



Travis County Commissioners Court Agenda Request

Meeting Date: 03/11/2014, 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. Application to United States Department of Justice, Office of Justice Programs', Bureau of Justice Assistance for the Co-occurring Re-entry Services grant in the Adult Probation Department;
- B. New Application to the United States Department of Justice for the Opening Doors to Future Opportunities grant in the Juvenile Probation Department.
- C. Contract Amendment with the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Family Drug Court Programs for the Travis County Family Drug Treatment Court - The Children's Continuum, grant program in Health and Human Services and Veterans Service Department; and
- D. Contract with the Texas Indigent Defense Commission for the Formula Grant - Indigent Defense Program in the Criminal Courts.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Items A & D are to renew existing grant programs. Item B is a new grant to hire an employment specialist to work with youth in the program. Item C is an amendment to extend the existing grant through the end of FY 2014.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

No additional matching funds are required by these grants.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leslie Browder
David Salazar

TRAVIS COUNTY

3/11/2014

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 #
Applications											
A	139 Travis County Adult Probation Co-occurring Re-Entry Services	10/01/14 - 09/30/16	\$599,941	\$0	\$0	\$0	\$599,941	4.00	R	MC	9
B	145 Opening Doors to Future Opportunities	10/01/14 - 09/30/15	\$349,376	\$0	\$0	\$0	\$349,376	0.00	R	MC	94
Contracts											
C	158 Travis County Family Drug Treatment Court - The Children's Continuum*	10/01/11 - 09/30/14	\$550,000	\$0	\$0	\$183,333	\$733,333	3.05	R	EC	193
D	124 Formula Grant - Indigent Defense Program	10/01/11 - 09/30/14	\$1,494,376	\$0	\$0	\$0	\$1,494,376	0.00	R	MC	208

* Amended from original.

PBO Notes:

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

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

**FY 2014 Grant Summary Report
Grant Applications approved by Commissioners Court**

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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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 Accountability 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 Performance 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
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	2/18/2014

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Enhancing Services for Victims of Crime	09/01/2014 - 08/31/2015	\$66,761	\$16,690	\$0	\$0	\$83,451	1.20	2/18/2014
145	Drug Court & In-Home Family Services	09/01/2014 - 08/31/2015	\$241,596	\$26,844	\$0	\$0	\$268,440	2.30	2/18/2014
145	Trauma Informed Assessment and Response Program	09/01/2014 - 08/31/2015	\$110,745	\$0	\$0	\$0	\$110,745	0.50	2/18/2014
142	State Drug Court Training Grant	09/01/14 - 08/31/15	\$197,000	\$0	\$0	\$0	\$197,000	0.00	2/25/2014
145	The Eagle Soars: An Educational and Career Development Program	09/01/14 - 08/31/15	\$75,822	\$0	\$0	\$0	\$75,822	0.00	2/25/2014
142	Drug Diversion Court	09/01/14 - 08/31/15	\$132,586	\$0	\$0	\$0	\$132,586	0.00	2/25/2014
139	Adult Probation DWI Court	09/01/14 - 08/31/15	\$242,175	\$0	\$0	\$0	\$242,175	4.00	2/25/2014
119	Family Violence Accelerated Prosecution Program	09/01/14 - 08/31/15	\$85,874	\$34,217	\$0	\$17,088	\$137,179	2.23	2/25/2014
122	Family Drug Treatment Court	09/01/14 - 08/31/15	\$142,657	\$0	\$0	\$0	\$142,657	0.00	2/25/2014
155	Prostitution Prevention Program-Planning Grant*	01/01/14 - 12/31/14	\$40,000	\$0	\$0	\$0	\$40,000	0.00	2/25/2014
145	Continuing the Culture of Safety	10/01/14 - 003/30/16	\$17,338	\$17,338	\$0	\$0	\$34,676	0.00	3/4/2014
149	FY 14 Section 6 Nontraditional Grant-Balcones Canyonland Preserve	06/01/14 - 05/31/17	\$2,000,000	\$3,301,450	\$0	\$0	\$5,301,450	0.00	3/4/2014
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$618,816	\$333,209	\$0	\$0	\$952,025	2.00	3/4/2014
			\$5,241,979	\$3,804,770	\$43,451	\$73,088	\$9,163,288	18.23	

*Amended from original agreement.

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**FY 2014 Grant Summary Report
Grants Approved by Commissioners Court**

The following is a list of grants that have been received by Travis County since October 1, 2013.

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
124	Travis County Veterans's Court	09/01/13 - 08/31/14	\$185,919	\$0	\$0	\$0	\$185,919	2.00	10/1/2013
137	2010 Byrne Justice Assistance Grant*	10/01/2009 - 03/31/14	\$114,285	\$0	\$0	\$0	\$114,285	0.00	10/1/2013
139	Travis County Adult Probation DWI Court/SAMHSA	09/30/13 - 09/29/14	\$101,270	\$0	\$0	\$0	\$101,270	1.30	10/1/2013
139	Travis County Adult Probation DWI Court/OOG	09/01/13 - 09/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	10/1/2013
142	Drug Diversion Court	09/01/13 - 08/31/14	\$132,585	\$0	\$0	\$0	\$132,585	0.00	10/1/2013
145	Drug Court and In-Home Family Services	09/01/13 - 08/31/14	\$162,000	\$18,007	\$0	\$0	\$180,007	0.20	10/8/2013
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	10/8/2013
120	Electronic Transmission of Ballot Portal	09/30/14 - 12/31/18	\$19,950	\$0	\$0	\$0	\$19,950	0.00	10/8/2013
137	Vision Summit	01/01/13 - 10/31/13	\$78,147	\$0	\$0	\$0	\$78,147	0.00	10/8/2013
137	Child Abuse Victim Services Personnel	09/01/13 - 08/31/14	\$23,092	\$0	\$34,639	\$0	\$57,731	1.00	10/15/2013
147	Emergency Management Performance Grant	10/01/12 - 03/31/14	\$69,699	\$69,699	\$0	\$0	\$139,398	0.00	10/15/2013
147	Homeland Security Grant Program, State Homeland Security Program	09/01/13 - 01/31/15	\$9,500	\$0	\$0	\$0	\$9,500	0.00	10/15/2013
147	Homeland Security Grant Program, State Homeland Security Law Enforcement Terrorist Prevention Activities Program	09/01/13 - 01/31/15	\$22,500	\$0	\$0	\$0	\$22,500	0.00	10/15/2013
158	Title IV-E Child Welfare Services	10/01/13 - 09/30/14	\$20,508	\$67,430	\$0	\$0	\$87,938	0.60	10/15/2013
119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,957	\$34,053	\$0	\$0	\$119,010	2.23	10/22/2013
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$137,388	\$0	\$0	\$0	\$137,388	1.00	10/22/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Juvenile Drug Treatment Court-SAMHSA/CSAT	09/30/13 - 09/29/14	\$227,670	\$0	\$0	\$0	\$227,670	0.00	10/22/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	\$154,132	\$0	\$0	\$0	\$154,132	0.50	10/29/2013
145	The Eagle Soars program	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.12	10/29/2013
145	Enhancing Services for Victims of Crime Program	09/01/13 - 08/31/14	\$104,222	\$0	\$0	\$0	\$104,222	0.00	10/29/2013
124	Indigent Defense System Evaluation Project*	09/01/12 - 08/31/14	\$230,318	\$0	\$0	\$0	\$230,318	1.00	11/5/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	09/01/11 - 08/31/16	\$578,449	\$99,779	\$0	\$0	\$678,228	11.00	11/5/2013
145	Residential Substance Abuse Treatment Program	10/01/13 - 09/30/14	\$142,933	\$47,644	\$0	\$0	\$190,577	1.67	11/19/2013
137	State Criminal Alien Assistance Program	07/11/11 - 06/30/12	\$483,085	\$0	\$0	\$0	\$483,085	0.00	11/26/2013
158	Comprehensive Energy Assistance Program Amendment #2*	01/01/13 - 12/31/13	\$2,898,329	\$0	\$0	\$0	\$2,898,329	6.00	11/26/2013
158	Coming of Age (DADS)	11/15/13 - 03/31/14	\$14,282	\$0	\$0	\$0	\$14,282	0.00	12/3/2013
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 Impaired Driving Mobilization	01/13/2014 - 09/30/2014	\$20,100	\$7,033	\$0	\$0	\$27,133	0.00	1/28/2014

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
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards*	04/01/13 - 09/30/14	\$100,000	\$0	\$0	\$0	\$100,000	0.00	2/25/2014

*Amended from original agreement.

\$7,223,126 \$630,742 \$71,664 \$0 \$7,925,532 36.12

FY 2014 Grants Summary Report

Permissions to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request				
158	AmeriCorps Grant Program	08/01/13 - 07/31/14	\$100,540	\$7,300	\$107,840	31.00	9/30/2013	7/30/2013	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	Yes
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

Permissions to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request				
124	Travis County Veterans Court	09/01/13 - 08/31/14	\$13,801	\$0	\$13,801	2.00	10/31/2013	9/24/2013	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 Recovery 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: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	139/Travis County Adult Probation	
Contact Person/Title:	Lila Oshatz, Division Director Programs and Services	
Phone Number:	512-854-7602	

Grant Title:	Travis County Adult Probation Co-occurring Re-entry Services		
Grant Period:	From: <input type="text" value="Oct 1, 2014"/>	To:	<input type="text" value="Sep 30, 2016"/>
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	US Department of Justice, Office of Justice Programs', Bureau of Justice Assistance (BJA)		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No:	<input checked="" type="checkbox"/>
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No:	<input checked="" type="checkbox"/>
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 429,542	\$ 0	\$ 0	\$ 0	\$ 429,542
Operating:	\$ 158,636	\$ 0	\$ 0	\$ 0	\$ 158,636
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 11,763	\$ 0	\$ 0	\$ 0	\$ 11,763
Totals:	\$ 599,941	\$ 0	\$ 0	\$ 0	\$ 599,941
FTEs:	4.00	0.00	0.00	0.00	4.00

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

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

Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ - Applicable Departmental Measures					
1.	Maintain a completion rate of 60% or higher	NA	NA	60%	60%
2.					
3.					
+ - Measures for the Grant					
1.	Number of new enrollments	NA	35	50	65
Outcome Impact Description		Recidivism Reduction			
2.	Number of Successful Completions	NA	NA	20	30
Outcome Impact Description		As CORES program is average 14 months in duration, clients start treatment in one fiscal year and complete in another. CORES enrolled first client in February 2013; therefore, first completions did not occur until FY 2014.			
3.					
Outcome Impact Description					

PBO Recommendation:

This is a grant application to enhance Adult Probation's re-entry services program. There is no grant match or continuing obligations for the County. The authorized official is Charles Robinson, Director of CSCD. PBO recommends approval of this 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 Travis County Adult Probation Co-Occurring Re-Entry Services program (CORES) is a collaborative service delivery approach which will expand the limited treatment service continuum for probationers with co-occurring disorders. The target population consists of high risk felony and misdemeanor probationers with co-occurring mental health and substance use disorders. Goals of CORES are to increase public safety and reduce recidivism for this target population. The program will provide a robust coordinated service delivery strategy for the target population through the provision of both pre-release and post-release services. Pre-release services will consist of orientation and treatment readiness services and post-release services will continue through the delivery of co-occurring treatment in a residential setting, intensive specialized supervision services, and case management services to meet identified recovery-support needs such as housing. Four full-time positions are being requested for the CORES program.

TCAP first received funding for CORES in 2012 for services to high risk felony probationers with co-occurring disorders. CORES has enhanced existing Department initiatives through the expansion of the current service continuum available to probationers with co-occurring diagnoses. The current continuation funding request expands the target population served by CORES to include high risk misdemeanants with co-occurring disorders as well as broaden program eligibility criteria to include probationers with other mental health diagnosis such as PTSD and anxiety disorders. (Initial funding was limited to probationers with mental health diagnoses of Major Depression, Schizophrenia, and Bi-Polar disorder.)

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

The BJA funding request is for two years, 10/1/2014 to 9/30/2016. The Department will continue to apply for grant funding to support the Co-occurring Re-Entry Services program needs for future fiscal years.

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 requirement

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

Yes

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

No. It is the intent of the Department to identify funding sources to maintain self-sufficiency for the Co-occurring Re-Entry Services program through a combination of funding sources.

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

This is a continued program initiated in FY 2013.

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 Adult Probation Co-Occurring Re-Entry Services program (CORES) provides an additional resource for the courts for probationers with co-occurring disorders. It provides for a more coordinated strategy for engaging offenders with co-occurring disorders to impact recidivism and provide continued reduction in community corrections costs. CORES is consistent with the Department's Travis Community Impact Supervision (TCIS) initiative as it provides for strategic rehabilitative responses to meet the identified individualized risk and needs levels of the target population through a structured system of sanctions and incentives.

Grant Application Package

Opportunity Title:	BJA FY 14 Second Chance Act Reentry Program for Adult O
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.812
CFDA Description:	Second Chance Act Prisoner Reentry Initiative
Opportunity Number:	BJA-2014-3773
Competition ID:	BJA-2014-3775
Opportunity Open Date:	01/14/2014
Opportunity Close Date:	03/18/2014
Agency Contact:	For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by live web chat.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: Travis County Adult Probation Co-occurring Re-entry Services

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Budget Narrative Attachment Form](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Other Attachments Form](#)

[Project Narrative Attachment Form](#)

Optional

Faith Based EEO Survey

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify) _____
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* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: _____
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5a. Federal Entity Identifier: _____	* 5b. Federal Award Identifier: 2012-RW-BX-0004
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State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
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8. APPLICANT INFORMATION:

* a. Legal Name: Travis County Adult Probation

* b. Employer/Taxpayer Identification Number (EIN/TIN): 450588607	* c. Organizational DUNS: 008498300
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d. Address:

* Street1: 411 W. 13th Street
Street2: _____
* City: Austin
County: _____
* State: TX: Texas
Province: _____
* Country: USA: UNITED STATES
* Zip / Postal Code: 78701

e. Organizational Unit:

Department Name: _____	Division Name: _____
----------------------------------	--------------------------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____	* First Name: Lila
Middle Name: _____	
* Last Name: Oshatz	
Suffix: _____	

Title: _____

Organizational Affiliation: _____

* Telephone Number: 512-854-7602	Fax Number: _____
---	--------------------------

* Email: Lila.Oshatz@co.travis.tx.us

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.812

CFDA Title:

Second Chance Act Prisoner Reentry Initiative

*** 12. Funding Opportunity Number:**

BJA-2014-3773

* Title:

BJA FY 14 Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders

13. Competition Identification Number:

BJA-2014-3775

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

Travis County Adult Probation Co-Occurring Re-entry Services Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
* a. Applicant	<input type="text" value="TX-021"/>	* b. Program/Project <input type="text" value="TX-025"/>
Attach an additional list of Program/Project Congressional Districts if needed.		
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:		
* a. Start Date:	<input type="text" value="10/01/2014"/>	* b. End Date: <input type="text" value="09/30/2016"/>
18. Estimated Funding (\$):		
* a. Federal	<input type="text" value="599,941.00"/>	
* b. Applicant	<input type="text" value="0.00"/>	
* c. State	<input type="text" value="0.00"/>	
* d. Local	<input type="text" value="0.00"/>	
* e. Other	<input type="text" value="0.00"/>	
* f. Program Income	<input type="text" value="0.00"/>	
* g. TOTAL	<input type="text" value="599,941.00"/>	
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on	<input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.		
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="button" value="Explanation"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.		
Authorized Representative:		
Prefix:	<input type="text"/>	* First Name: <input type="text" value="Charles"/>
Middle Name:	<input type="text"/>	
* Last Name:	<input type="text" value="Robinson"/>	
Suffix:	<input type="text"/>	
* Title:	<input type="text" value="Director"/>	
* Telephone Number:	<input type="text" value="512-854-7694"/>	Fax Number: <input type="text"/>
* Email:	<input type="text" value="Charles.Robinson@co.travis.tx.us"/>	
* Signature of Authorized Representative:	<input type="text" value="Completed by Grants.gov upon submission."/>	* Date Signed: <input type="text" value="Completed by Grants.gov upon submission."/>

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Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <input type="text" value="Completed on submission to Grants.gov"/>	TITLE <input type="text" value="Director"/>
APPLICANT ORGANIZATION <input type="text" value="Travis County Adult Probation"/>	DATE SUBMITTED <input type="text" value="Completed on submission to Grants.gov"/>

eg

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

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To add more Budget Narrative attachments, please use the attachment buttons below.

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DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: NA * Street 1: NA Street 2: _____ * City: NA State: _____ Zip: _____ Congressional District, if known: _____		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: NA	7. * Federal Program Name/Description: Second Chance Act Prisoner Reentry Initiative CFDA Number, if applicable: 16.612	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant: Prefix: _____ * First Name: NA Middle Name: _____ * Last Name: NA Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____		
b. Individual Performing Services (including address if different from No. 10a) Prefix: _____ * First Name: NA Middle Name: _____ * Last Name: NA Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: Completed on submission to Grants.gov * Name: Prefix: _____ * First Name: Charles Middle Name: _____ * Last Name: Robinson Suffix: _____ Title: _____ Telephone No.: _____ Date: Completed on submission to Grants.gov		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

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Project Narrative File(s)

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Project Abstract

Travis County Adult Probation Department (TCAP), a local governmental agency in Travis County, Texas is requesting \$599,941 for the 24 month project period to expand the TCAP Co-Occurring Re-Entry Services (CORES) program. The target population will consist of high-risk felony/misdemeanant offenders with co-occurring mental health/substance use disorders, ages 18+ placed on community supervision. TCAP CORES projects serving 135 offenders (65 year 1, 70 year 2). There are currently 10,129 probationers on direct supervision in Travis County; and Travis County's population is slightly over 1 million. Baseline recidivism (re-incarceration) rate of 40.9% will be used based on a similar population of offenders from a Substance Abuse Felony Punishment Facility. TCAP CORES' goal is to achieve a 5-10% reduction in recidivism.

Every participant will receive pre and post release services. Program design will consist of: 1. Pre-release: Screening/assessment, treatment orientation/readiness strategies. 2. Post-release: Primary treatment services in TCAP's residential program, Aftercare services and case management to address recovery needs. Assessments consist of the Texas Recommended Assessment Guidelines administered in jail to determine level of care, Texas Department of Criminal Justice Substance Abuse Evaluation (SAE) to determine treatment dosage, and the Wisconsin Risk/Needs Assessment, which will be replaced by the Texas Risk Assessment System in January 2015, to determine criminogenic risks.

TCAP will partner with the following to ensure coordinated reentry to clients: Travis County Sheriff's Department, prosecution, defense bar, Travis County Criminal Justice Planning, Austin Travis County Integral Care (local mental health authority), Corporation for Supportive Housing and the Re-entry Roundtable.

The following priority considerations will be addressed: Programming will target high-risk offenders with co-occurring disorders with females being prioritized and focus on post release treatment services; Implementation will be in a jurisdiction with high rates of returning offenders from prisons/jails; Programming will include use of specialized probation as identified by the Consensus Project; Case managers will address ACA strategies; Participants will be linked to recovery housing as needed; Research will be conducted via a partnership between TCCJP and TCAP; and Pay for Success component will be addressed as well as information technology.

Over the past 6 months, CORES has served 49 clients who meet target population criteria.

TCAP gives OJP permission to share the abstract and contact information for the Point of Contact with interested private funders.

Program Narrative

1. Statement of the Problem: Utilizing the Center for Mental Health Services National GAINS Center Sequential Intercept Model, Travis County (TC) Texas continues to be engaged in a re-entry analysis to identify gaps in re-entry services. The community corrections intercept has a limited treatment service continuum for probationers with Co-occurring disorders (COD) and linkages with other intercepts is still developing. In October 2012, Travis County Adult Probation (TCAP) received Bureau of Justice (BJA) funding to develop a service delivery continuum for high risk (HR) felony probationers with COD. This request is an enhancement of the 2012 grant project to expand the eligible population to be served as well as to refine recovery support practices. This project will link multiple intercept points, jails, courts and probation to coordinate the development of a Re-Entry Service Plan. The current BJA project, Co-Occurring Re-Entry Services (CORES) has only served the HR felony, priority population (“The Big Three”, Schizophrenia, Bi-polar and Depression) by providing an integrated, comprehensive and evidence-based treatment/supervision service delivery model. TC, with a population slightly over 1 million people, is where service delivery will occur; TCAP, the applicant agency will be the lead in service coordination. *Underlined areas throughout the narrative identify the priority considerations.* The target population will be expanded to include additional diagnoses, beyond the “Big Three”, such as PTSD/anxiety and HR misdemeanor probationers. Since CORES began, service delivery strategies for some felons have become less fragmented, are better coordinated to provide wrap-around re-entry service planning. However, these gains have been limited to a very small probation population and many HR felony probationers with PTSD and all HR misdemeanor probationers with COD have been excluded from needed services. For misdemeanants and probationers with PTSD/anxiety diagnosis, existing services do not focus on

pre-release services, responsivity and early development of an individualized re-entry plan. In FY 2013, 4,404 misdemeanants were seen on the Mental Health Docket without benefit of CORES services. Between 2/1/2013 and 2/21/2014, the TCAP 116 bed substance use residential treatment program, SMART, served 346 clients. Eighty-two clients (24%) would have been eligible for CORES services with the broader eligibility definition. In 2014, TC Criminal Justice Planning (TCCJP) completed a TC Jail Bookings Follow-up Analysis of the 652 offender cohort with COD disorders who were booked into jail in 2011. Analysis indicated that 55 offenders were responsible for 53% (615 new bookings) of the total 1157 new bookings. 18 (33%) of the 55 offenders had probation history between 2005-2013. Currently, defendants with COD who do not bond out remain in jail for court sentencing and are not engaged in rehabilitative services beyond medication stabilization and accompanying psychiatric support. During the pre-release period, treatment readiness and treatment/service planning for the enhanced target population is not addressed. Upon bond release from jail or release after time-served, the offender may/may not immediately access court ordered treatment and may not have an individualized re-entry plan addressing supervision, treatment, housing and other criminogenic needs. The linkage between pre/post-release services needs to be strengthened for the expanded HR felony and misdemeanor populations. Since 2008, TCAP has had a COD Integrated Services model for probationers. This includes the co-location of TCAP's Integrated Mental Health Unit (IMHU) with Austin Travis County Integral Care (ATCIC), the local mental health authority, and Legal Aid. The IMHU doesn't provide **pre-release services**, but does provide phased in **post-release** integrated supervision, continuity of care and medication stabilization to reduce re-arrest/revocations and increase stability in housing and employment for predominately felony probationers with a "Big Three" diagnosis. As of February 1, 2014, 67% (225 of 338) of TCAP's

COD probationers would meet the target population definition. Their description follows: 87% felony, 11% misdemeanor; 85% HR score, 68% maximum need score, 36% unemployed, and 37% 22 – 30 years old, 43% 31-50 years old. Additionally, jurisdiction data on high utilizers of the jail (defined as 2+ bookings over a three period), showed 39% were probationers and all were homeless. Also, this population data indicates that 66% were assigned to the MH specialized caseloads, 34% were assigned to other caseloads. Available dual-diagnosis treatment slots do not meet current needs. A snapshot of the 112 clients on the February 2014 TCAP substance abuse treatment waiting list, show 22% had COD and 66% were females. The first client did not enter CORES until 2/2013; a one year follow-up analysis has not yet been completed. Also, the TCAP research position has been vacant and will be filled spring 2014. Tracked data from CORES is as follows: Total clients served through 2/15/2014 is 51. Total successful completions for the 12 month CORES program is 8. Total recidivism is 2, one re-arrest and one revocation, CORES has had 14 unsuccessful completions which were not due to re-arrest/revocation rather absconding, medication/drug use, and severity of COD requiring a lockdown setting. TCAP collects recidivism data and has recently begun to collect data for tracking COD disorders in newly placed probationers. The recidivism rate, which will follow first-time placements in the CORES, tracks how many people return to prison/jail due to revocation within a year (# of revocations within a year / # of annual placements). TC is a jurisdiction with high rates of returning offenders from prisons/jails. According to *Prisoners in 2012* Bulletin published by Bureau of Justice Statistics, December 2013, of the 637,411 sentenced prisoners released from state and federal jurisdiction nationwide, 13% releases are in the state of Texas, ranking first in the nation. According to the Texas Department of Criminal Justice (TDCJ) FY 2012 Statistical Report, TC ranked 5th in the state of Texas for total TDCJ releases by county of conviction. TC receives

prison releases from other counties who limit the number of prison releases entering their area through the use of local ordinances which disallow halfway houses. According to the Travis County Sheriff's Office (TCSO) in 2013 there were 48,342 jail releases to the community and 6,775 released to facilities. **2. Program Design and Implementation:** *The purpose of CORES is to strengthen collaboration between jail-based services, probation treatment services and community recovery stabilization to promote a Recovery Oriented System of Care (ROSC) in TC. The goal of CORES is the expansion of the service delivery continuum at strategic intercept points for COD HR felony/misdemeanor probationers. The objective of CORES is to provide Evidence-based Practice (EBP) intervention strategies for a service delivery continuum. Participation in CORES will range from 12-14 months based on individual needs. Access to CORES may be at any point during the term of supervision. CORES Phases: I-pre-release assessment, treatment readiness, initial re-entry planning; II-primary treatment/early recovery engagement; III-recovery services, community re-integration, stabilization. The Planning Phase will focus on the development of a strategic plan which will identify specific options to address the two enhancement areas of the project, the inclusion of misdemeanants and expanded eligible diagnoses; TCAP will partner with stakeholders to examine and strengthen program design elements. TCAP will complete the required Planning and Implementation Guide by the National Reentry Resource Center to ensure continued inclusion of EBP. The following **Implementation Objectives** will delineate services: 1. **Assessment** TCAP uses screening/assessment tools that focus on dynamic/static risk factors which profile criminogenic need areas and have been validated on offender populations. Pre/post assessments and on-going screening for risk and triage of offender needs are used to support a responsive service delivery continuum. To provide Treatment and Re-entry planning, assessments will be initiated with the use of actuarial-based*

screening and assessment instruments in jail. TCSO uses the Texas Recommended Assessment Guidelines (TRAG) screening to identify inmates with MH disorders. The TRAG is a Texas Department of State Health Services tool used to identify the level of care for those receiving MH services. TCSO uses the first 7 of 9 dimensions on a 1-5 scale with 5 being the most severe: Risk of Harm, Support Needs, Psychiatric Hospitalizations, Level of Functioning, Employment, Housing, Substance Use. For all CORES offenders, as part of the Pre-Sentence Investigation (PSI), TCAP will complete a full Substance Abuse Evaluation (SAE), a Texas Department of Criminal Justice version of the Addiction Severity Index (ASI) which identifies level of use as well as MH history. The SAE includes 34 MH questions. The Texas Risk Assessment System (TRAS) which will begin in the January 2015 will replace the Wisconsin Risk/Needs Assessment and will be used to determine the risk level. The Texas Christian University (TCU) Motivation Scale is administered to clients to inform treatment planning. The 36 item screening has 5 domains to rate client motivation levels. **2. HR Offenders:** Based on assessment results, CORES will focus on both HR felons/misdemeanants with a COD as the target population. The resulting recommendations will be shared with the Court and will become the basis of an integrated re-entry plan. Female probationers will be prioritized. **3. Baseline Recidivism Rate:** The State of Texas Legislative Budget Board tracked like offenders within 3 years of release from Substance Abuse Felony Punishment Facilities during fiscal years 2007 and 2008. Offenders were monitored to determine the percentage rearrested within three years for at least a Class B Misdemeanor offense. This data indicates a 40.9% re-incarceration rate that will serve as the project's baseline rate. Data will be collected annually by the TCAP researcher and will include basic demographic markers as well as length of participation in each of the three CORES phases of programming. **4. Enhancing Motivation:** *Motivational Interviewing*

