and emotional functioning of both youth and their families, and empower parents and youth to develop better coping strategies. Eligible youth will be directed to services that include more rigorous psychological evaluation, psychiatric evaluation, trauma-based therapy, youth advocacy, alternative therapies (e.g., equine, music, or art therapy), and other services based on individual needs. If appropriate and beneficial for TCJPD and its youth, youth from other programs may use the services from this grant as well.

There are two objectives of this program. One is to improve outcomes for youth with identified mental health needs by diagnosing trauma and providing specific treatment and targeted services to meet those needs. A more rigorous mental health assessment process will identify a larger number of youth who have experienced trauma. Another objective is to leverage the existing collaborative efforts between TCJPD, CPS, and CASA for youth with trauma-based mental health disorders. Collaboration between these agencies will allow the program to provide more intensive services to address the needs of these youth.

The grant will pay for a .50 FTE senior counselor and/or therapist (licensed), who will be paid solely out of this grant, a contract with CASA of Travis County to provide a guardian ad litem for program participants, a contract with Dr. Casey O'Neal to provide intensive psychological and/or psychiatric evaluations, and trauma based/ alternative therapeutic services to program participants for a total cost of $110,744.54.

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

N/A; there are no long term County funding requirements.

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

No match is required.

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

2% indirect costs have been calculated.

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

The Department intends to request subsequent continuation funding for personnel, contractual, and services through proposals submitted to the Federal and State government, as well as private foundations. As previously presented to the Court, the County will have the opportunity to consider investment in the staff positions as well as other areas of Special Services Division.

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

N/A This is an established program.

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

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." To address this priority, the Trauma Informed Assessment and Response program will collaborate with service providers, non-profits, and multiple units within TCJPD to maximize resources, improve quality of services and outcomes, and reduce justice system involvement for youth experiencing mental health/co-occurring disorders and substance abuse problems associated with exposure to trauma.

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: S. Mendoza for Estela P. Medina
Estela P. Medina
Chief Juvenile Probation Officer

THROUGH: Maya Duff
Maya Duff
Program Coordinator

SUBJECT: Approval of Grant Application to Continue FY15 Trauma Informed Assessment and Response program

DATE: February 3 , 2014

Attached is the Travis County Juvenile Probation Department's FY15 grant application to the Office of the Governor, Criminal Justice Division for the Trauma Informed Assessment and Response program. $110,744.54 has been requested to fund one part-time senior counselor/therapist and contracted vendors to provide psychological examinations and trauma based therapy to youth.

This funding will be used to develop a trauma-informed infrastructure that will aid in the identification of youth who have been exposed to trauma and provide targeted services for intervention. Identifying and directing care toward the needs of these youth will provide linkages to services that appropriately target trauma, improve behavioral and emotional functioning of both youth and their families, and empower parents and youth to develop better coping strategies. Eligible youth will be directed to services that include more rigorous psychological evaluation, psychiatric evaluation, trauma-based therapy, youth advocacy, alternative therapies (e.g., equine, music, or art therapy), and other services based on individual needs.

Please review this item and place it on the **February 18, 2014** Commissioner's Court agenda for their consideration and action. Please contact Maya Duff at 4-7046 for further information.

Thank you in advance for your attention to this request.

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

Print This Page

Agency Name: Travis County
Grant/App: 2577203 **Start Date:** 9/1/2014 **End Date:** 8/31/2015

Project Title: Trauma Informed Assessment and Response
Status: Application Pending Submission

Eligibility Information

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

Application Eligibility Certify:
Created on:12/18/2013 9:59:21 AM By:Maya Duff

Profile Information

Applicant Agency Name: Travis County
Project Title: Trauma Informed Assessment and Response
Division or Unit to Administer the Project: Juvenile Probation Department
Address Line 1: 2515 South Congress Avenue
Address Line 2:
City/State/Zip: Austin Texas 78704-5513
Start Date: 9/1/2014
End Date: 8/31/2015