(MI) is considered the “gold standard” in addiction treatment with a focus on resolving the ambivalence that is at the core of most substance users’ resistance. MI techniques help to minimize power struggles and defensiveness and to mobilize the parts of the client geared toward positive, pro-social change. MI has been shown to be effective in decreasing and/or maintaining prolonged sobriety. All TCAP Probation Officers (PO) and counselors have been trained in MI and actively employ MI techniques to engage probationers in treatment and to support the treatment process. CORES will integrate MI in all aspects of service delivery and treatment modalities. **5. Criminogenic needs:** Factors that affect recidivism will be the foundation of the continuum of care model and re-entry service plan. In order to reduce recidivism for HR offenders, programming will target each client’s criminogenic factors that are highly correlated with criminal conduct such as anti-social attitudes, anti-social peer associations, substance abuse, lack of problem solving and self-control skills. **6. Dosage/Intensity:** Phase I Jail Based–Pre-Release Engagement is 10-16 hours based on length of time in jail and participant MH stability (2-4 weeks). Phase II, SMART primary residential treatment, is five months and offers 300 treatment hours and Phase III Continuing Care (Aftercare, client re-enters the community but returns to SMART for services) lasts 6 months and offers 39 hours of group work/6 hours of individual sessions. The Case Manager (CM) will ensure that during this phase, clients will focus 40%-70% of their time on structured routines and activities (e.g. treatment, employment assistance, education, peer support, etc.) The CM maintains contact with the client to monitor community stability 90 days post Continuing Care. **7. Evidence-Based COD Treatment:** Pre-release Treatment will focus on treatment engagement for offenders to move them from a pre-contemplative/contemplative stage to a more action oriented stage of change, prior to primary treatment. This will include: Orientation to treatment, Stage of Change assessment, Increase

client motivation/engagement, client commitment to acknowledge their COD. Post-release treatment will have two phases, residential treatment and continuing care treatment. Residential treatment will be a designated COD track at SMART. Clients will transition to COD Aftercare services upon completion of primary treatment. Curricula used include, The Change Companies Managing COD Series: An Integrated Approach. This is listed in the SAMSHA registry of Evidence-based Programs and Practices. Other treatment curricula are *Character Development*, Moral Reconciliation Therapy (MRT); *Fear, the Anger Trigger*, Dr. Samenow; *Seeking Safety*, Dr. Najavits (used to treat both addiction and trauma issues). Family sessions will be incorporated into service delivery whenever feasible. Staff development for counselors will focus on enhancing COD treatment options. **8.) Pharmacological Drug services:** Drug services will be available during pre-release, where the jail will stabilize offenders on medication to address MH and detox issues per jail procedures. Medication support will continue by ATCIC via a contract during residential treatment and via ATCIC Continuity of Care (COC) during Continuing Care.

9. Cognitive Behavioral Interventions: The use of *Cognitive Behavioral Therapy (CBT)* COD treatment services through individualized and group sessions will address psychosocial issues and skill deficiencies. Integrated, collaborative efforts that provide clinical interventions aimed at addressing substance abuse and mental illness at the same time have become the standard of care for COD treatment. CBT has been shown to be effective in reducing relapse from substance use problems. One of the advantages of CBT is that it is not only effective with addiction/criminal conduct, but its effectiveness has been demonstrated through fourteen meta-analyses to be effective in treating mental illness (Walsh, 2006). Curricula which incorporate CBT, MI, contingency management interventions and role plays to enhance skill development and the use of a system of incentives and sanctions (positive reinforcement/corrective feedback)

will establish a milieu for behavioral change. **10: Transition Planning Procedures:** Transition procedures will be implemented by expanding collaboration between the jail, prosecutors, defense bar, the courts and TCAP. Enhanced information sharing and data collection will occur via the use of standardized protocols for all CORES clients. The probationer will be assigned a Specialized CORES PO who will coordinate with the assigned CM. The CM will have initiated the client's service plan in jail which will include identification of initial post-release needs, such as housing, medication support and benefits applications. On-going transitional planning and implementation will occur via Treatment Team Meeting (TTMs) which will include the client, PO, CM, treatment counselor, COC staff. **11. Recovery support Services:** The service delivery continuum will include a comprehensive range of recovery support services to meet criminogenic needs. Available services will include COD treatment, aftercare services, support court (see Capabilities section), peer coaches, community re-integration, etc. TC has also begun implementation of a local ROSC initiative which will transform the current service delivery model from an acute care to a chronic care model. Community partners such as Communities for Recovery, Re-Entry Roundtable (RRT) and the National Alliance of the Mentally Ill (NAMI) will be significant players in supporting recovery through the use of peer coaches and 'Removing the Stigma' strategies. **Pay for Success Model:** The TC goal will be, through the use of Social Impact Bonds, to develop a funded social service consortium to support recovery/re-entry services. **12.) Sustained Aftercare/Case Management:** Aftercare services are an effective way to prevent relapses/enhance gains made during primary treatment. Aftercare services are a cost-effective way to decrease costs related to drug use, health care and crime, including re-incarceration. The Re-entry team (the designated PO, CM and COC staff) will provide sustained Re-Entry Service Plan development/monitoring. Target dates will be used to monitor goal status

and Plan reviews will occur every 60 days until discharge. The team approach is essential to effectively address criminogenic need areas, risk management, and stabilization. Recovery support services will be a shared responsibility of the PO, to ensure supervision compliance, the CM, to ensure timely resource access including Medicaid/insurance exchange enrollment and community re-integration and the COC to ensure medication stabilization. **13.) Evidence-based Supervision Services:** Supervision services will follow EBP and caseloads will be structured to reflect, risk and needs of probationers via placement with a designated specialized PO. Travis Community Impact Supervision (TCIS) is a model for changing offender behavior. Begun in 2005 and coordinated with the Council of State Governments (CSG) over a period of four years, TCIS produced detailed monographs describing how probation departments can better serve offenders and meet community public safety goals. In 2011, CSG published “A Ten-Step Guide to Transforming Probation Departments to Reduce Recidivism” based largely on the multi-year effort of TCAP/CSG to implement EBP within TCAP. TCIS includes a well-defined sanctions and incentives model. Post-release supervision will include the TCAP *Random Drug Testing* protocol during all phases of treatment engagement and periodic drug testing during term of supervision. TCAP will also ensure that the Ten (10) Essential Elements of Specialized Probation Initiative will be the foundation of enhanced service delivery and risk management. Staff development training will focus on enhancing effective offender management techniques for the CORES probationer. **14.) Integrated Care Approach:** Access to integrated care will occur at the IMHU or SMART for clients. Community resources will also be available via the Community Resource Coordination Groups (CRCG) a local interagency group that develops strengths-based service plans for individuals whose needs can be met only through interagency coordination/cooperation. Housing for clients with a history of homelessness and employment

readiness services and job placement can be addressed at CRCG. The CM will work closely with Sober Housing providers and local Corporation for Supportive Housing (CSH), Ending Chronic Homelessness (ECHO), to identify permanent supportive housing properties for clients.

Research Partnership: The TCAP researcher will partner with Travis County Criminal Justice Planning, (TCCJP) the external evaluator to design evaluation protocols for CORES via a rigorous and coordinated process. Current TC BJA initiatives will compliment and support evaluation efforts.

Operational Guidelines: Eligibility Requirements: 1.) MH diagnosis and DSM5 Substance Use Moderate/Severe level 2.) Probated felon/misdemeanant 3.) HR level (medium risk may be served on a limited basis) 4.) 18 years or older 5.) Prioritize female probationers.

Intake/Referral Process: After initial jail screening/diagnosis verification via a psychiatric code, potential participants will be screened at designated MH Dockets (felony and misdemeanor) by the MH Docket Team, prosecution, defense bar, TCAP staff, and jail staff. If basic MH eligibility is identified, the offender will receive a SAE/PSI/Risk Assessment to confirm substance use disorder level/risk level/criminogenic needs in jail by TCAP assessor. The results are forwarded to the MH Docket team who will review the case and provide a recommendation to the Court regarding CORES participation. Veterans may be served.

Proposed Number Served: It is anticipated that 65 probationers will be served year one; 70 probationers in year two of the grant for a total of 135 clients. In the last six months, 49 clients were served (8/15/13–2/15/14). **Pre/Post-release services** will be provided. **Pre Release services:** Assessment of COD by jail and TCAP staff; CM and client develop initial Re-entry Service Plan focusing on needs/risk level and treatment recommendation as well as housing, employment and other criminogenic need areas, Stages of Change assessment by counselor; Treatment readiness sessions delivered in jail to prepare for primary treatment in the community;

Pharmacological services; Treatment Team meetings (TTMs). **Post-release services:** Assignment to specialized supervision/Continuity of Care; Participation in primary residential treatment transitioning to Continuing Care (Aftercare) services; Refinement of Re-Entry Service Plan with special emphasis on permanent supportive housing, supported employment, enrollment in Medicaid/insurance exchange and other identified criminogenic needs; Participation at MH Support Court for status checks and judicial support; Family sessions; Medication and psychiatric support during treatment; Engagement in structured community-based recovery services/self-help groups; TTMs. **Participants will be linked to treatment** as a result of their SAE/risk assessment and placement in the CORES. The SMART counselor will complete an intake/orientation for the probationer as well as establish the basis for TTMs/reporting process to the PO/CM. The National Institute of Drug Abuse's "Principles of Effective Treatment" (Principle 8) states, "Addicted or drug abusing individuals with co-existing mental disorders should have both disorders treated in an integrated way". TCAP will use CSAT Treatment Improvement Protocol (TIP) Series 27, *Comprehensive Case Management for Substance Abuse Treatment*, "case management lends itself to the treatment of substance abuse, particularly for client with other disorders and conditions who require multiple services over extended periods of time and who face difficulty in gaining access to those services". These protocols are assessment, planning, linkage, monitoring, and advocacy. Skill-building strategies which focus on planning daily activities, problem solving, and improving relationships through assertiveness, negotiation, asking for help, active listening, and use of positive self-talk will be used during treatment by the counselor/CM to direct recovery support services. **Accountability** of the service delivery system will occur on two levels. On the direct service level, monitoring will occur via TTMs/Re-entry plan reviews/MH Support Court Docket to ensure that probationers' needs are

addressed timely. On the systemic service level, Austin/Travis County- Behavioral Health Advisory Committee (ATC-BHAC) will monitor cross system intercept points to meet target population needs. **3. Capabilities, Competencies, and Coordination:** TCAP will be the entity responsible for project oversight, implementation, and coordination. TCAP's management structure: Director, Assistant Director, Division Directors who oversee probation caseload units, programs/services, and operations. TCAP's Programs and Services Division Director who has 20+ years of experience overseeing grant initiatives on local, state, and federal levels will serve as the Project Director (PD)/Grant Coordinator. The PD will administer/monitor all grant requirements, provide program development oversight, and will serve as the primary contact to BJA. The staffing pattern will combine *requested grant-funded positions*: 2 full-time Licensed Counselors, 2 full-time Re-Entry CM *and in-kind positions*: Project Director/Grant Coordinator, Residential COD Counselor, Assessor(s), Researcher/Evaluator and 2 designated POs. Position descriptions of key personnel are attached. TC grant partners include the following: TCAP, TCSO, prosecution, defense bar, TCCJP, ATCIC, CSH, and the RRT. TCAP and TC are well positioned to expand implementation to a broader/under-served COD population who can benefit from the initiative's structured re-entry/recovery protocols. TC has a rich history of collaboration with county, community-based and other entities to address identified community needs through numerous Mental Health, Substance Use, and Re-Entry Initiatives. Highlights of MH efforts include the implementation of MH Jail Diversion Collaborative Effort, and designation as a MH site by the CSG. Substance Use/Recovery efforts include implementation of a local ROSC and CRCG. The PD served as a committee chair during initial phase of ROSC also spear-headed efforts to institute the IMHU and CRCG. Re-entry Initiatives include the RRT, training PO/CM as Offender Employment Specialists under National Institute of Corrections, permanent

supportive housing strategies for COD populations and a well-attended TC Re-entry Conference in 2013. To address the needs of MH high-risk population, TC has developed a MH dockets at the felony/misdemeanor level to address appropriate sentencing, administrative violations, monitor offenders through “status” checks and ensure public safety. The SMART Treatment Facility opened in 1991 and always included COD probationers. SMART was evaluated in 2008 by Dr. Latessa’s Correctional Program Assessment Checklist with a score in the highly effective category. TCAP is capable of enhancing the initial BJA CORES grant as a result of TCIS implementation, longstanding cooperation with the court MH dockets and participation with multiple community-based groups such as Goodwill, ECHO, NAMI, Austin Community College Adult Education Consortium and employment initiatives. TCAP is a member of the ATC-BHAC, based on the Consensus Project, whose mission *“is to develop and sustain a planning partnership to support persons with behavioral health needs and to promote public safety.”* ATC-BHAC is composed of consumers, representatives from all local community corrections entities and related community-based services providers who work with the offender population. Via several current BJA grants, TC is aggressively working to develop coordinated strategies targeting COD justice system involved individuals. In 2012, TCCJP was awarded a BJA to become a Justice Reinvestment Initiative (JRI) Phase II site. A pilot program targeting 22 chronically homeless, mentally ill, frequent users of the jail was started. In late 2011, TCCJP received a planning grant under BJA’s Justice and Mental Health Collaboration Program (JMHCPC) to create a long-term, comprehensive plan addressing locally incarcerated defendants with mental illness and substance abuse disorders. It is important to note that different intercept points and identified gaps are addressed by these BJA grants. The purpose of grants are: JRI grant: early system diversion by addressing housing; JMHCPC grant: identification of intercept

gaps and planning and the current CORES grant: jail-based service provision linked to re-entry services, which is another intercept point. Through involvement with the ATC-BHAC, the jurisdiction has been able to work collaboratively to maximize services to the COD and ensure service delivery is not duplicated. Throughout the development/implementation of the current CORES grant which ends in September 2014, TCAP and partners have demonstrated their ability to work collaboratively to implement COD services, problem solve to address barriers, and collect and report data regarding services. From 10/2012 to 9/2014, TCAP will receive BJA Re-entry funding for the current CORES program and BJA Second Chance Act "SMART Probation" funding for felony specialized Domestic Violence caseloads. TCAP is in compliance with BJA grant reporting requirements for the current CORES grant and its current BJA Second Chance Act grant in both the Performance Measurement Tool/Grants Management Systems. TCAP/TCCJP will partner on research/evaluation for CORES. **4. Impact/Outcomes valuations/Sustainment:** TCAP and TCCJP will collect grant performance data in coordination with the following departments/agencies: TCAP (Central Assessment, TAIP Assessment, specialized units), TCSO, SMART, Department of Public Safety (DPS), and prosecution. The jurisdiction is focused on information technology by working toward the development of a comprehensive data base for the COD criminal justice population which includes inter-agency agreements to ensure client confidentiality to enable monitoring trends as well as track service delivery. TCAP will: capture enrollments/completions; measure key outcomes including rates of absconding, technical revocation rates, new offense revocations rates; measure recidivism via arrest rates. TCAP will track CORES clients who enter pre/post treatment and will follow them for one year. TCAP contracts with a private vendor, Correctional Software Solutions (CSS), to maintain a case management data base which allows us to match TCAP data with DPS statewide

arrest data (SID #). A SID # makes it easy to merge different agency data together with arrest data from DPS. The evaluation methodology will determine the number of days between initial probation date, program entry date, and successful program completion/revocation. Intermediate measures will be tracked: drug-testing results; risk/needs re-assessment scores; “stage of change” assessments. Re-entry Services will be tracked by the number linked to and actually receiving housing/employment services and health benefits. The treatment team will enter data into designated data systems to ensure a robust data base. Data from TCSO will allow tracking pre-probation placement. To determine if program participation is responsible for obtained outcomes, we will compare outcome measures for CORES participants to those for probationers who have similar profiles (risk level/COD) in a one-year follow-up. The TCAP fidelity process described in the CSG 10-Step Guide will be used annually to assure that supervision practices for CORES clients comply with TCIS. ATC-BHAC will ensure local policies, practices/regulations are established, as needed, to support/sustain re-entry service delivery. As partners have been working collaboratively for implementation of the current CORES grant, many barriers to collaboration have already been addressed. The ongoing challenge is supportive housing. TC can capably address this challenge and any unforeseen barriers with the target population expansion via the ATC-BHAC. **Sustainability:** It is the intent of TCAP to identify funding sources to maintain self-sufficiency for CORES. Since this grant application relies in great part on existing positions and coordination enhancement, the only positions requiring sustainable funding support are the treatment/case manager positions. The collaboration entities via the ATC-BHAC will attempt to develop strategies to cost share post grant funding staffing and housing assistance. Sustainable funding beyond these resources can include a combination of foundation, local or state funding.

**Travis County Adult Probation Co-occurring Re-entry Services
Budget Detail Worksheet
BJA Budget Request - Year 1**

A. Personnel

Position	Computation	Cost
Chemical Dependency Counselor (LCDC)	12 mos @ \$3,178/mo	\$ 38,136.00
Chemical Dependency Counselor (LCDC)	12 mos @ \$3,178/mo	\$ 38,136.00
Re-Entry Case Manager	12 mos @ \$3,369/mo	\$ 40,428.00
Re-Entry Case Manager	12 mos @ \$3,369/mo	\$ 40,428.00
Project Director/Grant Coordinator	In-Kind cost	\$ -
Evaluator	In-Kind cost	\$ -
Probation Officer(s)	In-Kind cost	\$ -
Chemical Dependency Counselor (LCDC)	In-Kind cost	\$ -
Assessor(s)	In-Kind cost	\$ -
Sub-Total		\$ 157,128.00

B. Fringe Benefits

Benefit	Computation	Cost
Retirement	13.67%	\$ 21,479.00
FICA-OASDI	1.45%	\$ 2,278.00
FICA-Medicare	6.20%	\$ 9,742.00
Health Insurance	(\$503 * 12) * 4	\$ 24,144.00
Sub-Total		\$ 57,643.00
Total Personnel & Fringe Benefits		\$ 214,771.00

C. Travel

Purpose of Travel	Location	Item	Computation	Cost
Required Meeting	Washington DC	Airfare for 3 people to attend 3 day meeting	\$625 airfare * 3 people	\$ 1,875.00
Required Meeting	Washington DC	Lodging for 3 people to attend 3 day meeting	\$225/day * 3 days lodging * 3 people	\$ 2,025.00
Required Meeting	Washington DC	Meals for 3 people for 3 days	\$71/day * 3 days * 3 people	\$ 639.00
Total				\$ 4,539.00

D. Equipment

Total 0

E. Supplies

Supply Items	Computation	Cost
Program materials/Supplies	Curricula Workbooks: 65 clients * \$50 per set of workbooks DSM - 5 Manual: 2 books * \$125 each	\$ 3,500.00
Bus passes	250 bus passes x \$2 each	\$ 500.00
Laptop Workstation	1 @ \$2,058	\$ 2,058.00
Total		\$ 6,058.00

F. Construction

Total 0

**Travis County Adult Probation Co-occurring Re-entry Services
Budget Detail Worksheet**

G. Consultants/Contracts

Consultant Fees **Sub-Total** _____ **0**

Contracts

Item	Computation	Cost
Psychiatric Medication Support	8 hrs mo * \$150/hr * 12 mo	\$ 14,400.00
Housing (with various housing providers)	20 clients *90 days * \$30 per day	\$ 54,000.00
	Sub-Total	\$ 68,400.00
	Total	\$ 68,400.00

H. Other Costs

Total _____ **0**

I. Indirect Costs

Description	Computation	Cost
Indirect Cost	2%	\$ 5,875.00
	Total	\$ 5,875.00

**Travis County Adult Probation Co-occurring Re-entry Services
Budget Detail Worksheet**

Budget Summary - Year 1

Budget Category	Amount
A. Personnel	\$ 157,128.00
B. Fringe Benefits	\$ 57,643.00
C. Travel	\$ 4,539.00
D. Equipment	\$ -
E. Supplies	\$ 6,058.00
F. Construction	\$ -
G. Consultants/Contracts	\$ 68,400.00
H. Other Costs	\$ -
Total Direct Costs	\$ 293,768.00
I. Indirect Costs	\$ 5,875.00
TOTAL PROJECT COSTS	\$ 299,643.00
Federal Request	\$ 299,643.00
Non-Federal Amount	\$ -

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**Travis County Adult Probation Co-occurring Re-entry Services
Budget Detail Worksheet
BJA Budget Request - Year 2**

A. Personnel

Position	Computation	Cost
Chemical Dependency Counselor (LCDC)	12 mos @ \$3,178/mo	\$ 38,136.00
Chemical Dependency Counselor (LCDC)	12 mos @ \$3,178/mo	\$ 38,136.00
Re-Entry Case Manager	12 mos @ \$3,369/mo	\$ 40,428.00
Re-Entry Case Manager	12 mos @ \$3,369/mo	\$ 40,428.00
Project Director/Grant Coordinator	In-Kind cost	\$ -
Evaluator	In-Kind cost	\$ -
Probation Officer(s)	In-Kind cost	\$ -
Chemical Dependency Counselor (LCDC)	In-Kind cost	\$ -
Assessor(s)	In-Kind cost	\$ -
Sub-Total		\$ 157,128.00

B. Fringe Benefits

Benefit	Computation	Cost
Retirement	13.67%	\$ 21,479.00
FICA-OASDI	1.45%	\$ 2,278.00
FICA-Medicare	6.20%	\$ 9,742.00
Health Insurance	(\$503 *12) * 4	\$ 24,144.00
Sub-Total		\$ 57,643.00
Total Personnel & Fringe Benefits		\$ 214,771.00

C. Travel

Purpose of Travel	Location	Item	Computation	Cost
Required Meeting	Washington DC	Airfare for 3 people to attend 3 day meeting	\$625 airfare * 3 people	\$ 1,875.00
Required Meeting	Washington DC	Lodging for 3 people to attend 3 day meeting	\$225/day * 3 days lodging * 3 people	\$ 2,025.00
Required Meeting	Washington DC	Meals for 3 people for 3 days	\$71/day * 3 days * 3 people	\$ 639.00
			Total	\$ 4,539.00

D. Equipment

Total 0

E. Supplies

Supply Items	Computation	Cost
Program materials/Supplies	Curricula Workbooks: 70 clients * \$50 per set of workbooks	\$ 3,500.00
Bus passes	250 bus passes x \$2 each	\$ 500.00
Total		\$ 4,000.00

F. Construction

Total 0

**Travis County Adult Probation Co-occurring Re-entry Services
Budget Detail Worksheet**

G. Consultants/Contracts

Consultant Fees **Sub-Total** _____ **0**

Contracts

Item	Computation	Cost
Psychiatric Medication Support	8 hrs mo * \$150/hr * 12 mo	\$ 14,400.00
Housing (with various housing providers)	21 clients *90 days * \$30 per day	\$ 56,700.00
	Sub-Total	\$ 71,100.00
	Total	\$ 71,100.00

H. Other Costs

Total _____ **0**

I. Indirect Costs

Description	Computation	Cost
Indirect Cost	2%	\$ 5,888.00
	Total	\$ 5,888.00

**Travis County Adult Probation Co-occurring Re-entry Services
Budget Detail Worksheet**

Budget Summary - Year 2

Budget Category	Amount
A. Personnel	\$ 157,128.00
B. Fringe Benefits	\$ 57,643.00
C. Travel	\$ 4,539.00
D. Equipment	\$ -
E. Supplies	\$ 4,000.00
F. Construction	\$ -
G. Consultants/Contracts	\$ 71,100.00
H. Other Costs	\$ -
Total Direct Costs	\$ 294,410.00
I. Indirect Costs	\$ 5,888.00
TOTAL PROJECT COSTS	\$ 300,298.00
Federal Request	\$ 300,298.00
Non-Federal Amount	\$ -

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**Travis County Adult Probation Co-occurring Re-entry Services
Budget Detail Worksheet**

BUDGET SUMMARY FOR 2 YEAR GRANT PERIOD

Budget Category	Amount
A. Personnel	\$ 314,256.00
B. Fringe Benefits	\$ 115,286.00
C. Travel	\$ 9,078.00
D. Equipment	\$ -
E. Supplies	\$ 10,058.00
F. Construction	\$ -
G. Consultants/Contracts	\$ 139,500.00
H. Other Costs	\$ -
Total Direct Costs	\$ 588,178.00
I. Indirect Costs	\$ 11,763.00
TOTAL PROJECT COSTS	\$ 599,941.00
Federal Request	\$ 599,941.00
Non-Federal Amount	\$ -

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**Budget Narrative
Co-occurring Re-entry Services**

PERSONNEL:

Requested Grant-Funded Positions:

Licensed Counselors (Housed with TCAP): The Licensed Counselor positions will be full-time Licensed Chemical Dependency Counselors or Qualified Credentialed Counselors. *Counselor I* will provide pre-treatment/treatment readiness services and aftercare services to adult offenders with Co-Occurring Disorders (COD). Pre-release services will be provided in a jail setting. Post release Aftercare services will be provided in TCAP's community-based community corrections residential facility Continuing Care wing. *Counselor II* will provide residential primary treatment services to adult offenders with COD. Residential services will be provided at TCAP's community-based community corrections residential facility. For years 1 and 2 of the grant, a 12 month salary (\$38,136 annually) is being requested for each counselor.