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

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

Project Director
User Name: Estela Medina
Email: estela.medina@co.travis.tx.us
Address 1: 2515 South Congress Avenue
Address 1:
City: Austin, Texas 78704
Phone: 512-854-7069 Other Phone:
Fax: 512-854-7097
Title: Ms.
Salutation: Chief

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

Grant Writer
User Name: Maya Duff
Email: maya.duff@co.travis.tx.us
Address 1: 2515 South Congress Ave.
Address 1:
City: Austin, Texas 78704
Phone: 512-854-7046 Other Phone:

Fax: 512-854-7093
Title: Ms.
Salutation: Ms.

Grant Vendor Information

Organization Type: County
Organization Option: applying to provide juvenile prevention and / or intervention services
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 17460001922000
Data Universal Numbering System (DUNS): 030908842

Narrative Information

Primary Mission and Purpose

The purpose of this program is to support programs that prevent violence in and around schools and to improve the juvenile justice system and develop effective education, training, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency.

Funding Levels
The anticipated funding levels for Juvenile Justice Programs are as follows:

- Minimum Award - $5,000
- Maximum Award – None
- Matching Funds - None

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

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

Program Requirements

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

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

Diversion - Programs to divert at-risk juveniles from entering the juvenile justice system. At-risk juveniles are those having had documented discipline problems in the school system or contact with law enforcement or juvenile probation.

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

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

If your program incorporates academically researched, peer reviewed, or evidence based practices, please provide any information that supports the program's approach:

Programs providing mental health services are strongly encouraged to utilize a multidisciplinary team to assist with planning and implementation of the program.

If your program is utilizing a multidisciplinary team, please provide the name and discipline(s) of each team member:
TCJPD uses a multidisciplinary team approach with all grants in regard to implementation. Members of the core grant management team are: Maya Duff (Grant Coordinator), Israel Ramirez (Financial Grant Manager), Rachael Druckhammer (Researcher), Pete Cortez (Information Technology), and Bobby Zhu (Application Development).

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

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

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

Sustainability
Over the course of the past few years, funding for juvenile programs has experienced a substantial decline. For example, federal awards to Texas under the Juvenile Justice and Delinquency Prevention Act have decreased by 66% since 2010. CJD encourages applicants to consider alternative methods of sustaining grant funded services should future funding become unavailable.

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

Civil Rights Liaison

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

Enter the Name of the Civil Rights Liaison:

James Swift

Enter the Address for the Civil Rights Liaison:

Travis County Human Resources Management Department; 700 Lavaca St.; Suite 420; Austin, TX 78701

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

(512) 854-6044

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Juvenile Justice Program Local and Statewide Solicitations.
X I certify to all of the above eligibility requirements.

Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.
Enter your problem statement:
Childhood exposure to trauma can negatively impact cognitive, emotional, behavioral, and interpersonal functioning and heighten the youth's risk of becoming involved in the criminal justice system. Current literature indicates that the majority of youth entering the juvenile justice system have been exposed to adverse events or traumatic stressors, including physical or sexual abuse, neglect, and domestic or community violence. The Travis County Juvenile Probation Department will need to integrate an evidence-based trauma assessment tool to correctly identify children who have experienced trauma and to provide targeted trauma-informed intervention.

Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.
Enter your supporting data:
The Travis County Juvenile Probation Department (TCJPD) works with a significant number of youth who have been identified as having mental health issues. In State FY13, there were 2,174 juveniles referred to TCJPD, representing 3,967 referrals. Of the 1,977youth screened, it was determined that 28% (551) had a mental health need. A more intensive assessment was conducted with 53% (291) of these youth; 225 youth were assessed with a mental health assessment and 115 youth were assessed with a psychological. Of those assessed, 20% received a trauma-based diagnosis (e.g., neglect, sexual abuse, physical abuse, and post-traumatic stress disorder). However, it is estimated that more than 60 percent of youth involved in the juvenile justice system nationwide have experienced some form of trauma. With enhanced trauma-based tools, we anticipate the number of Travis County Juvenile Probation youth properly identified as having a trauma-based diagnosis will increase substantially. Better assessment and diagnosis will allow for more targeted recommendations and interventions. Youth with a history that includes trauma have more complex need and require therapeutic services to specifically address their exposure to trauma. Youth with an identified mental health need, including those who have experienced trauma, have a higher rate of recidivism (9%) than those without an identified need (5%).