Re-Entry Case Managers (Housed with TCAP): The Re-Entry Case Manager positions will be full-time positions that will determine client eligibility for referral to a variety of social services/health benefits and provide other re-entry services related to housing, employment, crisis intervention and case management; interview clients, collect and complete required eligibility documentation, monitor client progress and linkage/usage of assistance. The case managers will also coordinate with Adult Probation Officer(s) and local mental health authority Continuity of Care staff. For years 1 and 2 of the grant, a 12 month salary (\$40,428 annually) is being requested for each case manager.

In-Kind Positions:

The following in-kind positions are being used to reduce overall funding request.

Project Director/Grant Coordinator (Housed with TCAP): Lila Oshatz, LMSW-AP, M.Ed., will serve as the Project Director for the TCAP Co-Occurring Re-entry Services. She has 20+ years of experience overseeing grant initiatives on local, state, and federal levels. The Project Director will administer and monitor all grant requirements and provide program development oversight. This position will also serve as the primary contact to BJA for any questions pertaining to the Co-Occurring Re-entry Services grant.

Researcher/Evaluator (Housed with TCAP): The Researcher/Evaluator will be responsible for developing and managing the TCAP internal evaluation of the Co-Occurring Re-entry Services program. This position will be filled Spring 2014. The TCAP Researcher working in conjunction with another County Department, Travis County Criminal Justice Planning, as the external evaluator, eliminates the need for additional funding to cover evaluation costs.

Licensed Counselor-Residential (Housed with TCAP): This Licensed Counselor position will be a full-time Licensed Chemical Dependency Counselor or Qualified Credentialed Counselor. The counselor will provide post-release residential primary treatment services to adult offenders with COD in TCAP's community-based community corrections residential facility.

Specialized Probation Officer(s) (Housed with TCAP): The probation officer(s) will provide specialized supervision and monitoring of program participants to ensure participant compliance with conditions of community supervision. The probation officer(s) will also conduct urinalysis of participants as required. Individual(s) serving in this position(s) will be trained and certified probation officer(s) with additional training in COD.

Assessor(s) (Housed with TCAP): This position(s) will complete a Substance Abuse Evaluation/Risk Assessment to confirm substance use /risk level and forward the assessment to the court staffing team. This position is filled by a licensed clinician.

FRINGE BENEFITS

The following fringe benefits are being requested for the three grant-funded positions at the following current rates for the applicant agency:

- FICA-OASDI at the rate of 1.45% of total wages:
 - Year 1- \$2,278
 - Year 2- \$2,278
- FICA-Medicare at the rate of 6.20% of total wages:
 - Year 1- \$9,742
 - Year 2- \$9,742
- Retirement at the rate of 13.67% of total wages:
 - Year 1- \$21,479
 - Year 2- \$21,479
- Health Insurance at the applicant agency's current average of \$503 per month per person:
 - Year 1- \$24,144
 - Year 2- \$24,144

TRAVEL:

As required by the grant, budget includes cost for 3 staff to attend a 3 day grantee meeting in Washington D.C. Airfare, lodging and meals are included for a total of \$4,539 for year 1 and \$4,539 for year 2.

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SUPPLIES:

Funding is being requested for program materials/supplies such as curricula workbooks for program participants and DSM-5 Diagnostic & Statistical Manuals for program staff. For year 1 only, a laptop workstation is being requested for the Case Manager position and 2 DSM-5 manuals are being requested. Additionally, bus passes are being requested for clients. The request for year 1 is \$6,058 and \$4,000 for year 2.

CONSULTANTS/CONTRACTS:

Contracts:

The budget for each year includes a contract for Psychiatric Medication Support services (not medication) with Austin Travis County Integral Care, the local mental health authority, for approximately 8 hours per month for a Psychiatrist at a rate of \$150 per hour. Additionally, funding for temporary rents and/or short-term transitional or permanent supportive housing is being requested for participants on an as needed basis. Access to housing is critical for program participants who would otherwise be homeless. Based on average housing costs (\$30 per day) and percentage of clients requiring housing assistance (30%) in 2013, \$54,000 is being requested for year 1 and \$56,700 for year 2.

Year	Projected # to be served	% needing housing	# of Clients	Average Number of Days	Average housing cost per day	Total
1	65	30%	20	90 days	\$30	\$54,000
2	70	30%	21	90 days	\$30	\$56,700

INDIRECT COSTS

In accordance with standard indirect cost rate for other federal funding opportunities for local units of government, applicant agency is requesting an indirect rate of 2%. The indirect costs requested for each year are as follows:

- Year 1- \$5,875
- Year 2- \$5,888

The applicant agency is requesting \$299,643 for year 1 and \$300,298 for year 2 for a total of \$599,941 in federal funding over the two year grant period.

Employee Compensation Waiver request and justification

Not-Applicable

Chief Executive Assurance to Collect and Report Recidivism Indicator Data

I hereby assure that, if awarded grant funds under the Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders Program, my organization will collect unique identifiers for each program participant, will collect recidivism indicator performance data, and will submit all such data upon the end of the grant period via the Bureau of Justice Assistance Performance Measurement Tool. I understand that the inability or refusal to submit such data after an award is made may impact my organization's ability to receive future Bureau of Justice Assistance competitive grant funding.

Chad A. Jensen

Signature

Director

Title

2/25/2014

Date

Indirect Cost Rate Agreement

Units of local government are not required to submit an indirect cost rate agreement.

Project Timeline				
Project Goal	Objective	Activity	Expected Completion Date	Responsible Person/Organization
Expansion of service delivery continuum at strategic intercept points for probationers with co-occurring disorders.	To provide evidence based intervention strategies for probationers with co-occurring substance use and mental health disorders.	<u>Grant Implementation</u> <ul style="list-style-type: none"> Refine policies & procedures to include expanded target population Programmatic report preparation 	November 2014 Ongoing	Project Director
		<u>Jail-Based Services</u> <ul style="list-style-type: none"> Initial Assessments, Risk, Mental Health, Substance Abuse Diagnosis Pharmacological Drug Treatment Services 		TCAP Assessor TCSO staff Medical Provider
		<u>Specialized Probation</u> <ul style="list-style-type: none"> Probation compliance Drug/alcohol testing Re-Assessments: (Risk/Need) 	Ongoing	Probation Officer
		<ul style="list-style-type: none"> Resource/Services Coordination Initial Re-entry Plan Housing Employment Benefits Application/ACA 	Ongoing	Re-entry Case Managers
		<u>Co-Occurring Services Treatment</u> <ul style="list-style-type: none"> Pre-release orientation and treatment readiness Post-release residential treatment /Aftercare 	Ongoing	Licensed Counselors
		<u>Data</u> <ul style="list-style-type: none"> Data collection design Data collection Data reporting 	Ongoing	TCAP Evaluator TCCJP Evaluator
		<u>Community Collaboration</u> <ul style="list-style-type: none"> Monitor Intercept points Pay for Success 	Ongoing	Project Director ATCBHAC
		Staff Development/Training	Ongoing	Project Director

**POSITION DESCRIPTION: LICENSED COUNSELOR- PRE RELEASE/AFTERCARE
(GRANT-FUNDED POSITION)**

LEVEL OF EFFORT: 100%

ROLES:

Provides pre-treatment/treatment readiness services during pre-release and post-release aftercare services to adult offenders with co-occurring disorders. Pre-treatment services will be provided in the Travis County jail. Aftercare services will be provided in the Aftercare wing of a community-based community corrections residential facility. Assists in developing counseling programs and intervention techniques, coordinates and monitors referral of clients to clinical and other resources and services.

DUTIES AND RESPONSIBILITIES:

- Provides pre-treatment/treatment readiness counseling to participants pre-release
- Provides Continuing Care (Aftercare) counseling to participants post-release
- Conducts individual and group counseling and/or psycho-educational classes using a cognitive curriculum, motivational interviewing techniques regarding substance abuse rehabilitation for clients with co-occurring disorders, role plays to address skill development, and relapse prevention techniques. Provides crisis and substance abuse intervention services for clients. Identifies clients in at-risk situations and seeks treatment solutions and alternative environmental surroundings.
- Assesses Stage of Change and develops service plans and intervention programs and recommends resources and services for clients. Coordinates with case manager, probation officer and continuity of care staff. Coordinates referral of clients to clinical resources and other services and monitors client progress. Resolves obstacles to service delivery.
- Prepares progress reports of client treatment, documents interviews, observations and evaluations for case file. Conducts and maintains analysis of treatment and family interaction. Develops discharge plans, including referrals to support recovery to counseling and social service programs in the community.
- Attends training as needed to address population served.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Social or Behavioral Sciences or a directly related field AND two (2) years experience in group facilitation, co-occurring substance abuse counseling and criminal justice work;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

- Licensed Chemical Dependency Counselor (LCDC); OR, Qualified Credentialed Counselor.
- Valid Texas Driver's License.

**POSITION DESCRIPTION: LICENSED COUNSELOR- RESIDENTIAL
(GRANT-FUNDED POSITION)**

LEVEL OF EFFORT: 100%

ROLES:

Provides post release residential treatment to adult offenders with co-occurring disorders. Post release services will be provided in a community-based community corrections residential facility. Assists in developing counseling programs and intervention techniques, coordinates and monitors referral of clients to clinical and other resources and services.

DUTIES AND RESPONSIBILITIES:

- Provides 150 days of residential services.
- Conducts individual and group counseling and/or psycho-educational classes using a cognitive curriculum, motivational interviewing techniques regarding substance abuse rehabilitation for clients with co-occurring disorders, role plays to address skill development, and relapse prevention techniques. Provides crisis and substance abuse intervention services for clients. Identifies clients in at-risk situations and seeks treatment solutions and alternative environmental surroundings.
- Re-Assesses Stage of Change
- Develops treatment plans and intervention programs and recommends resources and services for clients. Coordinates with case manager, probation officer and continuity of care staff. Coordinates referral of clients to clinical resources and other services and monitors client progress. Resolves obstacles to service delivery.
- Prepares progress reports of client treatment, documents interviews, observations and evaluations for case file. Conducts and maintains analysis of treatment and service provider usage. Develops discharge plans, including referrals to support recovery to counseling and social service programs in the community.
- Attends training as needed to address population served.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Social or Behavioral Sciences or a directly related field AND two (2) years experience in group facilitation, co-occurring substance abuse counseling and criminal justice work;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

- Licensed Chemical Dependency Counselor (LCDC); OR, Qualified Credentialed Counselor.
- Valid Texas Driver's License.

**POSITION DESCRIPTION: RE-ENTRY CASE MANAGER
(GRANT-FUNDED POSITION)**

LEVEL OF EFFORT: 100%

ROLES:

Determines client eligibility for a variety of social services/health services or provides other social services related to housing, employment, crisis intervention and case management. Interviews clients, collects and completes required eligibility documentation, determines eligibility for social services assistance and monitors client progress and usage of assistance. Refers clients to clinical and social service provider resources and coordinates with Adult Probation Officer.

DUTIES AND RESPONSIBILITIES:

- Interviews clients, collects and completes required documentation and determines eligibility for assistance based upon a variety of service regulations and procedures including Affordable Care Act.
- Develops and re-assesses re-entry plan after staffing case with CORES (Co-occurring Re-entry Services) Team and client
- Provides basic needs counseling and problem-solving assistance or case management services for clients. Provides social services related to crisis intervention.
- Coordinates with other service agencies, organizations, and vendors to provide appropriate services and information for clients as well as referrals. Serves as an advocate on behalf of client. Makes appropriate referrals to other social service, education, and/or health agencies as needed. Interprets eligibility requirements, policy and procedures to clients, other agencies, vendors and governmental entities.
- May assist clients in obtaining vocational and employment services.
- Attends training as needed to address population served.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in one of the Social or Behavioral Sciences AND two (2) years experience in social services related work and two years experience working with the criminal justice population;
- Valid Texas Driver's License

**POSITION DESCRIPTION: PROJECT DIRECTOR/GRANT COORDINATOR
(IN-KIND POSITION)**

ROLES:

Provides leadership, management and coordination in planning, organizing, implementing grant programming/operations in accordance with State, Federal and Local laws, policies, procedures and guidelines. Develops strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.

DUTIES AND RESPONSIBILITIES:

- Directs, plans, organizes, implements, monitors overall grant operations.
- Oversees and participates in the planning and development of policies, procedures, goals and objectives.
- Develops strategic plans to accomplish goals and objectives, improve effectiveness and efficiency of service delivery and grant operations and resolves service gaps.
- Directs management and staff and ensures activities are consistent with goals and objectives and ensures compliance with grant requirements.
- Represents the organization and facilitates ongoing collaboration with partnering organizations regarding grant activities.
- Monitors and approves budget expenditures.
- Prepares any programmatic reports required by grant.
- Directs the development of, and participation in, training and education opportunities for staff and collaborating partners.
- Serves as point of contact with grantor regarding grant activities.
- Attends trainings as needed to address population served.

MINIMUM QUALIFICATIONS:

- Master's degree in Social or Behavioral Services AND eight (8) years increasingly responsible experience in program design development and implementation and five (5) years mid- to senior level supervisory or management experience.
- Valid Texas Driver's License.

**POSITION DESCRIPTION: RESEARCHER/EVALUATOR
(IN-KIND POSITION)**

ROLES:

Develops and manages department evaluation and research initiatives.

DUTIES AND RESPONSIBILITIES:

- Evaluates and tracks data for designated projects and programs under the direction of the agency Director.
- Performs complex project and program research and effectiveness evaluation, including statistical analysis, performance measures, goals accomplished, timetables, outcomes, and outputs to include selecting appropriate research design methods, techniques and procedures, setting up data for compiling and managing data, and data manipulation and analysis.
- Prepares and produces written summaries, documents, and statistical and other reports.
- Attends training as needed.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND five (5) years increasingly responsible experience with research, database management, statistical analysis, policy and procedure, administrative, management, and budgetary analysis or systems analysis;

OR,

Master's degree in Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND three (3) years increasingly responsible experience with research, database management, statistical analysis, policy and procedure, administrative or management, and budgetary analysis or systems analysis;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

**POSITION DESCRIPTION: LICENSED COUNSELOR - RESIDENTIAL
(IN-KIND POSITION)**

ROLES:

Provides post release residential treatment to adult offenders with co-occurring disorders. Post release services will be provided in a community-based community corrections residential facility. Assists in developing counseling programs and intervention techniques, coordinates and monitors referral of clients to clinical and other resources and services.

DUTIES AND RESPONSIBILITIES:

- Provides 150 days of residential services.
- Conducts individual and group counseling and/or psycho-educational classes using a cognitive curriculum, motivational interviewing techniques regarding substance abuse rehabilitation for clients with co-occurring disorders, role plays to address skill development, and relapse prevention techniques. Provides crisis and substance abuse intervention services for clients. Identifies clients in at-risk situations and seeks treatment solutions and alternative environmental surroundings.
- Re-Assesses Stage of Change
- Develops treatment plans and intervention programs and recommends resources and services for clients. Coordinates with case manager, probation officer and continuity of care staff. Coordinates referral of clients to clinical resources and other services and monitors client progress. Resolves obstacles to service delivery.
- Prepares progress reports of client treatment, documents interviews, observations and evaluations for case file. Conducts and maintains analysis of treatment and service provider usage. Develops discharge plans, including referrals to support recovery to counseling and social service programs in the community.
- Attends training as needed to address population served.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Social or Behavioral Sciences or a directly related field AND two (2) years experience in group facilitation, co-occurring substance abuse counseling and criminal justice work;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

- Licensed Chemical Dependency Counselor (LCDC); OR, Qualified Credentialed Counselor.
- Valid Texas Driver's License.

**POSITION DESCRIPTION: SPECIALIZED PROBATION OFFICER(S)
(IN-KIND POSITION)**

ROLES: Provides specialized supervision to clients who have been placed on community supervision by the courts, enforces conditions of community supervision and monitors all aspects of casework related to the conditions of community supervision. Conducts initial and subsequent interviews with clients to assist in sentencing, explains conditions of community supervision, and assists clients in meeting terms of community supervision.

DUTIES AND RESPONSIBILITIES:

- Conducts interviews with clients, investigates and examines information related to client's case.
- Conducts initial and subsequent interviews with clients, explaining conditions of community supervision as set forth by the courts. Develops supervision plans for clients and completes all required documents on newly probated clients.
- Interprets conditions of community supervision, monitors for compliance with conditions, and takes appropriate action for non-compliance.
- Maintains ongoing accurate level of supervision on all offenders by re-assessing risk/needs as needed.
- Monitors client's progress through regular interviews with client. Conducts field visits to client's home and other locations pertinent to client's case.
- Serves as a Re-entry Team member for CORES population.
- Uses motivational interviewing techniques to assist in addressing criminogenic needs and to facilitate change in behavior to reduce recidivism.
- Documents all contacts with clients and all pertinent facts and events occurring in client's life, including issues of compliance and noncompliance.
- Prepares legal documents and other reports for judges, attorneys and the court system, as required.
- Conducts urinalysis on clients as required for purposes of substance abuse monitoring. May administer other substance abuse screening and assessment tools.
- Provides testimony in court, as required.
- Attends training as needed to address population served.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Criminal Justice or a directly related field. If Bachelor's degree is in unrelated field, must have one (1) year of graduate work in related field or one (1) year of experience in full-time casework, counseling or community group work.
- Valid Texas Driver's License.

**POSITION DESCRIPTION: ASSESSOR
(IN-KIND POSITION)**

ROLES: Provides screening and substance abuse assessment to clients who have been placed on community supervision by the courts. Prepares reports of substance abuse assessment results to assist in sentencing, and ordering conditions to meet the needs of the clients. Per Texas Department of Criminal Justice-Community Justice Assistance Division, a trained probation officer can administer the Substance Abuse Evaluation (SAE).

DUTIES AND RESPONSIBILITIES:

- Prepares for appointment scheduled on a daily basis by familiarizing self with all relevant client information and preparing necessary forms for interview. Ensures that clients are seen in a timely manner. Provides overview of assessment process in a manner that the client can understand. Obtains all necessary client signatures on forms as per policy.
- Utilizes Motivational Interviewing (MI) during assessment and to explain recommendations to clients: uses good interactive skills with probationers through reflective listening, affirmation and summarizations, and asks relevant open-ended questions. Maintains positive, professional rapport with clients.
- Administers Substance Abuse Evaluation/Risk assessments and takes comprehensive notes to aid in the assessment/treatment planning process.
- Completes SAE documentation of problems/ratings/justifications, enters data in database and provides client chart for filling in a timely manner.
- Maintains good communication with probation officers and vendors regarding treatment recommendations/changes/progress and assessment results/appointment no-shows.
- Prepares legal documents and other reports for judges, attorneys and the court system, as required.
- Provides testimony in court, as required. May be assigned to present reports and provide court assistance on assessment related matters.
- Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Social Services, Behavioral Services, Criminal Justice or a directly related field. If Bachelor's degree is in unrelated field, must have one (1) year of graduate work in related field or one (1) year of experience in full-time casework, counseling or community group work.
- Preferred Licensed Chemical Dependency Counselor (LCDC); OR, Qualified Credentialed Counselor.
- Valid Texas Driver's License.



JAMES N. SYLVESTER
Chief Deputy

GREG HAMILTON

TRAVIS COUNTY SHERIFF

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

PHYLLIS CLAIR
Major - Law Enforcement

DARREN LONG
Major - Corrections

MARK SAWA
Major - Administration & Support

February 25, 2014

Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Across the nation, there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system that tend to have repetitive arrests due to the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, Texas their representation is even higher than national or state levels. For several years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for our jurisdiction to enhance effective service delivery for high risk felony and misdemeanor probationers with co-occurring disorders. Focusing on felony probationers for the past two years, Travis County Adult Probation Department (TCAP) will expand the program to include high-risk misdemeanor probationers. In addition, the criteria of mental health disorders which are currently limited to priority one diagnoses of Schizophrenia, Major Depression, and Bi-Polar Disorder will expand to include PTSD and anxiety disorders. Community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options; medication stabilization, treatment and health realization services are available. The Travis County Sheriff's Office will collaborate for pre-treatment services and will also provide the Texas Recommended Assessment Guideline (TRAG) to potential program participants.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will continue to provide a service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. With the Sheriff's Office working in partnership with TCAP, our jurisdiction will continue to develop and implement responsive and timely strategies to meet the needs of high risk probationers with co-occurring disorders.

My staff and I are committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of their grant application for continuation funding.

Sincerely,

GREG HAMILTON
Sheriff, Travis County



JUSTICE & PUBLIC SAFETY DIVISION

Roger Jefferies, County Executive

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

Criminal Justice Planning
Roger Jefferies
(512) 854-4415

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

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

February 27, 2014

Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Across the nation, there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrests due to the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, Texas their representation is even higher than national or state levels. For several years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts.

The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for our jurisdiction to enhance effective service delivery for high risk felony and misdemeanor probationers with co-occurring disorders. Focusing on felony probationers for the past two years, Travis County Adult Probation Department (TCAP) will expand the program to include high-risk misdemeanor probationers. In addition, the criteria of mental health disorders which are currently limited to priority one diagnoses of Schizophrenia, Major Depression, and Bi-Polar Disorder will expand to include PTSD and anxiety disorders. Community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will continue to provide a service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. As Travis County's criminal justice planning agency, Justice and Public Safety will work in partnership with TCAP to evaluate grant implementation, including services and strategies to meet the needs of high risk probationers with co-occurring disorders.

Travis County Justice and Public Safety is committed to supporting the efforts of TCAP to enhance service delivery for the target population and I ask your support of their grant application.

Sincerely,



Roger Jefferies
County Executive
Justice and Public Safety
Travis County, Texas

**TRAVIS COUNTY
DISTRICT AND COUNTY
CRIMINAL COURTS**



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

February 27, 2014

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

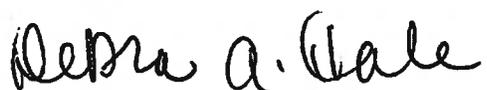
Statistics show offenders with mental illness and substance use disorders are over-represented in the criminal justice system with repeated arrests due to the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, Texas their representation is even higher than national or state levels. For several years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for our jurisdiction to enhance effective service delivery for high risk felony and misdemeanor adult probationers with co-occurring disorders.

Focusing on felony probationers for the past two years, Travis County Adult Probation Department (TCAP) will expand the program to include high-risk misdemeanor probationers. In addition, the criteria of mental health disorders will expand to include PTSD and anxiety disorders. Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will continue to provide a service delivery continuum for the target population that will ensure continuity of care and the use of evidenced based practices. Community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

To date, 51 clients have been served since the first clients enrolled in February 2013, with 8 successfully completing the program and 100% of those transitioning from residential treatment to continuing care achieving stable housing. With Travis County Court Administration working in partnership with TCAP, our jurisdiction will continue to develop and implement responsive and timely strategies to meet the needs of high risk probationers with co-occurring disorders. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction.

Travis County Court Administration is committed to supporting the efforts of TCAP and their partners to enhance service delivery for this population. I urge your support of the TCAP grant application.

Sincerely,

A handwritten signature in cursive script that reads "Debra A. Hale".

Debra A. Hale
Director of Criminal Court Administration



February 23, 2014

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Across the nation, there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrests due to the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, Texas their representation is even higher than national or state levels. For several years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County to enhance effective service delivery for high risk felony and misdemeanor probationers with co-occurring disorders. Focusing on felony probationers for the past two years, TCAP will expand the program to include high-risk misdemeanor probationers. In addition, the criteria of mental health disorders which are currently limited to priority one diagnoses of Schizophrenia, Major Depression, and Bi-Polar Disorder will expand to include PTSD and anxiety disorders. Community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will continue to provide a service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. To date, 51 clients have been served since the first clients enrolled in February 2013, with 8 successfully completing the program and 100% of those transitioning from residential treatment to continuing care achieving stable housing. SoberHood working in partnership with TCAP, will enable our jurisdiction to continue to develop and implement responsive and timely strategies to meet the needs of high risk probationers with co-occurring disorders.

SoberHood is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Howell', is written over a faint, larger version of the signature.

Jason Howell, Executive Director
SoberHood



February 25, 2014

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Across the nation, there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrests due to the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, Texas their representation is even higher than national or state levels. For several years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for our jurisdiction to enhance effective service delivery for high risk felony and misdemeanor probationers with co-occurring disorders.

Focusing on felony probationers for the past two years, Travis County Adult Probation Department (TCAP) proposes to expand the program to include high-risk misdemeanor probationers. In addition, the criteria of mental health disorders which are currently limited to priority one diagnoses of Schizophrenia, Major Depression, and Bi-Polar Disorder will expand to include PTSD and anxiety disorders. TCAP and community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will continue to provide a service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. The Ending Community Homelessness Coalition (ECHO) believes CORES provides important services to address chronic homelessness for these offenders. We look forward to working in partnership with TCAP, which will enable our jurisdiction to continue to develop and implement responsive and timely strategies to meet the needs of high risk probationers with co-occurring disorders.

ECHO is committed to supporting the efforts of our local probation department to enhance service delivery for the target population. I urge your support of their grant application.

Sincerely,

Ann Howard,
Executive Director

Mandatory Certification and Coordination Requirement Form

As the Authorized Representative of Travis County Adult Probation, I assure BJA the following:

Mandatory Certification Requirement: Service Provider Licensing/ Accreditation/ Certification Documentation: In addition, as the Authorized Representative I also assure BJA that all collaborating service provider organizations listed in this application meet applicable licensing, accreditation, and certification requirements.

As the authorized representative, I also understand that the following information is required to receive funding, and these materials have been included within the application materials:

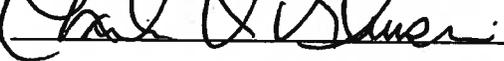
- A letter of commitment that specifies the nature of the participation and what service(s) will be provided from every service provider organization listed in the application that has agreed to participate in the project.
- Official documentation that all service provider organizations collaborating in the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents must definitively establish that the organization has provided relevant services for the last 2 years.
- Official documentation that all collaborating service provider organizations are in compliance with all local (city, county) and state/tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state/tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist.

Note: Official documentation is a copy of each service provider organization's license, accreditation, and certification.

- Documentation of accreditation will not be accepted in lieu of an organization's license. A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation and certification or that no licensing, accreditation, certification requirements exist, does not constitute adequate documentation.

Mandatory Coordination Requirement: I assure BJA that if my organization is not the Single State Agency (SSA) for Substance Abuse Services, and I assure and have demonstrated that the proposal has been developed in coordination with SAA support, except in the case of federally-recognized tribal government applicants.

Signature of Authorized Representative



Date



Documentation of 2 year provision of Services:

- Travis County Adult Probation

ADULT PROBATION DEPARTMENT

of Travis County

Central Unit
411 W. 13th Street,
Suite 400
Austin, TX 78701
512-854-4600
512-854-4606 Fax

North Unit
10409 Burnet Rd
Austin, TX 78758
512-854-9775
512-854-4533 Fax

Mental Health Unit
4920 IH 35 North
Suite 110
Austin, TX 78751
512-854-1800
512-854-5285 Fax

South Unit
4011 McKinney Falls Pkwy
Suite 1300
Austin, TX 78744
512-854-CSCD (2723)
512-854-4612 Fax

SMART
3404 S FM 973
Del Valle, TX
78617
512-854-3150
512-247-5567 Fax



Mailing Address: PO Box 2245 Austin, Texas 78768-2245

www.co.travis.tx.us/AdultProbation

Voice Response System: 512-495-6563 or 1-800-451-3887

Dr. Geraldine Nagy, Director
Rosie Ramón-Durán, Assistant Director

Travis County Adult Probation FY 2012-2013 Community Justice Plan Table of Contents

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JUDICIAL ENDORSEMENT(S)

Judge Julie Kocurek
Name (type or print)

Julie Kocurek 2/22/2011
Signature of Administrative Judge/Date

COMMITMENT TO PLAN

The Community Justice Council and Community Supervision and Corrections Department are committed to our Community Justice Plan and the use of alternative and intermediate sanctions as set forth in the plan. We are dedicated to the protection of the community and the (re)habilitation of the offender, and we support the full use of a continuum of sanctions which will assist us in achieving those results.

Community Justice Council

D. L. E. K. 2/22/2011
Signature of Community Justice Council Chairperson/Date

County Attorney
Title

P.O. Box 1748
Mailing Address

Austin/78767
City/ Zip Code

512-854-9415
Daytime Telephone

Community Supervision and Corrections Department

Sheraldine F. Nagy 2-22-11
Signature of Director/Date

Service Provider

Licensure Information:

- Travis County Adult Probation
 - (see attached Texas Government Code Chapter 509)
- Travis County Sheriff's Office-Travis County Jail

GOVERNMENT CODE
TITLE 4. EXECUTIVE BRANCH
SUBTITLE G. CORRECTIONS
CHAPTER 509. COMMUNITY JUSTICE ASSISTANCE DIVISION

Sec. 509.001. DEFINITIONS. In this chapter:

(1) "Community corrections facility" means a physical structure, established by the judges described by Section 76.002 after authorization of the establishment of the structure has been included in the local community justice plan, that is operated by a department or operated for a department by an entity under contract with the department, for the purpose of treating persons who have been placed on community supervision or who are participating in a drug court program established under Chapter 469, Health and Safety Code, and providing services and programs to modify criminal behavior, deter criminal activity, protect the public, and restore victims of crime. The term includes:

- (A) a restitution center;
- (B) a court residential treatment facility;
- (C) a substance abuse treatment facility;
- (D) a custody facility or boot camp;
- (E) a facility for an offender with a mental impairment, as defined by Section 614.001, Health and Safety Code; and

(F) an intermediate sanction facility.

(2) "Department" means a community supervision and corrections department established under Chapter 76.

(3) "Division" means the community justice assistance division.

(4) "State aid" means funds appropriated by the legislature to the division to provide financial assistance to:

- (A) the judges described by Section 76.002 for:
 - (i) a department established by the judges;
 - (ii) the development and improvement of community supervision services and community-based correctional programs;
 - (iii) the establishment and operation of

community corrections facilities; and

(iv) assistance in conforming with standards and policies of the division and the board; and

(B) state agencies, counties, municipalities, and nonprofit organizations for the implementation and administration of community-based sanctions and programs.

Added by Acts 1995, 74th Leg., ch. 76, Sec. 7.01, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 165, Sec. 12.23(a), eff. Sept. 1, 1997.

Amended by:

Acts 2005, 79th Leg., Ch. 255, Sec. 9, eff. May 30, 2005.

Acts 2005, 79th Leg., Ch. 1139, Sec. 3, eff. June 18, 2005.

Sec. 509.002. PURPOSE. The purpose of this chapter is to:

(1) allow localities to increase their involvement and responsibility in developing sentencing programs that provide effective sanctions for criminal defendants;

(2) provide increased opportunities for criminal defendants to make restitution to victims of crime through financial reimbursement or community service;

(3) provide increased use of community penalties designed specifically to meet local needs; and

(4) promote efficiency and economy in the delivery of community-based correctional programs consistent with the objectives defined by Section 1.02, Penal Code.

Added by Acts 1995, 74th Leg., ch. 76, Sec. 7.01, eff. Sept. 1, 1995.

Sec. 509.003. STANDARDS AND PROCEDURES. (a) The division shall propose and the board shall adopt reasonable rules establishing:

(1) minimum standards for programs, community corrections facilities and other facilities, equipment, and other aspects of the operation of departments;

(2) a list and description of core services that should be provided by each department;

(3) methods for measuring the success of community

supervision and corrections programs, including methods for measuring rates of diversion, program completion, and recidivism;

(4) a format for community justice plans; and

(5) minimum standards for the operation of substance abuse facilities and programs funded through the division.

(b) In establishing standards relating to the operation of departments, the division shall consider guidelines developed and presented by the advisory committee on community supervision and corrections department management to the judicial advisory council established under Section 493.003(b).

(c) A substance abuse facility or program operating under the standards is not required to be licensed or otherwise approved by any other state or local agency.

(d) The division shall develop a screening and evaluation procedure for use in accordance with Section 76.017. The division shall determine if a single screening and evaluation procedure may be used in each program. If the division determines that a single procedure is not feasible, the division shall identify and approve procedures that may be used.

Added by Acts 1995, 74th Leg., ch. 76, Sec. 7.01, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 165, Sec. 12.24(a), eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1269, Sec. 5, eff. Sept. 1, 1997.

Sec. 509.004. RECORDS, REPORTS, AND INFORMATION SYSTEMS.

(a) The division shall require each department to:

(1) keep financial and statistical records determined necessary by the division;

(2) submit a community justice plan and all supporting information requested by the division;

(3) present data requested by the division as necessary to determine the amount of state aid for which the department is eligible;

(4) submit periodic financial audits and statistical reports to the division; and

(5) submit to the Department of Public Safety the full name, address, date of birth, social security number, and driver's



CERTIFICATE OF COMPLIANCE
This is to certify that the
TRAVIS COUNTY JAIL

Has been duly inspected on
March 25-28, 2013

and has been found that date to be in compliance with
Texas Minimum Jail Standards

Under Authority of Government Code,
Chapter 511, Texas Commission On Jail Standards



Brandon S. Wood
Brandon S. Wood, Executive Director

TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR
Brandon S. Wood



P.O. Box 12985
Austin, Texas 78711
Voice: (512) 463-5505
Fax: (512) 463-3185
Agency Website: <http://www.tcja.state.tx.us>
E-mail Address: Brandon.wood@tcjs.state.tx.us

March 28, 2013

APR 03 REC'D

Sheriff Greg Hamilton
Travis County Sheriff's Office
P.O. Box 1748
Austin, TX 78767

Dear Sheriff Hamilton,

The Texas Commission on Jail Standards wishes to acknowledge the excellent work of the Travis County Sheriff's Office with a Certificate of Compliance for the Travis County Jail. The most recent inspection of your facility on March 25-28, 2013 by Texas Commission on Jail Standards Inspectors Fred St. Amant, Jacqueline Semmler, Anthony Mikesh and Crystal Irvin has demonstrated that your facility is in compliance with Texas Minimum Jail Standards.

The Certificate of Compliance demonstrates your outstanding leadership and the diligent work of your staff in complying with minimum jail standards. In addition, this achievement is a direct result of your office's commitment to excellence and is an example of dedication and professionalism in maintaining a safe, secure, and sanitary facility.

Providing the essential budgetary support for jail operations is also imperative to achieving compliance, so let me also congratulate the Travis County Commissioners' Court for their vital support of jail operations.

The citizens of Travis County should be proud of your combined efforts, as is the Texas Commission on Jail Standards.

Best regards,

A handwritten signature in cursive script that reads "Brandon S. Wood".

Brandon S. Wood
Executive Director

BW/ci Handwritten initials "BW/ci" in a circle.

cc: Judge Samuel T. Biscoe, Travis County

Judge Donna S. Klaeger, Burnet, Chair
Stanley D. Egger, Abilene, Vice Chair
Irene A. Armendariz, El Paso

Allan D. Cain, Carthage
Jerry W. Lowry, New Caney
Larry S. May, Sweetwater

Sheriff Gary Painter, Midland
Dr. Michael M. Seale, M.D., Houston
Sheriff Tom Terry, Panhandle

Mission Statement

To empower local government to provide safe, secure and suitable local jail facilities through proper rules and procedures while promoting innovative programs and ideas. The Commission on Jail Standards welcomes all suggestions and will promptly respond to all complaints directed against the agency or any facilities under its purview.



Texas Commission on Jail Standards

Travis County Jail

Austin, Texas

March 25-28, 2013

Date(s) of Inspection

SUBJECT: INSPECTION REPORT

State Law requires periodic inspections of county jail facilities (VTCA, Local Government Code, Chapter 351, VTCA, Government Code, Chapter 511; Chapter 297.8, Texas Commission on Jail Standards).

- The facility was inspected on the date(s) indicated above, and it was determined that deficiencies exist. You are urged: (1) to give these areas of noncompliance your serious and immediate consideration; and (2) to promptly initiate and complete appropriate corrective measures. The Commission is available to discuss or assist you with the appropriate corrective measures required.

Failure to initiate and complete corrective measures following receipt of the Notice of Noncompliance may result in the issuance of a Remedial Order (Chapter 297.8, et seq.).

- This facility was inspected on the date(s) indicated above. There were no deficiencies noted and upon review of this report by the Executive Director of the Texas Commission on Jail Standards, a certificate of Compliance may be issued per the requirements of VTCA, Chapter 511 and Texas Minimum Jail Standards.

Authenticated:

Inter-Office Use Only

Fred St. Amant
Fred St. Amant, TCJS Inspector

Jackie Semmler
Jackie Semmler, TCJS Inspector

Crystal Irvin
Crystal Irvin, TCJS Inspector

Anthony Millesh
Anthony Millesh, TCJS Inspector

Received by: _____	_____
	Date
Reviewed by: _____	_____
	Date

cc: Judge Sheriff

Individuals and/or entities regulated by the Texas Commission on Jail Standards shall direct all complaints regarding the commission procedures and functions to the Executive Director at: P.O. Box 12985 Austin, Texas 78711 (512) 463-5505 Fax (512) 463-3185 or at our agency website at www.tcjs.state.tx.us .

Disclosure of Pending Applications

Disclosure of Pending Applications: 0

Travis County Adult Probation does not have pending applications submitted within the last 12 months for federally funded grants or sub-grants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Research Evaluation Independence and Integrity

The applicant entity, Travis County Adult Probation (TCAP), does not foresee any personal bias or financial conflicts of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. The applicant entity's researcher/evaluator in conjunction with another County Department, Travis County Criminal Justice Planning, will provide evaluation activities for the CORES program. The involvement of another County Department in the evaluation process safeguards against any bias on the part of the applicant entity's researcher. Additionally, as funds are not being requested for evaluation efforts, potential financial conflicts of interest are minimized. TCAP will identify appropriate safeguards such as the Travis County Purchasing Act Key Persons disclosure affidavit to eliminate, mitigate and address any potential conflict of interest.

Accounting System and Financial Capability Questionnaire

Not applicable for governmental entities



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

March 3, 2013

Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

Re: Solicitation- CFDA #16.812

To Whom It May Concern:

I received notification regarding the Travis County Adult Probation's continuation application to SAMHSA for the **Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders**. As the designated Single State Substance Abuse Authority for Texas, I believe that the Travis County Adult Probation Office has demonstrated their ability to deliver services to high-risk felony offenders with severe and persistent mental health and substance use disorders, ages 18 and older who are placed on community supervision.

Based on their written submission and consultation with my staff, we believe that their plan to expand their services to include those persons with PTSD and anxiety disorders fits our overall framework. Additionally, we are encouraged to see that they plan to continue to use several evidence based strategies such Cognitive Behavioral Therapy and Motivational Interviewing.

We are familiar with probation office's collaborative efforts in the Travis County area including one of our initiatives, the Recovery Oriented System of Care (ROSC). We also want to validate the need to ensure coordination between criminal justice entities and the Texas Department of State Health Services' funded and licensed community based substance abuse treatment systems.

If you have any questions or need further information, please contact me at (512)-776-7186 or mike.maples@dshs.state.tx.us.

Sincerely,

Michael D. Maples, Deputy Commissioner
Acting Assistant Commissioner, Mental Health and Substance Abuse
Single State Substance Abuse Authority



SAMUEL T. BISCOE
COUNTY JUDGE

TRAVIS COUNTY ADMINISTRATION BUILDING
700 LAVACA ST., SUITE 2.700
P.O. BOX 1748 AUSTIN, TEXAS 78767
(512) 854-9555

February 27, 2014

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

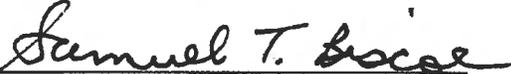
Across the nation, there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrests due to the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, Texas their representation is even higher than national or state levels. For several years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for our jurisdiction to enhance effective service delivery for high risk felony and misdemeanor probationers with co-occurring disorders. Focusing on felony probationers for the past two years, Travis County Adult Probation Department (TCAP) will expand the program to include high-risk misdemeanor probationers. In addition, the criteria of mental health disorders which are currently limited to priority one diagnoses of Schizophrenia, Major Depression, and Bi-Polar Disorder will expand to include PTSD and anxiety disorders. Community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Bureau of Justice Assistance
Page Two
February 27, 2014

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will continue to provide a service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. To date, 51 clients have been served since the first clients enrolled in February 2013, with 8 successfully completing the program and 100% of those transitioning from residential treatment to continuing care achieving stable housing. Travis County, working in partnership with TCAP, will enable our jurisdiction to continue to develop and implement responsive and timely strategies to meet the needs of high risk probationers with co-occurring disorders.

The Commissioners Court of Travis County is committed to supporting the efforts of our local adult probation department to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,


Samuel T. Biscoe
Travis County Judge



Judge Julie Kocurek
390TH District Court
Travis County, Texas

Blackwell-Thurman Criminal Justice Center
P.O. Box 1748
Austin, TX 78767

(512)854-4885
Fax (512)854-4680

February 27, 2014

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

The Travis County District Criminal Court and Criminal County Court at Law Judges recognize there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrests due to the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, their representation is even higher than national or state levels. For many years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for our jurisdiction to enhance effective service delivery for high risk felony and misdemeanor probationers with co-occurring disorders. Focusing on felony probationers for the past two years, Travis County Adult Probation Department (TCAP) will expand the program to include high-risk misdemeanor probationers. In addition, the criteria of mental health disorders which are currently limited to priority one diagnoses of Schizophrenia, Major Depression, and Bi-Polar Disorder will expand to include PTSD and anxiety disorders. Community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

TCAP will continue to provide a service delivery continuum for the target population which will ensure continuity of care and the use of evidenced based practices. To date, 51 clients have been served since the first clients enrolled in February 2013, with 8 successfully completing the program and 100% of those transitioning from residential treatment to continuing care achieving stable housing. Working in partnership with TCAP, we will continue to develop and implement responsive and timely strategies to meet the needs of high risk probationers in our community with co-occurring disorders.

The Travis County District Criminal Court and Criminal County Court at Law Judges are committed to supporting the efforts of TCAP to enhance service delivery for this target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,



Julie H. Kocurek
Presiding Judge



February 27, 2014

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

Across the nation, there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrests due to the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, Texas their representation is even higher than national or state levels. For several years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for our jurisdiction to enhance effective service delivery for high risk felony and misdemeanor probationers with co-occurring disorders.

Focusing on felony probationers for the past two years, Travis County Adult Probation Department (TCAP) proposes to expand the program to include high-risk misdemeanor probationers. In addition, the criteria of mental health disorders which are currently limited to priority one diagnoses of Schizophrenia, Major Depression, and Bi-Polar Disorder will expand to include PTSD and anxiety disorders. TCAP and community partners, including Austin Travis County Integral Care (providing community-based behavioral health and developmental disabilities services in Travis County), will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will continue to provide a service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. Austin Travis County Integral Care will provide assistance with psychiatric medication support as needed to program participants. We look forward to working in partnership with TCAP, which will enable our jurisdiction to continue to develop and implement responsive and timely strategies to meet the needs of high risk probationers with co-occurring disorders.

Integral Care is committed to supporting the efforts of our local probation department to enhance service delivery for the target population. I urge your support of their grant application.

Sincerely,

David Evans
Chief Executive Officer



Rosemary Lehmburg ★ Travis County District Attorney

P.O. Box 1748 Austin, Texas 78767 • Telephone: 512-854-9400 • Fax: 512-854-9534
e-mail: district.attorney@co.travis.tx.us • www.traviscountyda.org

February 26, 2014

Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street, NW
Washington, DC 20531

To Whom It May Concern:

I support Travis County Adult Probation Department's (TCAP) grant application under the Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders.

The Travis County District Attorney's Office recognizes that there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have multiple arrests due to the chronic nature of their illness and the limited service delivery modalities in the community. For several years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for our jurisdiction to enhance service delivery for high risk probationers with co-occurring disorders.

Focusing on felony probationers for the past two years, the Travis County Adult Probation Department will expand the program to include high-risk misdemeanor probationers. In addition, the criteria of mental health disorders will expand to include PTSD and anxiety disorders. Community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will continue to provide a service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. To date, 51 clients have been served since the first clients enrolled in February 2013, with eight successfully completing the program and 100% of those transitioning from residential treatment to continuing care achieving stable housing.

The District Attorney's Office is committed to working in partnership with TCAP to enable our jurisdiction to continue to develop and implement responsive and timely strategies to meet the needs of high risk probationers with co-occurring disorders. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of their grant application.

Sincerely,

Rosemary Lehmburg



DAVID A. ESCAMILLA
COUNTY ATTORNEY

P.O. BOX 1748
AUSTIN, TEXAS 78767
(512) 854-9415

February 27, 2014

Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

In Travis County, Texas, there is an over-representation of offenders with mental illness and substance use disorders in our criminal justice system who have repetitive arrests due to the chronic nature of their illness and limited service delivery modalities in the community. For several years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for our jurisdiction to enhance effective service delivery for both high risk felony and misdemeanor probationers with co-occurring disorders.

Focusing on felony probationers for the past two years, Travis County Adult Probation Department (TCAP) plans to expand the program to include high-risk misdemeanor probationers, which are prosecuted by the County Attorney's office. In addition to including misdemeanants, the criteria of mental health disorders which are currently limited to priority one diagnoses of Schizophrenia, Major Depression, and Bi-Polar Disorder will expand to include PTSD and anxiety disorders. Community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will continue to provide a service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. Travis County Attorney's Office will work in partnership with TCAP to enable our jurisdiction to develop and implement responsive and timely strategies to meet the needs of high risk probationers with co-occurring disorders.

My office is committed to supporting the efforts of TCAP to enhance service delivery for the target population, including high risk misdemeanors. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I therefore support their grant application and urge you to approve it.

Sincerely,

David A. Escamilla
Travis County Attorney



February 26, 2014

Bureau of Justice Assistance-
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

For several years, Travis County has worked collaboratively to develop strategies to address this issue through expanded service delivery coordination efforts. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for the Travis County to enhance effective service delivery for high risk felony and misdemeanor probationers with co-occurring disorders.

Focusing on felony probationers for the past two years, TCAP will expand the program to include high-risk misdemeanor probationers. In addition, the criteria of mental health disorders which are currently limited to priority one diagnoses of Schizophrenia, Major Depression, and Bi-Polar Disorder will expand to include PTSD and anxiety disorders. Community partners will direct staffing and community-based resources to establish systemic access points to ensure that adequate housing options, medication stabilization, treatment and health realization services are available.

Using the Essential Elements of Specialized Probation Initiatives Model, TCAP will continue to provide a service delivery continuum for the target population. This will ensure continuity of care and the use of evidenced based practices. To date, 51 clients have been served since the first clients enrolled in February 2013, with 8 successfully completing the program and 100% of those transitioning from residential treatment to continuing care achieving stable housing. **Corporation for Supportive Housing**, working in partnership with TCAP, will enable our jurisdiction to continue to develop and implement responsive and timely strategies to meet the needs of high risk probationers with co-occurring disorders.

The **Texas office of Corporation for Supportive Housing** is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services to the target population will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. I urge your support of the TCAP grant application.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dranna Grey', is written over the typed name and title.