Community Plan:

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

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." To address this priority, the Trauma Informed Assessment and Response program will collaborate with service providers, non-profits, and multiple units within TCJPD to maximize resources, improve quality of services and outcomes, and reduce justice system involvement for youth experiencing mental health/co-occurring disorders and substance abuse problems associated with exposure to trauma.

Goal Statement:

Provide a brief description of the overall goals and objectives for this project.
Enter a description for the overall goals and objectives:
The goal of the Trauma Informed Assessment and Response program is to develop a trauma-informed infrastructure that will aid in the identification of youth who have been exposed to trauma and provide targeted services for intervention. Identifying and directing care toward the needs of these youth will provide linkages to services that appropriately target trauma, improve behavioral and emotional functioning of both youth and their families, and empower parents and youth to develop better coping strategies. Eligible youth will be directed to services that include more rigorous psychological evaluation, psychiatric evaluation, trauma-based therapy, youth advocacy, alternative therapies (e.g., equine, music, or art therapy), and other services based on individual needs. There are two objectives of this program: (1) to improve outcomes for youth with identified mental health needs by diagnosing trauma and providing specific treatment and targeted services to meet those needs; and (2) to leverage the existing collaborative efforts between TCJPD, CPS, and CASA for youth with trauma-based mental health disorders. The program will improve family functioning and performance in school; increase the supervision success rate; and reduce the need for out of home placement and the likelihood of recidivating.

Cooperative Working Agreement (CWA):

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

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

Note: A **Sample CWA** is available here for your convenience.
Enter your cooperating working agreement(s):
n/a

Continuation Projects:

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

Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.
Enter your summary statement for this project:
Youth referred to the juvenile system have complex mental health needs, and those with a history of trauma require specific therapeutic services to address their exposure to trauma. Of the youth receiving comprehensive assessments, 20% been identified as experiencing trauma such as family violence, abuse, neglect, and post-traumatic stress disorder. It is estimated that more than 60 percent of youth involved in the juvenile justice system nationwide have experienced some form of trauma. We believe that there is a large number of youth in Travis County that our current assessment process is unable to identify as having experienced trauma. Without effective interventions, a traumatic experience will likely manifest as behavioral problems, poor social skills, cognitive issues, relational conflicts, violent outbursts or self-injurious or suicidal behaviors. This may also lead to serious mental health issues including: anxiety, depression, or suicidal ideations. A more rigorous assessment process will identify a larger number of youth who have experienced trauma. Collaboration between TCJPD, CPS, and CASA will allow the Trauma Informed Assessment and Response program to provide more intensive services to address the needs of these children. Youth identified as needing comprehensive assessment will participate in a Mental Health Assessment (MHA). The MHA will incorporate an evidence-based trauma assessment tool administered by a qualified mental health professional. The addition of a part-time counselor will ensure all assessments are conducted in a timely manner. Once identified, eligible youth will be referred to the program. Upon acceptance to the program, youth will be directed to one of two tracks. Participants in the first track, youth with trauma exposure who have a mental health need and do not have CPS involvement, will be provided trauma-focused therapy and/or alternative therapies in addition to intensive case management, school advocacy for special education services, and linkages to other community agencies that will help support the youth and family. Youth in the second track, those with CPS involvement, will be assigned a CPS case worker and a CASA guardian ad litem appointed by a judge, in addition to the services provided in track one. This guardian ad litem will provide legal, educational, medical, mental health, and placement advocacy for eligible youth. All youth will also receive an intensive psychological evaluation while in the program when appropriate, as some youth may have already had psychological evaluations conducted. On occasions when youth receive the psychological evaluation prior to the enhanced MHA, they will not need to complete the enhanced MHA and will be referred to the program as appropriate. Through this program all youth will have more effective case plans and treatment modalities to address trauma, linkages to appropriate services based on individual need, and probation officers to track progress in the program. Youth are expected to participate in the program for up to nine months; by limiting the length of stay in the program, we hope to limit youths' amount of exposure to the juvenile justice system. Use of trained trauma therapists and evidence-based alternative therapies will provide an intervention for youth who have been previously under-identified or misdiagnosed. Therapy for children who have histories including