Dranna Grey
Director, Texas
Corporation for Supportive Housing



Austin/Travis County Reentry Roundtable

Building Successful Strategies for Offender Reentry and Reintegration in Austin/Travis County, Texas

PLANNING COUNCIL

- David Kirk, Ph.D.**
Planning Council Chair
- Sandra Eames, Ed.D.**
Planning Council Past Chair
EBP Co-Chair
- Cliff Brown**
147th District Judge
- Sherry Blyth**
ATCIC
- Stephen Deaton**
APD Assistant Chief
- Kelli Forrester**
Warden – Travis State Jail
- Darla Gay**
Travis Co. District Attorney's Office
- Helen Gaebler**
UT School of Law
- Darwin Hamilton**
Community Representative
- Nancy Hohengarten**
County Court at Law Judge
- Roger Jefferies**
Travis Co. Justice/Public Safety
- Steve Kaiven**
Goodwill Industries
- Karen Maxwell**
Travis Co. Sheriff's Office
Nominating Committee Chair
- Neilyn Navarro**
TDCJ - Parole
- Charles Robinson**
Travis Co. Adult Probation
- Jaime Rodriguez**
U.S. Bureau of Prisons
- Jana Sturdivant**
Policy Reform Chair
- Laura Sovine**
Travis Co. Health & Human Services
Support Systems Chair
- Louella Tate**
Community Representative
- Victoria Terranova**
EBP Co-Chair
- Kenneth Thompson**
DFPS FHD Specialist
- Pete Valdez**
City of Austin Community Court
- Advisory Members**
Mike McDonald
Geraldine Nagy
Marvin Dunbar
Daryl Beatty
- Staff**
Jeri Houchins
Hannah Teplitsky
Carol Stallings

February 25, 2014

Bureau of Justice Assistance - Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

To Whom It May Concern:

I am writing on behalf of the Austin/Travis County Reentry Roundtable (A/TCRRT) in support of Travis County Adult Probation's (TCAP) application for continued funding through the Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders. Since its formation in mid-2003, the A/TCRRT has been a robust, community-wide collaborative and catalyst for systemic change that educates, facilitates and advocates in order to promote public safety through effective reentry and reintegration. For several years, the A/TCRRT has worked collaboratively with Travis County Adult Probation (TCAP) to develop strategies to address this issue through expanded service delivery coordination efforts.

Nationwide there is an over-representation of offenders with mental illness and substance use disorders in the criminal justice system who tend to have repetitive arrests due to the chronic nature of their illness and limited service delivery modalities in the community. In Travis County, Texas their representation is even higher than national or state levels. The Second Chance Act Re-Entry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders provides an excellent opportunity for our jurisdiction to enhance effective service delivery for high risk felony and misdemeanor probationers with co-occurring disorders. Over the past two years, TCAP has successfully implemented the Co-Occurring Re-Entry Services (CORES) program for high-risk adult felony offenders with severe and persistent mental health and substance use disorders. Under the continuation application, the target population will be expanded to include high-risk misdemeanant probationers.

TCAP will continue to use evidence based practices with validated actuarial-based screening and assessment instruments. The CORES program projects serving 65 offenders during year 1 of the program and 70 offenders in year 2. It is anticipated that the CORES program will achieve a 5-10% reduction in recidivism.

The A/TCRRT is committed to supporting the efforts of TCAP to enhance service delivery for the target population. TCAP's provision of pre and post release services will promote public safety, strive to reduce recidivism and meet quality of life goals of the jurisdiction. We urge your support of the TCAP grant application.

Respectfully submitted,

David S. Kirk, Chair



TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #:

SAP #:

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

Grant Title:	Opening Doors to Future Opportunities		
Grant Period:	From: <input style="width: 100px;" type="text" value="Oct 1, 2014"/>	To: <input style="width: 100px;" type="text" value="Sep 30, 2015"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	United States Department of Justice		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 65,755.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65,755.00
Operating:	\$ 163,621.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 163,621.00
Capital Equipment:	\$ 120,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 120,000.00
Indirect Costs:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals:	\$ 349,376.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 349,376.00
FTEs:	1.00	0.00	0.00	0.00	1.00

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

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	RP	
County Attorney	<input checked="" type="checkbox"/>	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 Technology Training Programs Offered	n/a	n/a	n/a	3
2.	Number of Opening Doors to Future Opportunities participants served	n/a	n/a	n/a	30
3.	Average length of stay in Opening Doors program (days)	n/a	n/a	n/a	84
+ - Measures for the Grant					
1.	Number Served in Opening Doors to Future Opportunities	n/a	n/a	n/a	30
Outcome Impact Description					
2.	Percent of Opening Doors to Future Opportunities Participants Employed	n/a	n/a	n/a	60
Outcome Impact Description					
3.	Percent of Opening Doors to Future Opportunities participants successfully completing the program	n/a	n/a	n/a	80
Outcome Impact Description					
4.	Number of Opening Doors to Future Opportunities who reoffend	n/a	n/a	n/a	27
Outcome Impact Description					

PBO Recommendation:

The Juvenile Probation Department is requesting Commissioners Court approval for an application to the Department of Justice for a grant in the amount of \$349,376. The funds will allow the department to hire an Employment Specialist to provide training for employers working with youth in the program, operating funds for the program, and capital funds to remodel a current storage warehouse area into a fully functioning classroom.

There is no County Match or indirect costs required for this grant, and there are no long term County funding requirements of this grant.

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 purpose of this program is to provide technology career training to youth in the Intermediate Sanctions Center (ISC). Through this program, TCJPD will offer technology training courses to youth, provide youth with the support of an Employment Specialist, and provide youth with real-world work experience.

This grant fits into the current activities of the department because it prepares youth for successful reentry into their communities. It is a new program, and will enhance the current vocational programs that TCJPD offers youth.

Through this grant 1.0 FTE will be hired to serve as an Employment Specialist for youth.

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

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

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

No match required.

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

No indirect costs are requested.

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

The Department intends to request subsequent year continuation funding for the activities of Opening Doors to Future Opportunities 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 Opening Doors to Future Opportunities as well as other areas of Residential Services only after all other sources of funding have been exhausted.

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

Enhancing the vocational and educational skills of youth will enable them to reintegrate successfully into their communities. In doing so, the chance of recidivism is lowered and public safety is increased.

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 department intends to assess risks and needs of the youth and provide services to address their educational and vocational needs in order to foster successful re-integration back to the community. By doing this TCJPD will increase public safety and reduce recidivism.
The Commissioners' Court of Travis County approved the "Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY 2012-FY 2015" on December 6, 2011. Over 15 local nonprofit organizations, school districts, and government agencies (including Travis County Juvenile Probation Department) participated in the planning process, which began in March 2011. This project directly addresses the plan's section on Juvenile Justice, Priority A, which states "Travis County is in need of intervention services for juvenile offenders, gang involved youth, and their families" through



TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

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

ESTELA P. MEDINA
Chief Juvenile Probation Officer

TO: Aerin Toussaint, PBO
Budget Analyst

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

THROUGH: *Maya Duff*
Maya Duff
Grant Coordinator

SUBJECT: Approval of Opening Doors to Future Opportunities Grant Application to the Department of Justice

DATE: February 25, 2014

The Travis County Juvenile Probation Department is submitting an application to the Department of Justice for a new project entitled Opening Doors to Future Opportunities. \$349,376 is requested to support one full time employee, training courses, certifications, and apprenticeships for youth, and a classroom.

The purpose of this program is to provide training to youth to prepare them for a career in technology. Through this program, youth will take courses to prepare them for careers as PC Technicians and Administrative Assistants. They will also have the opportunity to receive various industry-recognized certifications. Additionally, TCJPD will hire an Employment Specialist to support youth. The ultimate goal of this program is for youth to reenter the community and gain employment in a technology field.

We are asking for your review of this packet and permission to place the item on Commissioners' Court agenda for approval on **March 11, 2014**. Please contact Maya Duff at 4-7046 for further information. Thank you in advance for your attention to this request. TCJPD is excited about the potential of this program.

CC: Jennifer Kraber
Barbara Wilson
Rhett Perry
Darryl Beatty
Jim Gobin
Israel Ramirez
Sylvia Mendoza
Grant File



Grant Application Package

Opportunity Title:	BJA FY 14 Second Chance Act Technology Career Training
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.812
CFDA Description:	Second Chance Act Prisoner Reentry Initiative
Opportunity Number:	BJA-2014-3771
Competition ID:	
Opportunity Open Date:	01/13/2014
Opportunity Close Date:	03/17/2014
Agency Contact:	For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail at JIC@telesishq.com, or via live web chat at www.justiceinformationcenter.us.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Budget Narrative Attachment Form](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Other Attachments Form](#)

[Project Narrative Attachment Form](#)

Optional

[Faith Based EEO Survey](#)

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.812

CFDA Title:

Second Chance Act Prisoner Reentry Initiative

*** 12. Funding Opportunity Number:**

BJA-2014-3771

* Title:

BJA FY 14 Second Chance Act Technology Career Training Program for Incarcerated Adults and Juveniles

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Travis County, Texas

*** 15. Descriptive Title of Applicant's Project:**

Opening Doors to Future Opportunities

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify) _____
---	---	---

* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: _____
--	--

5a. Federal Entity Identifier: _____	* 5b. Federal Award Identifier: _____
--	---

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: Travis County	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 746000192	* c. Organizational DUNS: 030908842

d. Address:

* Street1:	2515 South Congress Avenue
Street2:	_____
* City:	Austin
County:	_____
* State:	TX: Texas
Province:	_____
* Country:	USA: UNITED STATES
* Zip / Postal Code:	78704

e. Organizational Unit:

Department Name: Juvenile Probation	Division Name: _____
---	--------------------------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.	* First Name: Estela
Middle Name: P	
* Last Name: Medina	
Suffix:	
Title: Chief Juvenile Probation Officer	

Organizational Affiliation: _____

* Telephone Number: 512-854-7000	Fax Number: 512-854-7097
---	---------------------------------

* Email: estela.medina@co.travis.tx.us

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="349,376.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="349,376.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes

No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE sam.biscoe@co.travis.tx.us
APPLICANT ORGANIZATION Travis County	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

To add more Budget Narrative attachments, please use the attachment buttons below.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:

Prime SubAwardee

* Name:

* Street 1: Street 2:

* City: State: Zip:

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: <input type="text" value="Department of Justice/Bureau of Justice"/>	7. * Federal Program Name/Description: <input type="text" value="Second Chance Act Prisoner Reentry Initiative"/> CFDA Number, if applicable: <input type="text" value="16.612"/>
--	--

8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>
--	--

10. a. Name and Address of Lobbying Registrant:

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1: Street 2:

* City: State: Zip:

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1: Street 2:

* City: State: Zip:

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:

* Name: Prefix * First Name Middle Name

* Last Name Suffix

Title: Telephone No.: Date:

Other Attachment File(s)

* Mandatory Other Attachment Filename:

Add Mandatory Other Attachment

Delete Mandatory Other Attachment

View Mandatory Other Attachment

To add more "Other Attachment" attachments, please use the attachment buttons below.

Add Optional Other Attachment

Delete Optional Other Attachment

View Optional Other Attachment

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

Abstract

Opening Doors to Future Opportunities (Opening Doors) is designed by Travis County Juvenile Probation Department (TCJPD) to provide technology training, real-world work experiences, and a support system for youth. Its goal is for youth to successfully reenter their communities and gain employment in the field of technology.

The **target population characteristics of Opening Doors** are medium to high risk juvenile offenders who are fifteen years of age and will reside in the facility for at least six months. TCJPD expects to **serve 30 youth**. Youth will be assessed through the **validated risk assessment tool used by TJCPD, the Risk and Need Assessment (RANA)**.

Opening Doors will prepare youth for the following careers and certifications:

Administrative Assistant, PC Technician, Microsoft Office Specialist Certification, A+ Certification, Adobe Certifications. Training courses will be provided through **collaboration with Austin Community College** and will be held at TCJPD, **which is a local entity**. These fields were selected because of their projected job growth and their applicability to the youths' age. **The geographic location of this program will be Travis County, Texas.** Youth will have staff to support them; real-world work experiences; and create a professional portfolio, including a resume and certifications obtained through Opening Doors.

Opening Doors meets the Mandatory Requirements of this grant. A partnership has been established with Austin Community College and the Media Awareness Project will consider youth for employment. Medium to high risk offenders are targeted. A baseline recidivism rate for a similar job training program has been provided in the Program Narrative. Youth will have restricted access to the Internet to ensure public safety. All participants receive

individualized reentry plans and case management that link them to community-based services and supports post-release.

Opening Doors meets two Priority Considerations. Youth will have the opportunity to receive a variety of industry-recognized certifications. The Employment Specialist will provide ongoing training to employers and potential employers on successful approaches to working with youth involved with the program.

TCJPD will use existing data management systems to collect and report on data elements, linked through unique identifiers, including those that track recidivism one year after release.

TCJPD expects Opening Doors to greatly enhance the employability of youth in its facilities. The training, education, and real-world experience that they gain will enable them to successfully enter the workforce upon release. The long-term anticipated outcomes of Opening Doors are increased public safety and reduced recidivism.

Statement of the Problem

Approximately 100,000 juveniles are released from secure residential facilities following adjudication each year (Snyder, 2004). Many of these youth have a significant history of academic failure, mental illness, and/or substance abuse, which causes difficulty reintegrating into their communities upon release (The National Reentry Resource Center, 2011). Also, youth often deal with the hurdle of a “double transition” as they leave residential facilities; when transitioning from a correctional facility into the community, they are simultaneously making the transition from childhood to adulthood (Altschuler & Brash, 2004). Youth who reside in a correctional facility have a greater chance of successful reentry if they receive services that can prepare them, educationally and vocationally, for life in a non-institutional environment (The National Reentry Resource Center, 2013). Travis County Juvenile Probation Department (TCJPD) offers multiple educational and vocational programs to youth in its facilities, with plans to continually improve in this area. Through Opening Doors to Future Opportunities (Opening Doors), TCJPD hopes to greatly advance in this area in order to maximize the employability of its residents upon release. All youth served through this program will be from Travis County, Texas.

TCJPD’s Residential Division plans for reentry from the moment a youth is admitted into the facility. Each youth’s reentry plan addresses at least nine domains: medical/dental, emotional health, family, safety/security, psychological, vocational, educational, social, and preparation for adult living. Past job training initiatives have been core construction, culinary skills/food handler certification, and photography among other programs based on the needs and interests of youth. TCJPD has successfully enhanced its hands-on and vocational programs during the past two years. At least three vocational programs involving community partners resulted in youth being

referred to/hired by local employers. Although TCJPD has not had resources to implement an intensive technology training program, this area has been discussed at length and the Department would welcome the opportunity to offer this programming.

A technology training program would be particularly valuable to TCJPD youth because of the facility's location in Austin, Texas. Forbes Magazine ranked Austin as the number two Innovative City in the United States in 2010. The Bureau of Labor Statistics (2012) listed it as a top market for long-term job growth. Technology companies such as Dell, National Instruments, and Cirrus Logic are headquartered in and around Travis County; other technology giants, such as Facebook and Google, have offices in the area. Because of its emergence as a technology hub, Austin and the surrounding region have earned the unofficial nickname of "Silicon Hills."

Opening Doors will provide 30 youth with community college courses to prepare them for careers as PC Technicians and Administrative Assistants. In conjunction with these courses, youth will have the opportunity to receive industry-recognized certificates (A+ and Microsoft Office Specialist). Youth will also take courses to prepare them for various Adobe certifications, depending on need and interest. These certifications will pave the way for them to achieve careers in film editing, a field that is expected to see a 25% growth in jobs in the local area by 2020. By the year 2020: Office Clerks are expected to see a 21.7% and Administrative Assistants will see a 10.1% growth. PC Technicians will see an 11.4% increase in hiring; experience in this field will allow them to go further in the information technology field. For example, youth may work their way up to becoming Computer Support Specialists or Network Administrators, fields which will see a 22.3% and 35.1% growth in jobs, respectively, by 2020. (Workforce Solutions, 2014). Combined with Austin's projected long-term job growth, these projected increases provide youth with a promising career path.

The mission of TCJPD is “to provide for public safety, while effectively addressing the needs of the juvenile offenders, families, and victims of crime.” TCJPD operates three facilities that house residents: Detention Services, the Intermediate Sanctions Center (ISC), and the Boys’ Halfway House.

The ISC, a 132-bed post-adjudication secure correctional facility, provides residential care and treatment for youth who are court ordered into it. Its three distinct tracts are: substance abuse treatment (licensed by the Department of State Health Services), behavioral intervention, and sexual behavior treatment. Throughout the ISC, cognitive behavioral interventions are implemented to address the individualized needs of youth and their families. Youth are taught to apply cognitive self-change skills through which they practice identifying and changing thoughts and attitudes that may lead to problematic behaviors and/or difficult emotions. The curricula used in the ISC facilitate change through social learning, cognitive education, and active problem solving. The supportive environment of the ISC fosters behavioral change, academic success, vocational training, job readiness skills, life skills, and family support. Youth are encouraged to assess the impact of their decisions and behaviors on themselves, their families, and the community. Parental involvement and responsibility are key components of the overall program.

In Fiscal Year 2013 (FY13), the average daily population (ADP) of the ISC was 73 (66 males, 7 females). Youth in the ISC are 25% African-American, 64% Hispanic, 9% Caucasian, and 1% Other. The ISC is 88% male and 12% female; 96% of residents are medium to high-risk. 76% of youth are successfully discharged from the ISC. Opening Doors will target medium to high-risk youth that are in the ISC between 180 and 365 days, since their length of stay is conducive to the level of training they will receive through this program.

From FY10-FY13, TCJPD operated Eagle Resource, a job training initiative. Of the 98 youth served by this program in FY13, 40 were placed in ISC for a felony, 18 for a misdemeanor, and 40 for other offenses. 27% reoffended within six months of discharge from the program; 2% reoffended while in the program. Youth from Eagle Resource have received job training, have a similar criminal profile, and are of the same age as Opening Doors youth.

Opening Doors will require a storage area to be converted into a technology classroom, which requires installing a secure door and renovating existing infrastructure to make Opening Doors a completely secure program. The classroom will require furniture, computers, printers, and the installation of network cabling infrastructure. The new employee hired through this grant will need office space, a phone, and a computer. Because Opening Doors will be implemented at TCJPD, other security needs are already addressed.

Program Design and Implementation

Through Opening Doors, Travis County Juvenile Probation Department (TCJPD) youth will receive three different types of services: training and education in a field of technology, real-world work experience, and the support of an Employment Specialist. The following goals and objectives are proposed for program development, implementation, and outcomes.

Program Development:

Goal #1: TCJPD will select courses of study for youth that are relevant and feasible within the twelve month project period.

- Objective: TCJPD will appropriately schedule courses so that youth may continue their other academic work while completing the Opening Doors programs.
- Objective: TCJPD will plan courses to align with students' semesters and summer hours.

Goal #2: TCJPD will provide youth with real-world work experience.

- Objective: Employment Specialist will find organizations willing to offer youth apprenticeship opportunities.

Goal #3: TCJPD will establish a support system for youth.

- Objective: Employment Specialist will support youth during and after their involvement in Opening Doors.

Implementation:

Goal #1: TCJPD will provide youth with training and education in a technology related field.

- Objective: Instructors from Austin Community College (ACC) and/or other local community colleges will lead courses at TCJPD to prepare youth for careers as PC Technicians and Administrative Assistants.
- Objective: Youth will have the opportunity to complete exams to obtain industry-recognized certifications in A+, Microsoft Office Specialist and various Adobe certifications.

Goal #2: TCJPD will provide youth with real world work experience.

- Objective: Community college courses will simulate real-world experiences.
- Objective: Youth will gain work experience with local community businesses.

Goal #3: TCJPD will provide continuous support to youth.

- Objective: Employment Specialist will help youth find the right career pathway throughout their training. He/she will teach job readiness skills, help youth to prepare a professional portfolio, and organize vocational workshops and career presentations by community partners. He/she will find job placement for youth and provide support to youth and the employer, addressing any employer concerns related to the hiring of juvenile offenders.

- Objective: Employment Specialist will work with youth to promote professional appearance. This may include helping youth select job-appropriate clothing or connecting them with services to remove tattoos that may hinder their ability to gain employment.

Outcomes:

Goal #1: TCJPD will reduce recidivism rates of youth in the facility.

- Objective: Implement a comprehensive evidence-based best practice reentry strategy for and reintegrating juvenile offenders into the communities.
- Objective: Assist juvenile offenders in recognizing and accepting responsibility by making amends to victims of crime and the community.

Goal # 2: Increase the number of employment opportunities made available to youth.

- Objective: Use community partnerships to develop trade and technical programs/ certifications for juveniles and increase collaboration with employers willing to hire juveniles.
- Objective: Develop work-based learning opportunities, such as job coaching and shadowing opportunities, with area employers.
- Objective: Increase the number of youth receiving certifications and professional portfolios upon completion of the training programs.
- Objective: Increase the number of community partnerships with local businesses involved with this initiative to serve as mentors for youth and provide job-shadowing and hands-on experiences for youth while preparing for employment.
- Objective: Develop an education and awareness campaign for the public about the benefits of a successful training program and providing employment opportunities and support to youth. This may include publicizing incentives available to employers who

hire juvenile offenders, such as the Work Opportunity Tax credit and the federal bonding program.

- Objective: Develop sustainable relationships with community organizations that will be able to provide internship and employment opportunities to youth long-term.

All youth enter the Intermediate Sanctions Center (ISC) and begin a two-week orientation during which they are assessed on risks, needs, and strengths. Goals and objectives for reentry are made at this point and youth are placed on an appropriate track. Youth that will be at least fifteen when they are released (working age), and are medium to high-risk will be eligible for Opening Doors if they show interest.

The National Reentry Resource Center (2011) recommends a two pronged approach to training youth in a facility: an academic component and a technical training component. They also recommend that career training be aligned with what the work world needs. By selecting courses of study likely to see an increase of job growth and training students through an academic institution, Opening Doors meets both of these recommendations.

Austin Community College (ACC) and/or other local community colleges will deliver training and education to Opening Doors youth. ACC is a local educational institution that currently collaborates with TCJPD by providing GED preparation courses and enrollment support at the ISC as well as preparing youth for the transition from residing in a facility to attending classes at a college campus. Through Opening Doors, community college instructors will deliver courses at TCJPD to prepare youth for careers as PC Technicians and Administrative Assistants. All instructors will have knowledge and experience in the subject that they teach.

PC Technician was selected as a career path for which to prepare youth because of the interest level, job prospects, and the applicability to the youths' age. Through this course, youth

will take classes in A+ Essentials and A+ Practical Application. This will include lectures, labs, and exam preparation. In conjunction with this course, TCJPD youth will take the exam to receive the industry-recognized A+ Certification. It certifies the competency of entry-level computer service technicians, and is backed by major computer hardware and software vendors, distributors, resellers, and publications. This education and certification will lay the foundation for youth to grow into advanced technology careers, such as a Computer Support Specialist.

Youth will also be trained for careers as Administrative Assistants. This was selected because of the youths' ability as well as the job prospects and versatility of the field. Through this course, youth will study current office procedures, duties, and responsibilities applicable to an office environment. They will explore word processing, spreadsheets, databases, presentation software, internet searching, data entry, practical business applications, business math, and business communications. In conjunction with this course, youth will take exams to obtain the industry-recognized Microsoft Office Specialist certification. This field will allow youth to gain employment in a variety of organizations, as well as work their way up in their future careers.

Finally, youth will take courses to prepare them for various Adobe certifications which will prepare them for careers in digital and film editing. Examples of the types of certifications they may pursue are After Effects, Web Design, and Photoshop. They will be determined based on the interests of youth and availability of instructors. This field was selected because of its versatility, the youths' interest, and prior work TCJPD youth have done with film editing.

The final component of Opening Doors is the support system that youth will get from the employee hired. An Employment Specialist will work with youth to ensure that they are on track to build the foundation for a solid career; help them identify their interests, monitor their progress in coursework, and teach them skills pertaining to job readiness; help them to compile

their resume, certifications, and other applicable documents into a professional portfolio; and organize career presentations led by community partners to expose youth to various career clusters. Many youth that are involved with TCJPD have limited knowledge of professional dress and presentation. The Employment Specialist will help youth secure professional clothing and services, such as removal of inappropriate tattoos, that would enhance their employability.

The Employment Specialist will help youth search for jobs, network with local businesses and organizations, and secure job placement for youth; maintain contact with youth and their employer after youth leave the facility to offer support; and develop an education and awareness campaign to inform the public about the benefits of a successful training program and providing employment opportunities to youth. This may include informing employers of the incentives of hiring a juvenile offender, such as the Work Opportunity Tax Credit. The Employment Specialist will develop sustainable relationships with local organizations that will be able to provide youth with internship and employment opportunities in the long-term. The National Reentry Resource Center (2011) states that a major reason for disengagement among youth is that there is no adult to guide them through this transitional stage of their lives. By employing a staff member to support youth during this process, in addition to the TCJPD staff that will be working with them in other areas, youth are more likely to be engaged.

TCJPD uses cognitive based therapy, an evidence based practice, with youth. The Prepare Curriculum, Pathways to Self-Discovery and Change, Thinking for a Change, and Pathways: A Guided Workbook for Youth Beginning Treatment are programs used for youth within the facility, appropriate to their residential track. Active Parenting for Teens is an evidence-based program that is used when working with a youth's family. Each curriculum helps youth target their thinking patterns and learn problem solving, decision making, and social skills;

they all integrate evidence-based strategies such as cognitive behavioral skill development. Skills that youth learn through these programs will enable them to be successful in their Opening Doors activities, provide them with successful interviewing skills, and prepare them for the workplace.

Opening Doors meets all the mandatory requirements of this solicitation. TCJPD has a partnership with Austin Community College for training and education and the Employment Specialist will work with local businesses to provide youth with additional training and employment opportunities. TCJPD has a partnership with the Media Awareness Project, which has employment and apprenticeship opportunities for youth. Opening Doors targets medium to high-risk offenders, who are identified with the Risk and Need Assessment (RANA), which is validated by the Texas Juvenile Justice Department (TJJD). The baseline recidivism rate for youth in a similar job training program at TCJPD was 2% while in the program and 27% within six months of discharge for FY13. TCJPD will restrict juveniles' access to the Internet, as appropriate, to ensure public safety by implementing local Group Policies on individual computers to only allow access to specified websites. This method is currently used on all computers accessed by youth.

All participants will receive individualized reentry plans and case management that link them to community-based services and supports post-release. While residing in the facility, all youth receive relapse prevention, aftercare, and discharge plans. Thirty to sixty days before release, casework managers hold a transitional meeting with youth and their families to plan for their release. Services such as mentor and counselor referrals are linked and youths' school and housing are planned. Youth also receive aftercare services for ninety days post-release. TCJPD will collect and report data on participant post-program employment outcomes and recidivism. TCJPD has consistently met report submission deadlines for all required and optional grant

reports, such as performance measure, progress, and financial status reports; in FY13 timely submission was completed for all reports on all eleven of TCJPD's grants.

Opening Doors meets the Priority Considerations for this grant. Participants will have the opportunity to received industry-recognized A+ and Microsoft Office Specialist certifications, which will help them with job attainment upon release. The Employment Specialist hired through this grant will provide ongoing training to employers and potential employers on successful approaches to working with youth involved with the program.

Finally, TCJPD has a long-term goal of creating an In-District Charter School. It is currently leveraging its vast community relationships to develop plans for this school. TCJPD will seek local, state, and federal funding for the Charter School. Through an In District Charter School, TCJPD will be able to sustain gains made through Opening Doors and other vocational and educational programs in future years. Activities proposed through Opening Doors all fall under the Allowable Uses of Award Funds in this solicitation.

Capabilities and Competencies

Travis County Juvenile Probation Department (TCJPD), under the leadership of Chief Estela P. Medina, will be responsible for this project. TCJPD reports to Commissioners' Court; Samuel T. Biscoe is the County Judge. Maya Duff, the Grant Coordinator, will monitor grant progress and plan strategic meetings when necessary to meet project goals. The Residential Division Manager, Patricia Garcia, will oversee Opening Doors activities. Kris Arizola, Casework Manager, will report to Ms. Garcia; she will ensure that activities are being conducted accordingly and that students are receiving the support that they need. Reporting to the Casework Manager will be two existing Reentry Specialists and the newly hired Employment Specialist.

Three data management systems will be used to capture data and assess the progress of the program: Caseworker, Caseworker Plus, and the Risk and Need Assessment (RANA). These mature systems are considered uniform data collection instruments currently used to meet the operational need and generate performance measures. Caseworker, developed by TJJD, collects data from the point of intake and continues through detention, court, supervision, and placement. Caseworker Plus, developed by TCJPD, allows for flexibility to capture additional data elements based upon the department's needs, such as detailed placement, program, and detention data; screening and assessment instruments and results; and petition and court activity. Caseworker and Caseworker Plus assign each juvenile a unique identifier for tracking purposes. The RANA, validated by TJJD, identifies youth at-risk of offending and their need for specialized services. Results of these assessments are extracted monthly by TCJPD and stored locally.

Staff within the facility have access to the data management systems to capture relevant information associated with each youth's stay and the Opening Doors program. When youth are released into community-based supervision, re-entry staff will monitor them and enter services and activities including employment, outcomes, and subsequent referral activity in the data management system. The employment component contains youths' employment history, employer name and contact information, date of hire, salary, pay period and date of termination, if applicable, for each job. The RANAs are completed by staff via the on-line RANA tool. All staff who collect and enter data into any of these secure databases are trained in data entry.

TCJPD recognizes the need for significant collaboration and a systematic approach for service delivery, data collection, and evaluation. A strategic planning workgroup has been developed to support requirements of this grant and will work to ensure TCJPD clearly defines data needs, evaluates outcome definitions, and creates timely and complete electronic data

sharing procedures amongst participating parties. The workgroup will address the gap in data collection needs by enhancing Caseworker Plus to capture additional data elements. The workgroup includes program directors; re-entry staff; educators; and staff from TCJPD's grants management; research; data and application development; and information technology units.

Performance measures and other analysis will be conducted by TCJPD's Research Unit: three evaluators whose main function is to provide standard and ad-hoc statistical reports and ensure the completeness and accuracy of all juvenile case data collected. The evaluators have considerable experience with databases of varying sizes, are trained on all data management systems, and participate in the development of programs to ensure familiarity with goals, objectives, and processes. This Unit will aggregate data for this program and use statistical applications and quantitative and qualitative methods for generating descriptive measures, in-depth analysis, and forecasting. They will produce quality assurance reports to allow for review, modification, and corrections prior to generating performance measures and other evaluative reports. It should be noted that this team already has experience with generating performance measures for grants and understands the importance of accurate and timely completion.

Plan for Collecting Required Data for this Solicitation's Performance Measures

Based on the performance measures and evaluative results from the Research Unit, the strategic planning workgroup will examine the effects of Opening Doors by analyzing changes in the outcomes over time. Performance measures results will be used to determine the best solution or adjustment for the operation of the program, collaboration process, and data collection protocols. Gaps identified via the analysis, or any other process, will be evaluated and the needed resources will be addressed. The strategic planning workgroup will also provide long-term support to ensure the success of Opening Doors for both the program and youth served.

Data collected in the aforementioned data management systems will allow TCJPD to meet reporting requirements of this grant. Measurements already tracked by existing data management systems are: identification of the entire served population to include characteristics for all participants; risk and need assessment results; treatment and mental health data; comprehensive list of services while in a facility or on community-based supervision; employment history and outcomes; recidivism activity; case plan development; court activity; and complete offense history. Based on an initial review of required performance measures, the strategic planning workgroup is confident that additional data needs can be added to the Caseworker Plus system within a reasonable timeframe.

TCJPD collects juvenile referral data from the point of intake, and has a data-sharing relationship with the Texas Department of Public Safety (DPS), which is the repository for adult arrest data. Juveniles referred for an offense of Misdemeanor B or higher receive a state identification number (SID), which is recorded in both the TCJPD data management system and DPS arrest data. This improves the accuracy of matching juvenile records with adult arrest records; combining data from juvenile referrals and adult arrests enables TCJPD to track recidivism activity for youth served even after they age out of the juvenile justice system. Available recidivism data elements include the unique identifier, offense date, and offense type.

The evaluation will aid in soliciting additional funding for the program, further defining the development and refinement of vocational services, and strengthening human capital management. TCJPD is interested in diversifying the available vocational programs for youth within the juvenile justice system. The successful implementation of Opening Doors will demonstrate TCJPD's capabilities and competencies when applying for other funding opportunities. Also, the programs may be highlighted in publications and offer an opportunity to

communicate with current or new partners about other creative and innovative ideas on how to build capacity. Finally, the partnership with the education partners will allow for increased knowledge sharing and customization of vocational programs for our population.

TCJPD Research staff documents definitions for all measures; records data sources; creates static data sets; and maintains a historical catalog of all results distributed. Effectiveness of the program will be monitored regularly via standardized reports authored by the TCJPD Research Unit. For case management purposes, operational reports will be disseminated to TCJPD staff who supervise the youth receiving these services. Additionally, aggregated quarterly reports and an annual program evaluation will be disseminated to workgroup members and other identified persons. Finally, performance measures for this program may be compared to those of a similar service, as well as program targets, to measure progress and Opening Doors.

One of the local justice system's priorities is developing programs and services for youth with mental health, co-occurring disorders and substance abuse problems to promote successful reentry into the community. Two of the goals associated with this priority are to develop an integrated partnership with local schools and create long-term plans that will positively impact the lives of youth aging out of the system. TCJPD believes that youth and their families need support and coordinated efforts from public agencies and service providers to obtain optimal outcomes. The expected long-term results of Opening Doors to Future Opportunities are reduced recidivism, increased public safety, increased economic security for the youth and their family, reduced barriers to obtaining employment, and increased desire to continue with educational aspirations.



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any **non-federal** (**match**) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking ([To View an Example, Click Here](#)) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in **28 CFR Parts 66** and **70**, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

A. **Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation			Length of Time	Cost
		Salary	Basis	Percentage of Time		
TBD	Employment Specialist	\$46,280.00	Year	100.00	1	\$46,280
FEDERAL TOTAL						\$46,280

PERSONNEL NARRATIVE (FEDERAL)

We are requesting budget for a full-time Employment Specialist. This staff member will help youth search for jobs, internships, apprenticeships and opportunities for employment with local community businesses and organizations. The Employment Specialist will maintain contact with youth and their employer after youth leave the facility to offer support to both the youth and the employer. This person will develop an education and awareness campaign to inform the public about the benefits of a successful training program and providing employment opportunities to youth.

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Length of Time	Cost
		Salary	Basis	Percentage of Time	Year		
							\$0
NON-FEDERAL TOTAL							\$0

PERSONNEL NARRATIVE (NON-FEDERAL)

	TOTAL PERSONNEL	\$46,280
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B. Fringe Benefits – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) To View an Example, Click Here

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
FICA Fringe	\$46,280.00	0.062	\$2,869
Medical Insurance Fringe	\$46,280.00	0.20208	\$9,352
Life Insurance Fringe	\$46,280.00	0.00214	\$99
Retirement Fringe	\$46,280.00	0.1375	\$6,364
Medicare Fringe	\$46,280.00	0.0145	\$671
Workman Compensation Fringe	\$46,280.00	0.0026	\$120
	FEDERAL TOTAL		\$19,475

FRINGE BENEFITS NARRATIVE (FEDERAL)

We are requesting budget for fringe benefits for the Employment Specialist. All Travis County and its associated Juvenile Probation Department offer this standard benefits package to its full-time employees. The rates for each benefit component is the actual rate the county pays for benefits.

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

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	TOTAL FRINGE BENEFITS	\$19,475
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C. **Travel** – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the "Contractual/Consultant" category. [To View an Example, Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
National Meeting	TBD	Lodging	\$267.00	Night	3	3	2	\$4,806.00
		Meals	\$54.00	Day	4	3	2	\$1,296.00
		Mileage	\$0.55	Mile	1000		1	\$550.00
		Transportation:						
		Air fare	\$875.00	Round-trip		3	2	\$5,250.00
		Local Travel	\$75.00			1	4	\$300.00
		Other						
		Conferece						
		Registration	\$500.00		1	3	1	\$1,500.00
		Subtotal						\$13,702.00
FEDERAL TOTAL							\$13,702	\$13,702

TRAVEL NARRATIVE (FEDERAL)

We are requesting budget for travel for 3 staff members to attend two national meetings. The travel budget includes airfare, lodging, ground transportation, meals and conference registration. We are also requesting mileage for the Employment Specialist. This individual will attend meetings with potential employers and employment contacts in an effort to place youths in potential employment positions. We are anticipating this individual traveling an estimated 1000 miles within a one year time frame. Travis Country Juvenile Probation employees will follow the Travis County Policy on Domestic Travel.

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost		
		Lodging		Night					\$0.00	
		Meals		Day					\$0.00	
		Mileage		Mile					\$0.00	
		Transportation:								
				Round-trip					\$0.00	
		Local Travel							\$0.00	
		Other							\$0.00	
		Subtotal							\$0.00	
									NON-FEDERAL TOTAL	\$0

TRAVEL NARRATIVE (NON-FEDERAL)

	TOTAL TRAVEL	\$13,702
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D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
Computer systems	10	\$2,638.36	\$26,384
Classroom Television 60"	1	\$2,000.00	\$2,000
Classroom Study/Testing Carrels	10	\$750.00	\$7,500
Specialty Software Licenses	10	\$1,300.00	\$13,000
Mobile computer system	1	\$4,112.00	\$4,112
Laser Printing Station	1	\$473.00	\$473
FEDERAL TOTAL			\$53,469

EQUIPMENT NARRATIVE (FEDERAL)

We are requesting budget to purchase equipment related to the classroom/testing center setup. The classroom/testing center will require 10 computer systems equipped with the standard licensed operating software, secured access network connectivity to the internet and networks, monitors, voice and data connectivity and all peripherals. An additional 10 specialized software licenses will be required for the technology programs being offered. One additional mobile computer system with docking station and monitor is required for the Employment Specialist. The classroom/testing center will be setup with a 60" smart television that can be connected to the instructors computer system to be used as a projector. The classroom will be outfitted with 10 computer learning desk/testing carrels and a laser printing station.

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

TOTAL EQUIPMENT	\$53,469
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E. **Supplies** – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

To View an Example, [Click Here](#)

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
Office Supplies	1	\$1,000.00	\$1,000
Testing Vouchers	15	\$150.00	\$2,250
Uniform Supplies	10	\$150.00	\$1,500
FEDERAL TOTAL			\$4,750

SUPPLIES NARRATIVE (FEDERAL)

We are requesting budget to purchase supplies for the participants in the Technology Programs. These youths will receive approved office supplies essential for their training during their participation during their classroom activities. Supplies include but are not limited to paper, pens, pencils, notebooks, data storage devices, etc. Additionally we are requesting 15 certification testing vouchers for youths qualified and ready to sit for the certification exams related to their technology field of study. We are also requesting professional dress wear budget for up to 10 qualified youths not to exceed \$150/youth. Professional dress is necessary for youth to have a better opportunity and increase their chances for them to land an apprenticeship and/or employment during the interview process. Dress wear includes but is not limited to dress shirts, pants, blouses, ties, scarfs shoes, etc..

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

TOTAL SUPPLIES	\$4,750
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F. Construction – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
Classroom Setup	Remodeling of warehouse space to a fully functioning technological classroom and testing center.	\$120,000
FEDERAL TOTAL		\$120,000

CONSTRUCTION NARRATIVE (FEDERAL)

Travis County Juvenile Probation Department is requesting budget to remodel a current storage warehouse area into a fully functioning classroom. The classroom will be used for the dedicated training and certifications of the juveniles enrolled in the technology programs. The remodeling of this space will require architectural design, electrical to house the computer equipment for training, existing HVAC modification, secure access doors to maintain the required security of the juveniles being trained, network cabling, surveillance cabling required to maintain security, computer internet security, demolition, debris removal and associated labor costs.

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

TOTAL CONSTRUCTION	\$120,000
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G. Consultants/Contracts – Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.
Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day or \$56.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	
								SUBTOTAL	\$0
								FEDERAL TOTAL	\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost		
		Lodging		Night					\$0.00	
		Meals		Day					\$0.00	
		Mileage		Mile					\$0.00	
		Transportation:								
				Round-trip					\$0.00	
		Local Travel							\$0.00	
		Other							\$0.00	
		Subtotal							\$0.00	
									SUBTOTAL	\$0
									NON-FEDERAL TOTAL	\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

	TOTAL CONSULTANTS	\$0
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Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

CONTRACTS (FEDERAL)

Item	Cost
Technology Training & Development	\$45,600
FEDERAL TOTAL	\$45,600

CONTRACTS NARRATIVE (FEDERAL)

We are requesting budget to bring in external education specialists to provide structured training that will lead to certification of our youths in the technology programs being offered. The education specialists will provide instruction of up to 12 youth per class and will result in a certificate for the youths completing the programs. Three separate technology training programs will be offered.

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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TOTAL CONTRACTS	\$45,600
TOTAL CONSULTANTS/CONTRACTS	\$45,600

H. Other Costs – List items (e.g., rent (arms-length transaction only), reproduction, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation			Cost
	Quantity	Basis	Length of Time	
Apprenticeship Salary Stipends	4	weekly	26	\$41,600
Tattoo Removal Procedures	30	Sessions	1	\$4,500
FEDERAL TOTAL				\$46,100

OTHER COSTS NARRATIVE (FEDERAL)

Employers willing to offer our youths apprenticeships to further their skills with actual field training and experience often do not have the resources to provide the apprentice with a salary. The grant will provide up to 4 youths with a six month salary stipend equivalent to \$10,400/ full-time apprenticeship. Additionally employers willing to offer our youths employment typically have dress code/image policies that may prevent our youths from being considered for employment or an apprenticeship as a result of the youths having visible tattoos that may be deemed inappropriate or offensive. We are requesting budget for approved medical tattoo removal procedures on qualifying youths.

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

	TOTAL OTHER COSTS	\$46,100
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I. **Indirect Costs** – Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Note: Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (FEDERAL)

Travis County and its associated Juvenile Probation Department does not have a Federally approved indirect cost rate. Therefore no indirect cost is requested.

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

	TOTAL INDIRECT COSTS	\$0
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Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$46,280	\$0	\$46,280
B. Fringe Benefits	\$19,475	\$0	\$19,475
C. Travel	\$13,702	\$0	\$13,702
D. Equipment	\$53,469	\$0	\$53,469
E. Supplies	\$4,750	\$0	\$4,750
F. Construction	\$120,000	\$0	\$120,000
G. Consultants/Contracts	\$45,600	\$0	\$45,600
H. Other	\$46,100	\$0	\$46,100
Total Direct Costs	\$349,376	\$0	\$349,376
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$349,376	\$0	\$349,376

Federal Request	\$349,376
Non-Federal Amount	\$0
Total Project Cost	\$349,376

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Action	Expected Completion Date	Responsible Party
<p>Goal: TCJPD will select courses of study for youth that are relevant and feasible within the twelve month project period.</p> <ul style="list-style-type: none"> Objective: TCJPD will appropriately schedule courses so that youth may continue their other academic work while completing the Opening Doors programs. Objective: TCJPD will plan courses to align with students' semesters and summer hours. 	10/31/2014	Casework Manager
<p>Goal: TCJPD will provide youth with real-world work experience.</p> <ul style="list-style-type: none"> Objective: Employment Specialist will find organizations willing to offer youth the opportunity to work on their website or in their shops as part of their training program. 	10/31/2014	Casework Manager
<p>Goal: TCJPD will establish a support system for youth.</p> <ul style="list-style-type: none"> Objective: TCJPD will hire an Employment Specialist to support youth during and after their involvement in Opening Doors. 	9/30/2015	Employment Specialist
<p>Goal: TCJPD will provide youth with training and education in a technology related field.</p> <ul style="list-style-type: none"> Objective: TCJPD will renovate an existing warehouse into a classroom equipped with computers for each youth. 	1/31/2015	Residential Division Manager, Residential Division Director, Deputy Chief
<ul style="list-style-type: none"> Objective: TCJPD will provide youth with real-world work experience. 	12/1/2014	Facilities Management.
<ul style="list-style-type: none"> Objective: Instructors from Austin Community College (ACC) and/or other local community colleges will lead courses for youth to prepare them for careers as Administrative Assistants and PC Technicians. 	9/30/2015	Casework Manager
<p>Goal: TCJPD will provide youth with real world work experience</p> <ul style="list-style-type: none"> Objective: Community College Courses will incorporate the simulation of real-world experiences. 	9/30/2015	Casework Manager
<ul style="list-style-type: none"> Objective: Youth will gain work experience with local community businesses. <p>Goal: TCJPD will provide continuous support to youth.</p> <ul style="list-style-type: none"> Objective: Employment Specialist will work with youth throughout their training to help them find the right career pathway. He/she will teach job readiness skills, help youth to prepare a professional portfolio, and organize vocational workshops and career presentations by community partners Objective: Employment Specialist will work to find job placement for youth. He/she will provide support to youth and the employer, addressing any employer concerns related to the hiring of juvenile offenders. 	9/30/2015	Employment Specialist
<p>Goal: TCJPD will reduce recidivism rates of youth in the facility.</p> <ul style="list-style-type: none"> Objective: Improve public safety and reduce victimization by reducing the recidivism rate of juvenile offenders returning to Travis County by 50% within five (5) years. Objective: Implement a comprehensive evidence-based best practice reentry strategy for changing cognitive behavior issues and for reintegration of juvenile offenders into the communities. 	9/30/2019	TCJPD
<ul style="list-style-type: none"> Objective: Assist juvenile offenders in recognizing and accepting responsibility by making amends to victims of crime and the community. 	ongoing	TCJPD
<ul style="list-style-type: none"> Objective: Assist juvenile offenders in recognizing and accepting responsibility by making amends to victims of crime and the community. <p>Goal: Increase the number of employment opportunities made available to youth.</p> <ul style="list-style-type: none"> Objective: Enhance the TCJPD Vocational Program by using community partnerships to develop trade and technical programs and certifications for juvenile offenders and increase collaboration with area employers willing to hire juveniles. Objective: Enhance the TCJPD Vocational Program by developing work-based learning opportunities, such as job coaching and shadowing opportunities with area employers. Objective: Increase the number of youth receiving certifications and professional portfolios upon completion of the training programs. 	ongoing	TCJPD
<ul style="list-style-type: none"> Objective: Increase the number of community partnerships with local businesses to be involved with this initiative to serve as mentors for youth and provide job-shadowing and hands-on experiences for youth while preparing for employment. Objective: Develop an education and awareness campaign to inform the public about the relative benefits of a successful training program and the benefits of proving employment opportunities and support to youth. 	9/30/2015	Casework Manager, Employment Specialist
<ul style="list-style-type: none"> Objective: Publicize incentives available to employers who hire juvenile offenders, such as the Work Opportunity Tax credit and the pay for success model for hiring disadvantaged workers. 	9/30/2015	Employment Specialist
<ul style="list-style-type: none"> Objective: Increase the number of community partnerships with local businesses to be involved with this initiative to serve as mentors for youth and provide job-shadowing and hands-on experiences for youth while preparing for employment. Objective: Develop an education and awareness campaign to inform the public about the relative benefits of a successful training program and the benefits of proving employment opportunities and support to youth. 	9/30/2015	Employment Specialist
<ul style="list-style-type: none"> Objective: Publicize incentives available to employers who hire juvenile offenders, such as the Work Opportunity Tax credit and the pay for success model for hiring disadvantaged workers. 	9/30/2015	Employment Specialist

ESTELA P. MEDINA

Travis County Juvenile Probation Department
2515 South Congress Ave.
Austin, Texas 78704
(512) 854-7069
e-mail:
estela.medina@co.travis.tx.us

EDUCATION:

- Masters of Art Degree in Management; Webster University; El Paso, Texas May, 1988
- Bachelor of Science Degree in Criminal Justice; University of Texas at El Paso; May, 1976

EMPLOYMENT BACKGROUND:

1976-1978 El Paso County Juvenile Probation Department
Juvenile Probation Officer II (Intake, Court Services)

1978-1984 West Texas Regional Adult Probation Department; El Paso, Texas;
Deputy Probation Officer (Supervision, 1982-84 Intensive Supervision Caseload)

1984-1986 El Paso County Juvenile Probation Department, Director of Intake and Court Services
(Administrative and supervisory responsibilities of Intake and Court Services, staff and programs)

1986-1989 327th Family District Court, Court Administrator, El Paso County
(Administrative responsibilities for Court, staff and programs)

1989-1994 Assistant Chief Juvenile Probation Officer, El Paso County Juvenile Probation Department
Administrative responsibilities: Monitor and direct, evaluate and coordinate operational functions of the department; supervision of personnel and programs.

Aug. 1, 1994 Chief Probation Officer, Travis County Juvenile Probation Department, Austin, Tx.

Present Chief Executive Officer responsible for departmental operations, facility programs and operations, court programs, research and planning, community and county liaison, staff development, responsibility for approximately 540 personnel and a \$42 million dollar budget. Reports to the Travis County Juvenile Board.

CERTIFICATIONS:

- Texas Juvenile Probation Officer (TJPC)
- Certified Court Administrator (1986-1989)
(Texas Association for Court Administrators)
- Faculty (Trainer), National Council of Juvenile and Family Court Judges
- Professional Juvenile Administrator (National Council of Juvenile and Family Court Judges)
- Texas Probation Academy (Trainer)

PROFESSIONAL ORGANIZATIONS/MEMBERSHIPS:

STATE:

- Charter Member of Juvenile Justice Association of Texas (2000-present)
- Vice-President, Juvenile Justice Association of Texas (2000-2002)
- President, Juvenile Justice Association of Texas (2002- 2006 and 2008-present)
- Juvenile Justice Association of Texas Chair of the Membership Committee
- Juvenile Justice Association of Texas member of the Legislative Committee
- Advisory Council Juvenile Services, Texas Juvenile Probation Commission (1994-Nov. 2011, appointed Chair 2009)
- Texas Corrections Association Board of Directors (1982-1994)
- Texas Juvenile Detention Association (1989-Present)
- Central Texas Juvenile Chiefs Association
- Texas Association for Court Administration (1986-1989)
- Texas Probation Training Academy Advisory Board (10/96-10/99)
- Elected to Board of Directors, Texas Probation Association (1996) (President 1996-1999)

TRAVIS COUNTY:

- Member, Community Justice Council (1994 – present)
- Juvenile Justice Working Group (1994-1995)
- Member, Task Force on Affordable Housing (1994)
- Hispanic Women's Network (1994)
- Management Coordination Team (1995)
- Member, Court Appointed Special Advocates, Professional Advisory Board (1995 – 2000)
- Community Action Network (C.A.N.) Administrative Team (1998 – 2009)
- Chair, Children's Partnership (1996-2001) Board member (present)
- Member, Travis County Child Welfare Board (present) (Ex Officio)
- Community Justice Task Force, Chair (2000-present), Vice Chair (1999-2000)
- AISD, Safety Task Force (2003)

NATIONAL:

- National Juvenile Court Services Association (1985-1996)
- National Council of Juvenile and Family Court Judges
- National Association of Court Management (1986-1989)
- American Corrections Association (1988- present)
- American Corrections Association Legislative Committee (1998)
- National Association of Probation Executives (1995)
- ACA Legislative Committee (1998-2000)

AWARDS:

- Amador Rodriguez Lifetime Achievement Award presented by the Juvenile Justice Association of Texas, (2000)
- Amador Rodriguez Outstanding Juvenile Administrator Award
Texas Corrections Association, (2000)
- Juvenile Administrator of Year, (1988)
Texas Corrections Association; Austin, Texas
- Justice Hill Scholarship Award
Texas Association for Court Administration, (1988), Austin, Texas
- President's Gavel Award
Texas Corrections Association, (1993)
- Louis Stewart Halls of Detention Award, (1997)
Texas Juvenile Detention Association
- Graduate, Leadership Austin (Class 1997)
- Liberty Bell Award, Texas Young Lawyers Association (2010)

DARRYL A. BEATTY

PROFESSIONAL PROFILE

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT *Austin, TX 5/1997 - present*
Deputy Chief Juvenile Probation Officer (11/2005 - present) - Assist in directing the overall operations of the Juvenile Probation Department. Engage in immediate oversight of the institutional operations of the department and facilitate program development to improve the efficacy of services offered to youth and families. Provide leadership, supervision and guidance to division directors and departmental employees. Assist in planning, organizing, directing, implementing, and evaluating departmental functions and operations in accordance with state, federal, and local laws. Participate in the preparation and oversight of a \$40 million departmental budget. Serve as a representative of the department at local, state, and national functions and operate as a community liaison and resource for criminal justice representatives, departmental staff, and the general public. Represent the department at Commissioner's Court and serve on juvenile justice committees designed to enhance the services provided to juveniles, their families, and the community at large.