trauma must address unresolved issues related to exposure to traumatic events. Exposure to traumatic events may lead to difficulties trusting or attaching to others, an impaired sense of self, lack of appropriate boundaries, and the use of maladaptive coping skills. Alternative therapies complement traditional therapy by giving children additional tools for coping with emotional distress stemming from exposure to trauma. These therapies include equine, art, and music therapy. Equine therapy assists children in processing traumatic experiences by providing positive interactions with animals that can decrease stress and negative feelings, while building trust, self-esteem, and compassion. Art therapy encourages communication of thoughts and feelings through artistic expression. Music therapy combines both words and sounds to deliver a message in a non-threatening manner to increase self-expression and communication. Youth and families without access to transportation will be given bus passes so that they can attend therapy sessions.

Project Activities Information

Reserved

This section left intentionally blank.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Professional Therapy and Counseling	100.00	Youth referred to the Travis County Juvenile Probation Department will be screened with the Massachusetts Youth Screening Instrument - Second Version (MAYSI-2). When indicated by the MAYSI-2, a follow-up evaluation will be conducted by a counselor in the Juvenile Assessment Center to determind the need for more comprehensive assessment. Youth identified as needing comprehensive assessment will participate in a Mental Health Assessment (MHA). The MHA will incorporate an evidence-based trauma assessment tool administered by a qualified mental health professional. Those who indicate a trauma history will receive a more rigorous trauma focused psych ological or psychiatric evaluation, and iwil be linked to appropriate serices based on the results of this evaluation. Youth participating in the Trauma Informed Assessment and Response program will receive targeted services based on need. These services will include individual, family, and group counseling, links to community support, education programming, and alternative therapies such as equine, art, and/or music therapy. Additionally, youth with CPS involvement will have a CASA guardian ad litem appointed by a judge. The program will create more effective case plans and provide trauma-informed care. Therapists will provide weekly feedback on progress and casework managers will follow-up on areas of concern. Program length of stay is based on the needs of the youth and family and is expected to be no longer than nine months. Programming will include the development of effective aftercare plans for youth to successfully transition out of the juvenile justice system.

Geographic Area:
Travis County

Target Audience:
Pre-adjudicated and Adjudicated offenders

Gender:
Male and Female

Ages:
10-17

Special Characteristics:
Identified as having trauma based mental health disorders

Measures Information

Progress Reporting Requirements

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

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of program youth referred.	551	557
Number of program youth screened / assessed.	291	294
Number of program youth served.	70	100
Number of program youth with formal psychological / psychiatric evaluations.	22	30

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL

Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of program youth completing program requirements.	25	53
Number of program youth complying with aftercare plan.	25	53
Number of program youth exhibiting a decrease in substance use.	6	58
Number of program youth exhibiting an improvement in family relationships.	17	55
Number of program youth exhibiting an improvement in social competencies.	19	59
Number of program youth who offend or reoffend.	7	30

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL

Certification and Assurances

Each applicant must click on this link to review the standard Certification and Assurances.

Resolution from Governing Body

Applications from local units of governments and other political subdivisions must include a resolution that contains the following:

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

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

Contract Compliance

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

Select the Appropriate Response:

X Yes
_ No

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

Enter a description for monitoring contract compliance:

The division director and/or designee monitor contract compliance with the vendors used for professional services. This includes: conducting site visits; making regular contacts with the vendors to monitor client services and progress; authorizing payments consistent with the contract documents; exercising remedies, as appropriate, where a contractor's performance is deficient; resolving disputes in a timely manner; and maintaining appropriate records.

Lobbying

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

Select the Appropriate Response:

_ Yes
X No
_ N/A

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

Select the Appropriate Response

_ Yes
X No
_ N/A

Fiscal Year

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

Enter the Begin Date [mm/dd/yyyy]:

10/1/2013

Enter the End Date [mm/dd/yyyy]:

9/30/2014

Sources of Financial Support

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

Enter the amount ($) of Federal Grant Funds:

11886603

Enter the amount ($) of State Grant Funds:

3306595

Single Audit

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

Select the Appropriate Response:

X Yes
_ No

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

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

Enter the date of your last annual single audit:

9/30/2012

Equal Employment Opportunity Plan (EEOP)

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

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

Requirements for a Type I Entity:

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

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

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

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

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

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

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

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

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

Select the appropriate response:

_ Type I Entity
_ Type II Entity
X Type III Entity

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

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

Select the appropriate response:

X I Certify
_ Unable to Certify

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

Enter the debarment justification:

FFATA Certification

Certification of Recipient Highly Compensated Officers – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) $25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

_ Yes
X No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

_ Yes
X No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation ($):
0

Position 2 - Name:

Position 2 - Total Compensation ($):
0

Position 3 - Name:

Position 3 - Total Compensation ($):
0

Position 4 - Name:

Position 4 - Total Compensation ($):
0

Position 5 - Name:

Position 5 - Total Compensation ($):
0

Fiscal Capability Information

Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).
Select the appropriate response:
_ Yes
_ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?
Select the appropriate response:
_ Yes
_ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?
Select the appropriate response:
_ Yes
_ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.
Enter your explanation:

Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?
Select the appropriate response:
_ Yes
_ No

Does the organization prepare financial statements at least annually?
Select the appropriate response:
_ Yes
_ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?
Select the appropriate response:
_ Yes
_ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.
Enter your explanation:

Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?
_ Yes
_ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?
_ Yes
_ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?
Select the appropriate response:
_ Yes
_ No

Is there separation of responsibility in the receipt, payment, and recording of costs?
Select the appropriate response:
_ Yes
_ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Indirect Costs	Approved Rate - 2% or Less	Indirect costs at 2% of budget	$2,171.46	$0.00	$0.00	$0.00	$2,171.46	0
	Counselor and/or	Part-Time Senior Counselor, paid solely out of grant funds. $21,627						

Personnel	Therapist (licensed)	is requested for salary and $14,135 is requested for benefits. This is a part-time counselor.	$35,823.08	$0.00	$0.00	$0.00	$35,823.08	50
Contractual and Professional Services	Court Personnel (e.g., Advocate, Coordinator, Officer, Reporter)	CASA Guardian Ad Litem (advocate) for youth in the program.	$15,000.00	$0.00	$0.00	$0.00	$15,000.00	0
Contractual and Professional Services	Mental Health Assessment Services	Contracted psychologist will provide intensive evaluations for 30 youth in the program at $575 each.	$17,250.00	$0.00	$0.00	$0.00	$17,250.00	0
Contractual and Professional Services	Non-Substance Abuse-Related Case Management, Forensic Interviews, Counseling, Outpatient, and/or Treatment Services	Equine therapy for up to 15 youths at $85/session one seesion per week for up to 12 weeks. Youths who have been exposed to trauma can benefit from alternative therapies that give them additional coping tools. Equine therapy assists children in processing traumatic experiences by providing positive interactions with animals that can decrease stress and negative feelings while building trust, self-esteem, and compassion.	$15,300.00	$0.00	$0.00	$0.00	$15,300.00	0
Contractual and Professional Services	Non-Substance Abuse-Related Case Management, Forensic Interviews, Counseling, Outpatient, and/or Treatment Services	Music or art therapy for up to 15 youths at $65/session one seesion per week for up to 12 weeks. Youth who have been exposed to trauma can benefit from alternative therapies that give them additional coping tools. Art therapy encourages communication of thoughts and feelings through artistic expression, while music therapy combines both words and sounds to deliver a message in a non-threatening manner to increase self-expression and communication.	$11,700.00	$0.00	$0.00	$0.00	$11,700.00	0
Contractual and Professional Services	Non-Substance Abuse-Related Case Management, Forensic Interviews, Counseling, Outpatient, and/or Treatment Services	Trauma-Informed therapy for up to 15 youths at $75/session one seesion per week for up to 12 weeks. Youth will receive therapy between in or out of placement facilities. The trauma-informed therapists will address unresolved issues related to exposure to traumatic events.	$13,500.00	$0.00	$0.00	$0.00	$13,500.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share