Director of Administrative Services & Facility Operations (1/2000 - 10/2005) - Directed and managed the Division in compliance with state and federal statutes and departmental policies and procedures, including personnel, training, facility operations, research and evaluation, strategic planning, medical services, information systems, volunteer services, building maintenance, and compliance and accreditation units. Responsible for oversight of division, which included evaluation, hiring, and termination of divisional employees. Acted as liaison and contact for County departments, outside agencies, organizations, and the general public. Assisted in preparation and monitoring of an annual \$26 million departmental budget. Conducted research, program planning, and policy development along with providing recommendations and improvements for overall departmental operations. Served as a member of Chief Juvenile Probation Officers Management Team.

Director of Detention Services (5/1997 - 1/2000) - Directed and managed the Detention Services Division averaging 90 juveniles per day and consisting of over 100 employees, including medical, counseling, and food service units; full and part-time detention officers; and administrative staff. Ensured compliance with departmental policies and procedures as well as state and federal statutes. Assisted in conducting research and program evaluations and in establishing policies and procedures. Assisted in preparation and monitoring of a \$5 million annual budget. Served on the Department's Management Team.

TEXAS STATE UNIVERSITY – San Marcos, TX

1/2003 - 5/2004

Adjunct Professor – Taught college-level courses as an adjunct professor for the Political Science Department.

AUSTIN COMMUNITY COLLEGE – Austin, TX

1/1997 - 5/2002

Adjunct Professor – Taught college-level courses as an adjunct professor for the Sociology Department.

TEXAS JUVENILE PROBATION COMMISSION – Austin, TX

8/1995 - 6/1997

Training Specialist IV (8/1995 - 6/1997) - Coordinated, developed and conducted training for all personnel in the juvenile justice field. Approved juvenile probation and detention officers certification in Texas. Planned joint programs with local agencies, state agencies, and private firms. Represented TJPC on local and state committees regarding training and other issues related to juvenile probation and interagency efforts. Performed duties of the Director as needed. Ensured state and regional conferences were within budget requirements. Evaluated and assessed the training needs of probation departments. Developed and

interpreted division policies and procedures. Supported county departments by providing the technical assistance necessary to meet TJPC standards.

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT – Austin, TX 1/1993 - 5/1997

Maintained positions on a full-time basis through 8/1995. Maintained employment at TCJP on a part-time basis until 5/1997.

Shift Supervisor (8/1994 - 8/1995) - Actively participated in the selection, supervision, and evaluation of Residential Treatment Officers (RTO). Coordinated and attended meetings. Audited and maintained juvenile and personnel files. Planned, developed, and presented employee training programs within the Residential Services Division of juvenile probation. Performed investigations as assigned and assisted with budget preparation. Ensured Travis County policies and procedures, along with ACA standards, were implemented and followed.

Senior Residential Treatment Officer (10/1993 - 8/1994) - Supervision of RTO shift workers. Supervised and monitored juvenile offenders assigned to a residential program. Managed a working caseload of 12 youth. Generated statistical reports and documentation and maintained records as required. Screened cases referred to Residential Services Division and made independent judgements as to appropriate action to be taken. Conducted training for all Residential Services Division staff.

Group Leader (4/1993 - 8/1994) - Facilitated and documented daily problem solving groups. Devised and implemented strategies for juvenile supervision and screenings. Conducted weekly individual counseling along with creating individual program plans for incoming residents; reviewed/modified plans as needed. Facilitated parent conferences and new resident admissions.

Residential Treatment Officer II (1/1993 - 4/1993) - Implemented available treatment plans and corrective disciplinary strategies for juveniles assigned to a residential program. Assisted in casework preparation and documentation. Provided direct supervision and treatment interventions for juveniles assigned to residential program.

THE OAKS TREATMENT CENTER – Austin, TX 6/1990 - 9/1995

Center Supervisor (6/1991 - 9/1995) - Ensured all policies and procedures of the hospital were appropriately followed. Implemented and supervised emergency procedures as required for 120 bed psychiatric adolescent hospital. Oversaw and advised direct care personnel and provided on-site training to direct personnel regarding crisis prevention, intervention, and therapeutic follow-up. Provided direction, guidance, and emotional support to clients and families. Achieved accreditation status for the center from the Joint Commission on Accreditation of Healthcare Organizations.

Mental Health Worker (6/1990 - 5/1991) - Assisted team members in developing/implementing unit programs and treatment plans. Co-facilitated therapy groups and provided feedback on patient progress.

EDUCATION

- Master of Public Administration - Texas State University (SWT), San Marcos, TX
- Master of Sociology - Prairie View A&M University, Prairie View, TX
- Bachelor of Science in Criminal Justice - Texas State University (SWT), San Marcos, TX

CERTIFICATIONS

D. BEATTY 2

- Certified Juvenile Probation Officer
- Training for Trainers Certificate of Completion

COMMUNITY INVOLVEMENT / ASSOCIATIONS

Texas Juvenile Detention Association – Past President
American Society of Public Administration – Centex Chapter
Juvenile Justice Association of Texas – Member
Former Board of Directors, Regional Network for Children
Texas Corrections Association Member
National Organization for Hispanics in Criminal Justice

Maya Noronha Duff

Maya.Duff@co.travis.tx.us; maya.noronha@gmail.com

1000 San Marcos St.; Apt. 375; Austin, TX 78702

Home: 512-212-4634/Work: 512-854-7046

EXPERIENCE: **Travis County Juvenile Probation Department** Austin, TX August 2012-present
Grant Coordinator

- Administer local, state, and federal grants through written proposals and reports, budget control, reporting, and formal/informal correspondence
- Consistently research available funding opportunities, create grant opportunity overviews, and distribute to staff to determine interest
- Develop and write grant proposals; move grant proposals through all County processes, including agenda requests, approval, award, acceptance, and submission
- Lead strategic planning meetings with program staff to plan and prepare grant proposals and to implement grant activities
- Lead grant training workshops for department staff

DePaul University Chicago, IL October 2008-August 2011
Grants and Contracts Specialist, Office of Sponsored Programs and Research

- Guided faculty members through all steps of the pre-award process to ensure compliance with University and agency guidelines and regulations
- Submitted 5-6 federal and non-federal grant opportunities per month; requested approximately \$3 million in funding per month
- Worked with professors from all departments of the University to obtain roughly \$5 million in grant funding
- Researched funding sources and kept faculty informed about available and relevant opportunities and changes in agency guidelines

Alliance for Catholic Education Memphis, TN June 2005- June 2007
St. Paul School; Little Flower Primary School
Teacher, 2nd grade

- Taught all subjects to second graders in inner-city Memphis
- Increased students' standardized test scores in reading and math; one student rose from the 1% to the 35% in math
- Recruited Memphis professionals to speak to class about career aspirations and opportunities
- Tutored students after school to ensure that all students were reading fluently by the end of the school year

INTERNSHIP: **Healthy Schools Campaign** Chicago, IL September 2010-June 2011
Intern

- Created a best practices guide for Chicago Public Schools teachers to incorporate physical activity into their classrooms
- Organized Fit to Learn workshops for local teachers to educate them about ways to create healthier classrooms
- Compiled resource lists distributed at workshops to empower teachers to make healthy changes to their classrooms throughout the year
- Created and led "train the trainer" presentation on educating other teachers about creating healthy classrooms

SERVICE: **Hightsight** Chicago, IL August 2008-May 2011
Mentor

- Mentored and tutored high school students from low-income neighborhoods in Chicago
- Planned and publicized fundraising events through Facebook, email, print media, and word of mouth

Christel House International Bangalore, India November 2007- May 2008
Volunteer Teacher

- Taught remedial language arts and math to students in grades one through six
- Led a team that designed the curriculum for the remedial language arts program in a school that educates, feeds, and clothes 800 children from the slums of Bangalore
- Co-established a basketball team for ninth grade boys

EDUCATION: **DePaul University** Chicago, IL June 2011
Master of Public Health (with distinction)

University of Notre Dame Notre Dame, IN May 2005
Bachelor of Arts, Psychology
Master of Education through Alliance for Catholic Education Program May 2007

LANGUAGES: Spanish: Conversational; Portuguese: Beginning

CURRICULUM VITAE

Erin M. Foley, Ph.D., ABPP (Clinical)

Travis County Juvenile Probation Department
2515 South Congress Avenue
Austin, TX 78704
(512) 854-7078
erin.foley@co.travis.tx.us

CURRENT EMPLOYMENT

July 2009 to Present **Director, Treatment & Counseling Division, Travis County Juvenile Probation Department, Austin, TX**
Provide direct oversight of treatment programs and interventions for a juvenile justice facility. Conduct clinical and administrative supervision of licensed professional counselors and senior residential treatment officers. Engage in program design and development and facilitate training on mental health and substance abuse issues. Collaborate with contracted mental health providers and serve as a liaison between the department and various mental health agencies and community professionals. Communicate with the courts regarding treatment and provide consultation on juvenile mental health concerns. Provide individual, group, and family therapy to pre- and post-adjudicated youth. Function as a member of a local model court committee for trauma-informed care. Serve as Clinical Training Director for the Department's pre-doctoral psychology internship program.

EDUCATIONAL HISTORY

1999-2004 Fairleigh Dickinson University (APA-accredited)
Ph.D., Clinical Psychology
Teaneck, NJ

1996-1999 Loyola University (Magna Cum Laude)
B.A., Psychology
New Orleans, LA

1995-1996 St. Mary's College (Transferred)
Psychology
South Bend, IN

LICENSES and CERTIFICATIONS

- California license number **PSY20388**, issued August 2005
- Texas license number **34455**, issued September 2009
- Board certification in Clinical Psychology awarded by the *American Board of Professional Psychology*, April 2009

- National Register of Health Service Providers in Psychology

RECENT EMPLOYMENT HISTORY

- September 2005 to February 2009 **Program Psychologist for CHANGES Chemical Dependency Intensive Outpatient Program, Sharp Mesa Vista Hospital, San Diego, CA**
 Provided individual, group, and family therapy in an outpatient setting; addressed adolescent substance abuse issues and coordinated care for all patients in the *Changes* IOP; trained UCSD psychiatry fellows who were participating in a required elective with the *Changes* program.
- September 2005 to February 2009 **Program Psychologist for the Cognitive Intensive Outpatient Program (Cog IOP), Sharp Mesa Vista Hospital, San Diego, CA**
 Conducted intake evaluations; provided psychoeducation to patients; assisted with group therapy and coordinated a free cognitive lecture series for the community.
- September 2005 to February 2009 **Psychodiagnostic Supervisor for the APA-Accredited Pre-Doctoral Internship, Sharp Mesa Vista Hospital, San Diego, CA**
 Served as a member of the faculty and psychodiagnostic supervisor for the hospital's APA accredited internship training program; provided both group and individual supervision to interns regarding assessment; also provided individual supervision for adolescent therapy cases; received annual training in clinical supervision.

CLINICAL TRAINING and EXPERIENCE

- September 2004- August 2005 **Postdoctoral Fellow, Child and Adolescent Psychiatric Services, Sharp Mesa Vista Hospital, San Diego, CA**
 Conducted individual, group, and family therapy as well as case management on a locked child and adolescent inpatient unit; provided education to staff; engaged in program development; and served as a supervisor for pre-doctoral interns.
- September 2003- August 2004 **Pre-doctoral Intern, APA Accredited Internship, Sharp Mesa Vista Hospital, San Diego, CA**
 Provided individual, group, and family therapy to children, adolescents, and adults; conducted integrated psychological assessments and engaged in program development and staff training.

Erin M. Foley

- September 2002-
August 2003 **Practicum Student, Psychodiagnostic Assessment Externship, ARC Monmouth, Tinton Falls, NJ**
Provided individual and group therapy to adolescents and adults with developmental disabilities; conducted behavioral consultations and implemented behavior plans for residents in community group homes; and conducted integrated psychological assessments.
- September 2001-
August 2002 **Practicum Student, Center for Psychological Services, Hackensack, NJ**
Provided individual, group, and family therapy to children, adolescents, and adults.
- September 2000-
August 2001 **Practicum Student, Psychology Externship, Seamen's Society for Children and Families, Staten Island, NY**
Provided weekly individual and family therapy to foster children, foster parents, and biological parents; conducted psychological assessments; and consulted with school personnel, caseworkers, and family court judges.
- September 1999-
August 2000 **Psychological Examiner, Paid Practicum, Lyons VA, Lyons, NJ & Montrose VA, Montrose, NY**
Conducted neuropsychological assessments with patients diagnosed with dementia and/or schizophrenia utilizing measures of adaptive functioning, memory, and orientation.
- September 1999-
August 2000 **Practicum Student, Center for Psychological Services, Hackensack, NJ**
Conducted intake interviews and initial assessments for children and families; co-led social skills groups; and conducted parent training sessions.

RESEARCH EXPERIENCE

- 2002-2004 *Doctoral Dissertation: Sibling relationships among persons with developmental disabilities*, Fairleigh Dickinson University
- 2001-2002 Research Fellow: Examined and presented on factors pertaining to adolescent risk and resiliency, Fairleigh Dickinson University
- 2000-2001 Research Fellow: Investigated and presented on perceptions of friendship among persons with mental retardation, Fairleigh Dickinson University

- 1999-2000 Research Fellow: Created and implemented a social skills training program for shy and withdrawn children, Fairleigh Dickinson University
- 1998-1999 Senior Thesis: *Influence of severity of a crime and inconsistent eyewitness testimony on decision making*, Loyola University

PROFESSIONAL LECTURES AND SEMINARS

Foley, E. (2011). Working with youth who self-injure. Presented at the Seventh Annual Strengthening Youth and Families Conference, Austin, TX.

Foley, E. (2011). Working with youth who self-injure. Presented at The Texas Juvenile Justice Summit: A Continuum of Services, Austin, TX.

Foley, E. & Hoard, D. (2011). Through the eyes of our youth: Trauma assessment and treatment. Workshop presented at the Juvenile Justice Association of Texas Spring Conference, Austin, TX.

Foley, E. (2010). Suicide awareness & prevention. Presented at the Texas Juvenile Detention Association and Texas Juvenile Probation Commission's Juvenile Supervision Officer (JSO) Institute, Austin, TX.

Foley, E. (2010). Utilizing cognitive behavioral interventions in juvenile settings. Presented at the Texas Juvenile Detention Association and Texas Juvenile Probation Commission's Leadership Conference, Austin, TX.

Foley, E. (2008). Building Self esteem in pre-teen girls. Presented at the Speaking of Women's Health Conference, San Diego, CA.

Bardach, S. & Foley, E. (2008). Adolescent wellness and resilience. Presented at Grand Rounds, Sharp Mesa Vista Hospital, San Diego, CA.

Foley, E. & Buccigross, R. (2007). Substance abusing teens: Assessment and treatment in an intensive outpatient level of care. Presented at Psychiatry Grand Rounds, Rady Children's Hospital, San Diego, CA.

Foley, E. & Reyes, R. (2006). Resolving conflict among children and adolescents. Presented at the annual Grand Rounds, Sharp Mesa Vista Hospital, San Diego, CA.

Kaufman, J., Cardegna, K., Foley, E., Hudson, C., & Schwartz, T. (2003). Mentoring, modeling, and mattering. Symposium presented at the annual meeting of the National Association of School Psychologists, Toronto, Canada.

Foley, E., Falk, D., & Kaufman, J. (2001). The perception of friendship among people with mental retardation. Poster presented at the annual meeting of the Eastern Psychological Association, Washington, D.C.

Foley, E. (1999). Influence of severity of a crime and inconsistent eyewitness testimony on decision-making. Presented at the annual Loyola University Research Exhibit. Winner of the Outstanding Research Award.

AWARDS and HONORS

1999-2002	Doctoral Fellowship for Research, Fairleigh Dickinson University
1996-1999	Dean's List, Loyola University
1996-1999	Merit Scholarship, Loyola University
1999	Outstanding Research Award, Loyola University
1995	Dean's List, St. Mary's College
1995	Merit Scholarship, St. Mary's College

PROFESSIONAL AFFILIATIONS

American Psychological Association
American Academy of Clinical Psychology

Israel Ramirez Jr.
3131 Longhorn Circle
Manvel, Texas 77578

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Financial Management

- Directed the financial activities associated with the business administration of staff, procurement, contracts, institutional financial programs, government grants, state appropriations and hospital revenue.
- Develop and implement financial policies associated with grant awards, clinical management, and tracking.
- Plan, assist in preparing prepare and managing the county's \$800M annual budget.
- Directs the planning, development, implementation and administration of business and financial services, which include financial, and human resources management, procurement and contract administration, endowments, and management of University/Division business services groups.
- Create financial analysis and variance reports for operating and grant budgets for all institutional departments.
- Forecast and analyze operating budgets for all institutional departments
- Develop and maintain a financial system to efficiently and proactively monitor fund balances, personnel and budget end dates for all divisions and hospital operations, institutional grants, state appropriated funds, restricted funds, donor and governmental as well as private sponsored grants and contracts, and clinical activity revenue cycle.
- Knowledge of state and federal academic regulations and financial processes.
- Medicaid contracting, practice operations, managed care and the healthcare environment and academic finance.

Human Resource Management

- Manage directly or indirectly up to 22 personnel to include recruitment, evaluation and disciplinary actions
- Provides planning for department management including assistance in planning job and funding for employee actions, equipment, materials and facility changes
- Assisted the Vice President's office with data and reporting requirements to evaluate division/department chairman
- Interpreted university policies and procedures and trained staff on all institutional mandated policies.
- Served on institutional committees in which provided assistance in the implementation of organization decisions, writing policy statements and generating customized reports.
- Risk Management

Project Management

- Directs the overall operations of the Vice President's office, review outcomes of operational projects, ensuring that departmental vendors are fulfilling their contractual obligations, allocating resources for greater departmental effectiveness and efficiency.
- Identified and structured relevant intellectual property for prospective licenses.
- Plan space allocation, space utilization, new laboratory facility design, implement modifications and managed new construction
- Conduct process improvement and problem solve on institutional projects.
- Develops, maintains and communicates project documentation, including project definition, schedules, milestones and budget plans.
- Served as team leader on institutional projects, responsible for assigning individual responsibilities and coordinating activities to team members.
- Responsible for timely completion of projects including ensuring milestones are met and financial controls are overseen and achieved.
- Trained in process improvement methodologies -Six Sigma Greenbelt & Blackbelt.

EDUCATION

Master's in Business Administration (Finance) *University of Houston, December 2004*

Master of Science (Chemistry) *University of Houston, May 1999*

Bachelor of Science (Chemistry) *University of Houston, December 1996*

Associate of Arts (Mathematics) *San Jacinto College, May 1993*

Work Experience

Lead Accountant, Travis County

Juvenile Probation Department

December 2012- Present

- Plan, assist in preparing and managing the county's \$800M annual budget.
- Forecast and analyze operating budget for all Divisions, Grants, state and county appropriations.
- Assist in the preparation and management of bond issuance for county projects.
- Manage all financial operations of the County Commissioners, reviews outcomes of operational projects, ensuring that departmental vendors are fulfilling their contractual obligations, allocating resources for greater departmental effectiveness and efficiency.
- Provides planning for county wide department management, including assistance in planning job and funding for employee actions, equipment, materials, and facility changes.
- Provide guidance to all responsible parties submitting grants as to all rules and policies associated with each agency pertaining to the grant submission and management.
- Monitors, manages and provided reports on financial activity of all budget areas.
- Responsible for process improvement and new system development.
- Provide ad-hoc reporting from all systems within the county.
- Responsible for monitoring and reporting on all currently funded grants.
- Monitor and maintain the financial activities associated with the academic activities of the county's juvenile probation department.

Director, UT MD Anderson Cancer Center

Office of Administration

July 2008 – August 2012

- Directs the planning, development, implementation and administration of business and financial services, which include financial, and human resources management, procurement and contract administration, endowments, and management of University/Division business services groups.
- Leadership role on Functional team of the Resource Information Management System (RIMS) for strategic planning of the growth of the institutional research enterprise.
- Monitor and manage finances of The Research Administration Office (RAO), including the development and implementation of the annual budget.
- Monitors, manages and provided reports on financial activity of all budget areas, including Educational & General Fund, Physician Referral Service, and University Cancer Foundation revenue accounting.
- Forecast and analyze operating budget for Research finance and internal funding programs.
- Directs the overall operations of the Vice President, reviews outcomes of operational projects, ensuring that departmental vendors are fulfilling their contractual obligations, allocating resources for greater departmental effectiveness and efficiency.
- Provides planning for department management, including assistance in planning job and funding for employee actions, equipment, materials, and facility changes.
- Responsible for process improvement and new system development.
- Manage directly or indirectly up to 21 personnel to include recruitment, evaluation and disciplinary actions
- Provides planning for department management including assistance in planning job and funding for employee actions, equipment, materials and facility changes
- Served as Project Manager on Institutional and UT System projects.

**Program Director
UT MD Anderson Cancer Center
Genitourinary Oncology Research
September 2007 –July 2008**

- Supervised department personnel in appropriate laboratory procedure and compliance, as well as clinical trial planning.
- Organized the coordination of clinical trials on new drugs, licensing agreements, and intellectual property for Genitourinary Medical Oncology.
- Developed and maintained Good Laboratory Practice (GLP) and Good Manufacturing Practice (GMP) procedures to support product development.
- Prepared and submitted Investigational New Drug (IND) documents.
- Collaborated with legal department on execution of collaboration and partnership agreements with academic and corporate partners.
- Identified and structured relevant intellectual property for prospective licensees.
- Coordinated with the Office of Technology commercialization and the Office of Regulatory Affairs to optimize the protection of intellectual property.

**Management Analyst
UT MD Anderson Cancer Center
March 2006-September 2007**

- Created financial analysis and variance reports for the development of research Education & Grant budget.
- Created financial analysis and executive summaries for the division of pathology on clinical revenue and expenses.
- Maintained and reconciled division budget of approximately \$260 million.
- Developed and maintained a research financial system to efficiently and proactively monitor funds balances, personnel and budget end dates for Division Principal Investigators to include start-up funds, Institutional research Grants, incentive funds, restricted funds, donor and governmental as well as private sponsored grants and contracts.
- Collaborated with individual principal investigator's to assist in maintaining financial compliance.
- Analyzed financial operations and made recommendations for policy and/or procedural change.
- Served on projects teams for Division of Pathology Projects.

**Manager, Research Institute
Miami Children's Hospital
April 2005- March 2006**

- Managed and maintained research fiscal accounts and budget.
- Budget capital equipment for research institute.
- Managed and evaluated research personnel.
- Planned space allocation, space utilization, new laboratory design, implement modifications and managed new construction.
- Managed the central office to setup and implemented and monitor new and ongoing clinical trials.
- Negotiated budgets for clinical research studies with Principal Investigators.
- Negotiated budgets for new clinical studies with sponsors.
- Negotiated contracts with Pharmaceutical companies on associated clinical studies.
- Maintain all regulatory documentation related to human and animal studies.
- Managed building and laboratory safety regulation and compliance.
- Served on Process improvement team, Six Sigma Black belt trained.

Laboratory Manager
University of Texas MD Anderson Cancer Center
October 2001-April 2005

- Administered and managed laboratory operating budget.
- Managed and evaluated laboratory personnel to include 15 postdoctoral scientist, 3 pre-doctorial researchers, and 3 laboratory technicians.
- Managed and reconciled \$3 million research laboratory operating and grant budgets.
- Negotiated and managed vendor contract for laboratory equipment and supplies.
- Collaborated with SVP-CAO Facilities Operations in planning, designing, and improving laboratory space.
- Coordinated necessary training for all laboratory personnel to comply with the institutional guidelines.
- Maintain laboratory research protocols, safety & operating procedures and documentations.