$0.00	$0.00	$0.00	$0.00	$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	$72,750.00	$0.00	$0.00	$0.00	$72,750.00
Indirect Costs	$2,171.46	$0.00	$0.00	$0.00	$2,171.46
Personnel	$35,823.08	$0.00	$0.00	$0.00	$35,823.08

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
$110,744.54	$0.00	$0.00	$0.00	$110,744.54

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds

You are logged in as **User Name**: MayaDuff

COMPREHENSIVE CERTIFICATION AND ASSURANCES

ASSURANCES

The applicant must assure and certify compliance with any and all applicable federal and state statutes, regulations, policies, guidelines and requirements, including, but not limited to, OMB Circulars No. A-21, A-110, A-122, A-87, A-133; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule; the Uniform Grant Management Standards (UGMS); and Title 1, Part 1, Chapter 3 of the Texas Administrative Code, that govern the application, acceptance and use of Federal and State funds for this project. In instances where multiple requirements apply to a grantee, the more restrictive requirement applies. Specifically, the following applicable requirements must be certified:

1. **LEGAL AUTHORITY** - It possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required. State agencies are not required to adopt a resolution.
2. **DISPLACED PERSONS** - It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provide for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
3. **POLITICAL ACTIVITY** – It will comply with provisions of Federal law which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **LABOR FAIR STANDARDS ACT** - It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** - It will establish 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.
6. **EXAMINATION OF RECORDS** - It will give the sponsoring agency, the Office of the Governor, or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** - It will comply with all requirements imposed by the Federal sponsoring agency, the Office of the Governor, or the Comptroller General, concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** - It will insure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of the project, are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** - It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (50 USC § 4001), which states that, on or after March 2, 1975, communities must purchase flood insurance, where such insurance is available in those communities. This requirement is a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. **HISTORIC PRESERVATION** - It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 (16 USC § 470), Executive Order 11593 (identification and protection of historic properties), Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1, et seq.), by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **NATIONAL ENVIRONMENTAL POLICY ACT** – It will assist the federal grantor agency in its compliance with the National Environmental Policy Act of 1969 (P.L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, 83 Stat. 852) as amended by P.L. 94-52, July 3, 1975, 89 Stat. 258, and P.L. 94-83, August 9, 1975, 89 Stat. 424), by (a) identifying if any of the following activities will be related to the use of grant funds: (1) new construction; (2) minor renovation or remodeling of a property either listed on or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain; (3) a renovation, lease or any proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size; and (4) implementation of a new program involving the use of chemicals other than chemicals that are purchased as an incidental component of a funded activity and traditionally used, for example, in office, household, recreational, or education environments; and (b) by complying with the following conditions relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories: (1) provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories; (2) provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned

to either the seizure or closure of clandestine methamphetamine laboratories; (3) as determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment; (4) assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory; (5) utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory; (6) dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; (7) monitor the transport, disposal, and recycling components of subsections numbered (5) and (6), immediately above, in order to ensure proper compliance; (8) have in place and/or implement any required written agreements with the Texas Department of Protective and Regulatory Services regarding the safety of any minors located at the clandestine laboratory site, the Texas Commission for Environmental Quality, and other entities deemed necessary by the State Administrative Agency.

12. **COMPLIANCE WITH LAWS AND GUIDES** - It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
13. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** - It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
14. **NONDISCRIMINATION** –
    A. It will comply with all State and Federal statutes relating to nondiscrimination and ensure, in accordance with federal civil rights laws, that the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
    B. It will comply, and all its contractors will comply, with the nondiscrimination requirements which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and 28 CFR 38 (Equal Treatment for Faith-Based Organizations); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations) and Ex. Order 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations).
    C. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Justice Programs, Office for Civil Rights (OCR).
    D. It will provide an Equal Employment Opportunity Plan (EEOP) to OCR and to the Office of the Governor (OOG), if required to submit one; otherwise, it will provide a certification to the OCR and the OOG that it has a current EEOP on file, if required to maintain one. For public grantee agencies receiving less than $25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at http://www.ojp.usdoj.gov/ocr.
15. **LIMITED ENGLISH PROFICIENCY**-It will comply with Ex. Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) and resulting agency guidance which states that national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, a recipient must take reasonable steps to ensure the LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral interpretation and written translation, where necessary. In conducting its programs and activities, the recipient is encouraged to consider the language service needs of LEP persons whom it serves or encounters. Additional assistance and information regarding LEP obligations can be found at http://www.lep.gov.
16. **COASTAL BARRIERS** - It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
17. **SUPPLANTING PROHIBITION** - It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.
18. **TAXES** – It will comply with all State and Federal laws and are solely responsible for filing all required State and Federal tax forms.
19. **GRANT ADMINISTRATION** - It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
20. **PUBLIC INFORMATION** - It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
21. **CHILD SUPPORT PAYMENTS** – It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
22. **SUSPECTED CHILD ABUSE** - It will comply with Section 261.101 of the Texas Family Code, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective

and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.

23. **RELATIVES** - It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body, or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person, who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
24. **OPEN MEETINGS** - If the applicant is a governmental entity, it will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically excluded in the Texas Constitution.
25. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** - If the applicant is a health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
26. **LAW ENFORCEMENT AGENCY** - If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education stating that the agency is in the process of achieving compliance with such rules.

CERTIFICATIONS

1. **DRUG-FREE WORKPLACE** - The applicant certifies that it will provide a drug-free workplace by:
   - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
   - B. Establish a drug-free awareness program to inform employees about:
     - i. the dangers of drug abuse in the workplace;
     - ii. the applicant's policy of maintaining a drug-free workplace;
     - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
     - iv. the penalties that may be imposed upon employees for drug abuse violations.
   - C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
   - D. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
     - i. abide by the terms of the statement, and
     - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
   - E. Notifying the agency within ten days after receiving notice under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction.
   - F. Taking one of the following actions with respect to any employee who is so convicted:
     - i. taking appropriate personnel action against such an employee, up to and including termination; or
     - ii. requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
   - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. **LOBBYING** – The applicant certifies that:
   - A. It will not use grant funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of the Criminal Justice Division.
   - B. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it will notify the Criminal Justice Division to obtain the appropriate disclosure form.
   - C. It will include the language of paragraphs A. and B. of this section in the award documents for all sub-awards at all tiers and will require all sub-recipients to certify accordingly.

RESOLUTION

WHEREAS, the Commissioners of Travis County find it in the best interest of the citizens of Travis County that the Trauma Informed Assessment and Response program be operated; and

WHEREAS, the Commissioners of Travis County have agreed that in the event of loss or misuse of the Criminal Justice Division funds, all funds will be returned to the Criminal Justice Division in full.

WHEREAS, the County Commissioners of Travis County designate the County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Commissioners of Travis County approve the submission of the grant application for the Trauma Informed Assessment and Response program to the Office of the Governor, Criminal Justice Division.

Signed by: _____

Travis County Judge

Passed and Approved this 18th day of February, 2014

Grant Application Number: **2577203**