Laboratory Supervisor/Chemist
Ethyl Chemical Corporation
October 1994-October 2001

- Managed annual operating budget for laboratory of \$4.0 million.
- Planned capital budget for laboratory equipment.
- Managed and assigned workload for all laboratory personnel.
- Maintained laboratory information database system.
- Purchased and maintained laboratory equipment and supplies.
- Ensured quality inspection and testing of laboratory equipment.
- Implemented and managed quality control programs (SPC, ISO9000, Six Sigma Green Belt, QS9000, MVT).
- Managed wastewater analysis and documentation.
- Ensured compliance for EPA & TNRCC documentation audits and inspections.
- Developed improved processes for standard operating analytical procedures.
- Supervised and implemented work load for laboratory personnel.
- Provided technical support for plant processes and Customer Requirements.
- Participated labor-management committees.
- Implemented and processed disciplinary and grievance policy.
- Conducted safety program for laboratory operations (JSA, PHA, RCA, FMEA)
- Operate and maintain analytical equipment, Inductively Coupled Plasma, Mass Spectroscopy, Gas Chromatography, High Performance Liquid Chromatography, Infrared Spectroscopy, Ultraviolet spectrophotometer, Atomic Absorption Spectroscopy.

JIM R. GOBIN

2515 S. Congress Avenue • Austin, TX 78704 • (512)854-7051 • jim.gobin@co.travis.tx.us

Education

Bachelor of Arts in Sociology (Concentration in Social Work) Minor in Psychology from McMurrey College in Abilene, TX.

Employment Experience

Division Director of Residential Services, Travis County Juvenile Probation Department, Austin, TX. May 2012 to present.

- Direct the overall operations, staff and functions of the division through subordinate managers.
- Lead, manage and coordinate planning, organizing, implementing and evaluating division operations.
- Develop division strategic plans.
- Direct the staffing, training, development and performance evaluation of division staff.

Juvenile Probation Division Manager – Residential Services, Travis County Juvenile Probation Department, Austin, TX. November 2011 to May 2012.

- Direct supervision of 5 Unit Coordinators and 5 Shift Coordinators.
- Supervision of staff and programs within the division.
- Insure compliance with TJJD Standards, ACA Standards and DHS Standards.
- Maintain and insure staff conformity to policy and procedure.
- Insure the health, safety and welfare of juveniles in the facility.
- Assist in the development of goals and objectives for the division.

Juvenile Probation Division Manager – Detention Services, Travis County Juvenile Probation Department, Austin, TX. April 2001 to November 2011.

- Direct supervision of 8 Shift Supervisors.
- Supervision of staffing and programs within the division.
- Insure compliance with TJJD and ACA Standards.
- Maintain and insure staff conformity to policy and procedure.
- Insure the health, safety and welfare of juveniles in the facility.
- Assist in the development of goals and objectives for the division.

Juvenile Probation Casework Manager – Detention Services, Travis County Juvenile Probation Department, Austin, TX. May 1996 to April 2001.

- Supervision of education, recreational and special programming within the division.
- Direct supervision of the counseling and training programs.
- Supervision of staff schedules and part-time Juvenile Detention Officers.

Detention Services Shift Supervisor, Travis County Juvenile Probation Department, Austin, TX. June 1991 to May 1996.

- Direct supervision of 15 Juvenile Detention Officers, detained juveniles and daily shift activities.
- Responsible for staff performance counseling, disciplinary action, performance evaluation and staff training.
- Insure compliance with ACA and TJPC Standards.

Juvenile Detention Probation Officer, Travis County Juvenile Probation Department, Austin, TX. September 1989 to June 1991.

- Direct supervision and counseling of juveniles in the detention facility.

KRISTIN L. MEURER

19301 Moorlynch Ave.
Pflugerville, TX 78660
(512) 820-2182
klmeurer@gmail.com

WORK EXPERIENCE

Senior Residential Treatment Officer – Reentry Specialist, Travis County Juvenile Probation Department (1/12 – Present)

- Certified Residential Treatment Officer/Juvenile Probation Officer
- Identifies, develops, and coordinates community partnerships with employers, schools, and various resources to assist youth and their families upon the youth's transition back to the community.
- Liaison for the Department's Job Readiness Training program and Skillpoint/Gateway Vocational Training program.
- Provides individual case management to youth in the Halfway House program.
- Participates in weekly treatment team meetings and initial and transitional staffings for youth in secure and nonsecure residential placement.
- Works closely with Probation Officers, Counselors, youth, and their families to develop transition plans for youth prior to their return to the community.

Student Teacher, Hutto High School (8/10-12/10)

- Taught three sections of English IV and observed one section of English III AP.
- Planned lessons and maintained student records (grades, attendance, behavior logs).

Research Assistant, Baylor University, English Department (8/08-5/09)

- Researched topics in the areas of rhetoric and composition (particularly genre theory, technical communication, and pedagogy).
- Edited manuscripts for publication.
- Gathered, coded, and reported data on procedural instructions and usability.
- Performed clerical duties such as photocopying, filing, sorting and shelving materials, mail delivery, and assisted with other special projects as needed.

Part-time Developmental English Instructor, Fayetteville Technical Community College (1/08-5/08)

- Taught two sections of a developmental English course, ENG 080 "Writing Foundations."
- Responsible for teaching English grammar and developmental writing strategies.
- Responsible for instructing students in accordance with college policy and procedures.

Writing Center Counselor, University of North Carolina at Pembroke-Writing Center (8/06-12/07)

- Assisted University students with all aspects of the writing process (i.e., brainstorming, development, and revision).
- Answered telephones and directed calls to appropriate departments or faculty.
- Scheduled appointments.
- Responsible for minor repair and maintenance of Writing Center equipment (i.e., computers and printers).

Complete Employment History Available Upon Request

EDUCATION

Master of Education Degree-Secondary Education – August, 2011

- Texas State University, San Marcos, TX: 01/10-08/11
- TEA Certified in English, Language Arts, and Reading 8-12
- Graduated Summa Cum Laude

Bachelor of Arts Degree-English – December, 2007

- University of North Carolina at Pembroke, Pembroke, NC: 8/04-12/07
- Graduated Summa Cum Laude

Associate of Arts Degree-General Education – May, 2004

- Fayetteville Technical Community College, Fayetteville, NC: 8/01- 5/04
- Graduated with Honors

AWARDS and HONORS

- Member of Alpha Chi (National Honor Society), Texas State University (Fall 2010).
- Recipient of the 2006-2007 Grace Loving Gibson Endowed Scholarship, Department of English, Theatre and Languages, UNCP.
- Member of Sigma Tau Delta (International English Honor Society) and President of the Sigma Xi Chapter (Fall 2006 – Fall 2007).

CERTIFICATIONS and LICENSES

- Certified Juvenile Probation Officer
- Certified Senior Residential Treatment Officer
- First Aid Certified
- CPR Certified
- Handle With Care Certified

NATHANIEL WHITFIELD III

OBJECTIVE

To pursue a career within the Juvenile Justice Field that can offer stability, opportunities for advancement, and career growth.

QUALIFICATIONS

- Over 20 years of Leadership responsibilities that includes positive interactions with other staff members, customers, and clients.
- Ability to make effective use of available resources.
- Ability to work independently or as a team member.
- Knowledge of computer programs such as MS Word, Excel. Also familiar with other software such as Oracle and EXE.

WORK EXPERIENCE

2011- Present **Travis County Juvenile Probation Department**

Re-Entry Specialist

- Serve as the Transition/Re-Entry specialist for the Division
- Develop and identify community partners and resources that will assist youth and their families in obtaining vocational, education, employment and counseling services upon the youth returning to the community
- Participates in weekly treatment team meetings, initial and transitional staffing to develop re-entry plan for youth.
- Develop partnerships within the community that allows youth to obtain specialized services while in the facility such as ACC GED program, Skillpoint/Gateway Vocational Training Program and SafeWay Food handlers Certification
- Develop ongoing relationships with youth and family through conducting school and home visits to ensure that youth and family needs that were addressed are being met by identified resources.

2008-2011 **Travis County Juvenile Probation Department**

Sr. RTO

- Interview new residents through an initial screening
- Create and implement individualized program and treatment plans
- Facilitate cognitive skill groups which are designed to target and promote the use of adaptive coping skills
- Help youth identify and set appropriate goals
- Co-facilitate multifamily group

- Communicate with families and other professionals regarding youths' progress in the program
- Address behavioral problems in individual and group settings

2007 – 2008 **Travis County Juvenile Probation Department**

Juvenile Residential Treatment Officer I

- Supervise juveniles that are court ordered to participate in the Travis County Leadership Academy Program.
- Supervise juveniles of various backgrounds with addressing areas in which caused them to struggle within the community which include substance abuse, mental health, and various behavioral problems.

2001 – 2007 **Southwest Distribution Center, Whole Foods**

Shipping Team Member to Shipping Team Supervisor

Responsible for supervising up to 40 employees.

Specific duties included recruitment/hiring, training, counseling and evaluating personnel. Also responsible for addressing customer (store) concerns, ensured processing, loading, and on time delivery of grocery orders to 22 stores through out 5 states.

1997 – 2001 **Applied Materials**

Materials Analyst

- Supervised and created schedules for 5 employees.
- Supplied support for manufacturing department, ordered materials for manufacturing production, communicated with vendors and developed reports for other material organizations.

EDUCATION

2008 BA Criminal Justice – Huston Tillotson University

1985 Electronics Certification – Austin Community College

PROFESSIONAL MEMBERSHIPS

Honor Society: Pi Gamma Mu

National Association of Blacks in Criminal Justice

Patricia Garcia

819 Brook Meadow Trail, Cedar Park, Texas 78613

(512) 636-2578 (cell), pgarcia40@austin.rr.com

OBJECTIVE

Seeking a challenging & team-work oriented position in an environment where serving our youth and communities are priorities.

PROFILE

- Over twelve years in management and program development.
- Diligent and detail oriented with concise report writing background.
- Bilingual with a collaborative multi-agency involvement work experience.
- Strong teamwork & multi-task skills in a stressful & fast pace environment

CAREER HIGHLIGHTS

- TCJP Internal Investigator • Safety & Security Committee Chair • JJAT Member
- Supervisor of the Year 2000 • JPO of the Year 1998
- Oversight and Development of the Following Programs:
Sex Offender, Sanction Supervision & Operation Safe Streets

EXPERIENCE

Residential Services Division Manager

October 2012-Present

- Assist in oversight of the Residential Services staff, program and facility.
- Oversee management & staff, including hiring, training, performance evaluation, & disciplinary action.
- Assist in planning, developing, implementing and ensure compliance with policies, procedures, goals and objectives of the division.

Casework Manager

1999-2012

- Supervised the Intensive Supervision Unit (ISP) consisting of seven (7) certified Juvenile Probation Officers and a Lead Officer which provided supervision and case management services to high risk youth offenders.

- Provided oversight of the daily operations to include managing, developing and evaluating employee's performance.
- Monitor and ensure compliance with department policies, procedures, state and federal laws and overall goals and objectives of the department.
- Oversee, evaluate and research programs that include analyzing operations and facilitating staff meetings, chair committees and other administrative functions as needed.
- Prepare program and investigative reports that may include recommendations for policy changes, program revisions and/or implementations.
- Participate in collaborative efforts with internal and community agency to meet client and/or department functions. Previous oversight of the GPS Monitoring program.

JUVENILE PROBATION OFFICER, ISP & SR. JPO

1991-1999

- Caseload supervision of Adjudicated clients placed on probation in the community or Residential facilities.
- Assistant to Casework Manager in completing administrative duties that consisted unit Oversight in absence or unavailability of the Casework Manager.
- Conducted training, unit meetings, staff audits, and oversight of the electronic monitor program, ISP competency groups and program.

EDUCATION

- Texas State University (formerly SWT), August 1984-August 1986, San Marcos, Texas
- Bachelor's Degree in Criminal Justice in Corrections and Minor in Sociology

SKILLS

- Management experience in Supervisory Principles and Practices.
- Investigative and Interview Skills.
- Problem Solving and Decision Making.
- Knowledge of Standards, Policies, Practices, State and Federal Laws.
- Ability to Understand, Interpret, and Explain Policies, Concepts and Rules.
- Verbal and Written Communication to include Presentations in English & Spanish.

REFERENCES

- Available upon request

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Accountant Lead

JOB CODE: 20007
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 10/01/09

JOB SUMMARY:

Under general direction, performs a wide range of professional accounting and advisory services using standard and specialized methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and County policies. Work involves preparing detailed financial statements, schedules and reports, completing specialized journal entries, maintaining ledgers, reconciling and verifying accounts, and monitoring revenue and expense accounts. Functions as a lead worker over lower level accounting and other staff and provides technical advice and assistance to staff.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three professional accounting-related job classifications within the Finance job family. Incumbents typically perform complex professional financial accounting duties that require the application of standard accounting theories, principles and techniques, and require the appropriate skill levels including intermediate to advanced skill levels in computer, analytical and communication skills. Incumbents work independently and exercise professional judgment in solving intermediate to advanced technical problems within assigned function. This classification is distinguished from the other accounting job classifications in that incumbents typically lead or supervise staff and make recommendations for accounting systems and policy changes to management. Duties require a substantial degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Leads or supervises activities of subordinate accounting and/or other staff. Plans, directs, organizes and schedules the activities of an accounting function or accounting functional areas. Assigns work, trains or facilitates training, provides technical expertise and assistance to staff, and provides input into and may evaluate subordinate performance. Reviews the work of assigned staff.
- Prepares or leads preparation of monthly, quarterly and annual financial statements, schedules and reports including completion of accounting entries and reconciliation of accounts and statements. Develops non-standard reports and statements, such as detailed cost and financial analysis, forecasts, trend analysis and projections. Completes a variety of special accounting studies. Monitors revenue and expenses for assigned accounts.
- Oversees the completion of journal entries, the maintenance of ledgers and the preparation of cost accounting information. Verifies accounts and reconciles and analyzes entries, transactions, ledgers and reports. Leads the maintenance of filing systems of accounting data, such as canceled checks, bank statements and other documentation.
- Interprets and analyzes a wide variety of accounting data and financial reports and recommends alternatives and action to be taken. Identifies informational needs of management and leads the revision or refinement of account structures or data accordingly. Participates in developing and implementing a variety of accounting systems and procedures for department. Drafts standard and specialized financial policies and procedures. Assists in budget preparation and maintenance.
- Monitors compliance with Generally Accepted Accounting Principles (GAAP) for assigned accounting area and ensures staff performs duties accordingly. Maintains accounting controls and financial security by following policies and procedures and internal controls and recommends improvements to reinforce and strengthen controls. Decides proper handling of financial transactions and approves transactions within designated limits.
- Leads the assistance of department staff and other clients by providing procedural/financial information and/or other information and guidance with automated or manual systems. Provides solutions to problems presented by management and staff, recommends changes to accounting system, methods or procedures, and implements approved changes.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Accountant Lead

JOB CODE: 20007
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 10/01/09

MINIMUM REQUIREMENTS:**Education and Experience:**

Bachelor's degree in Accounting, Finance or a directly related field AND six (6) years of increasingly responsible relevant professional level accounting or financial analysis experience. Master's degree in Accounting, Finance or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:

None required.

Preferred:

Lead or supervisory experience.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:**Knowledge of:**

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial practices.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Leading projects and related staff.
- Problem-solving and decision-making.
- Entering and reconciling financial data and reporting and monitoring fund and ledger balances.
- Completing professional financial reports.
- Both verbal and written communication.

Ability to:

- Analyze, calculate, consolidate, reconcile and interpret accounting data and identify errors.
- Develop and maintain financial spreadsheets, accounts and ledgers.
- Prepare accurate financial statements.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-15 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions.

<p>This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.</p>

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Juvenile Case Work Manager

JOB CODE: 20391
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 04/01/12

JOB SUMMARY:

Manages the personnel and tasks of assigned work unit. Manages the compliance with applicable State and Federal laws and guidelines, and departmental policies and procedures. Conducts research, plans programs, policies and procedures, goals and objectives of the unit. May manage an assigned caseload. May be assigned oversight of the facility and administrative functions in the absence of the Division Manager.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification oversees and manages the daily operations of employees assigned to supervise and monitor progress of clients within the juvenile justice system. Provides assistance to staff and makes recommendations on the more complex client issues. May require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages the daily operations of employees assigned to supervise and monitor progress of clients within the juvenile justice system. Interviews, hires, trains, manages, develops and evaluates employee performance. Counsels employees as necessary to improve performance. Disciplines and terminates employees, as required.
- Plans, schedules, distributes and monitors workload. Ensures work is performed in accordance with laws, policies and procedures. Sets priorities on tasks. Oversees functions to ensure work is completed and objectives are met.
- Evaluates, recommends and initiates change in office policies and procedures. Prepares reports. Assists in analyzing operations. Assists in budget preparation.
- Provides oversight and guidance to staff and makes recommendations on the more complex client issues.
- Prepares reports, compiles statistics and monitors the unit's workload to ensure that quality services are being provided.
- Conducts research, plans programs, policies and procedures, goals and objectives of the unit. Develops, implements and evaluates programs to address specialized needs and provides clinical program oversight.
- May manage an assigned caseload. Conducts case reviews and audits, and develops, implements and reviews case management systems. Maintains case files and computer records on each case.
- Investigates and processes complaints from clients and their families, citizens, public and private agencies, attorneys, judges and others. Resolves problems.
- Assists with the coordination of division functions with other divisions.
- Represents the department in coordinating activities with other departments, various law enforcement agencies, governmental and other agencies.
- May perform administrative division tasks, staff meetings and chair staff committees. May be assigned oversight of the facility and administrative functions in the absence of the Division Manager.
- May coordinate client's transportation needs according to policy and procedures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:****If assigned to Domestic Relations:**

Bachelor's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling, Education, Criminal Justice or a directly related field AND four (4) years of increasingly responsible experience in social services, community corrections, or juvenile agency, including one (1) year mid- to senior level supervisory or management experience;

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Juvenile Case Work Manager**JOB CODE:** 20391**FLSA STATUS:** Exempt**PAY GRADE:** 20**LAST REVISED:** 04/01/12

MINIMUM REQUIREMENTS: (Cont.)**Education and Experience: (Cont.)**

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Preferred:

Licensed Social Worker (LSW); OR, Licensed Professional Counselor (LPC); OR, Licensed Marriage and Family Therapist.

Master's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling, Education, Criminal Justice or a directly related field.

If not assigned to Domestic Relations:

Bachelor's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling, Education, Criminal Justice or a directly related field AND four (4) years of increasingly responsible experience in social services, community corrections, or juvenile agency, including at least one (1) year in lead, supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Must be at least 21 years of age.

Certification as a Juvenile Probation Officer and Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) First Aid and Handle with Care (state approved physical restraint technique).

Valid Texas Driver's License.

Preferred:

Licensed Social Worker (LSW); OR, Licensed Professional Counselor (LPC); OR, Licensed Marriage and Family Therapist.

Master's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling, Education, Criminal Justice or a directly related field.

Knowledge, Skills, and Abilities:**Knowledge of:**

- Family law and the District Court system.
- Conciliation and mediation concepts.
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Standard practices in area of assignment.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Juvenile Case Work Manager

JOB CODE: 20391
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 04/01/12

MINIMUM REQUIREMENTS: (Cont.)**Skill in:**

- Supervising others.
- Developing general and specific programs to reach certain segments of the public.
- Public speaking and content delivery.
- Negotiating, interviewing and investigating practices and techniques.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Train and supervise office personnel.
- Plan, assign, motivate, and coordinate work of support staff to achieve specific service objectives.
- Accurately assess the present and future needs of a child, to present that child's case and advocate their best interests in court as well as out of court for as long as the case is in the court system.
- Evaluate psychological and other professional reports.
- Research and maintain legal concepts.
- Perform in a stressful environment while maintaining a professional manner.
- Manage time well, perform multiple tasks and organize diverse activities.
- Independently prepare correspondence and memorandums and other materials.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, children, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, squatting to perform the essential functions. Requires exposure to hostile behavior from clients. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases and poor ventilation. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful environment and client and customer contact for extended periods of time.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Chief Deputy Juvenile Probation

JOB CODE: 30402
PAY GRADE: 30

FLSA STATUS: Exempt
LAST REVISED: 10/01/09

JOB SUMMARY:

Assists in directing the overall operations within the Juvenile Probation Department. Provides leadership, oversight and direction and assists in planning, organizing, directing, implementing and evaluating departmental functions and operations in accordance with State, Federal and Local laws. Assists with planning and developing policy, procedures and programs. Assists in development of strategies to accomplish goals and objectives of the department to improve effectiveness and efficiency of services. Directs activities through subordinate division directors.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four juvenile probation-related job classifications within the Senior Management/Middle Management job family. Reports directly to the Chief Juvenile Probation Officer and functions as the senior level of middle management within the department. This classification has broad scope of operational and staff responsibility and directs through subordinate division directors. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Assists in the daily direction of operations of divisions and functions and provides executive leadership, management and coordination. Oversees management and staff, including making recommendations for hiring, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Assists department head in planning and directing departmental services and operations. Analyzes, evaluates and establishes departmental programs, policies and procedures and makes recommendations regarding overall departmental decisions. Ensures departmental compliance with Federal, State, Local and judicial directives.
- Provides oversight and direction to management and staff and makes decisions on complex client issues.
- Assists in planning, preparing and administering annual budget. Ensures expenditures remain within approved budget.
- Receives and reviews statistical and other reports, monitors programs and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Keeps the department head informed on matters concerning department personnel and operations.
- Oversees the investigation of complaints from clients, their families, judicial entities and the general public.
- May represent the department at Commissioners Court, criminal justice, statewide and at local and community meetings. Serves as liaison and functions as a resource person for advice and assistance to criminal justice representatives, departmental staff and the general public.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND seven (7) years increasingly responsible experience in criminal justice, probation, community corrections or related work, including five (5) years mid- to senior level supervisory management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Chief Deputy Juvenile Probation

JOB CODE: 30402
PAY GRADE: 30

FLSA STATUS: Exempt
LAST REVISED: 10/01/09

MINIMUM REQUIREMENTS: (Cont.)**Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

Eligible for certification by the Texas Juvenile Probation Commission as a Juvenile Probation Officer.

Preferred:

Master's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field.

Knowledge, Skills, and Abilities:**Knowledge of:**

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and applicable probation and juvenile justice standards and procedures.
- Standard practices in area of assignment.
- Budget development, preparation, and monitoring.
- Social adjustment and emotional stability.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Directing and managing others, including team building.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Both verbal and written communication.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Conduct investigations and report results clearly, accurately and impartially.
- Reason and make judgments and decisions.
- Work effectively and courteously under high pressure circumstances.
- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5-10 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation.

<p>This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.</p>

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Juvenile Probation Division Manager

JOB CODE: 22778
PAY GRADE: 22

FLSA STATUS: Exempt
LAST REVISED: 11/2/10

JOB SUMMARY:

Under administrative direction, plans, manages, organizes and supervises the staff and operation of a division within a juvenile justice system. Directs and manages conformity with State and Federal laws and guidelines, and policies and procedures for the health, safety and welfare of juveniles. Assists in planning, organizing, developing, scheduling and implementing policies, procedures, goals and objectives of the division. Manages the staffing, training, development and performance evaluation of division staff. May be assigned oversight of the facility in the absence of Division Director.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four juvenile probation-related job classifications within the Senior Management/Middle Management job family. This classification is distinguished by the administrative and management duties and responsibilities performed in overseeing the staff and operations of a division under the direction of a division director level position. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Assists Division Director in planning, managing, organizing, monitoring and evaluating the staff and overall operations of a division. Directs and ensures conformity with State and Federal laws and guidelines, and policies and procedures for the health, safety and welfare of juveniles.
- Oversees management staff and others, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Plans, organizes, develops, schedules and implements policies, procedures, goals and objectives of the unit.
- Prepares, receives and reviews a variety of fiscal, administrative and statistical reports and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness and monitors the unit's workload to ensure that quality services are being provided.
- Assists in the development and implementation of comprehensive strategic plans for the division.
- Provides high-level technical advice, policy interpretation and guidance for application of appropriate procedures to supervisors and other staff.
- Assists in preparation and administration of division budget. Monitors and approves budget expenditures to ensure consistently with system goals and objectives and remaining available funds. Establishes internal control procedures for budget related activities.
- Represents the department and serves as a liaison for local and statewide committees and task forces, advisory groups and the general public. Serves as spokesperson to media and outside agencies.
- Performs administrative division tasks, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Public Administration, Business Administration or one of the Social or Behavioral Sciences or a directly related field AND five (5) years of increasingly responsible experience in a social service, community corrections or a juvenile agency, including two (2) years of mid- to senior level supervisory or management experience.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Juvenile Probation Division Manager

JOB CODE: 22778
PAY GRADE: 22

FLSA STATUS: Exempt
LAST REVISED: 11/2/10

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:

Must be at least 21 years of age.

Certification as a Juvenile Probation Officer and/or Detention Officer or eligible for certification within six (6) months of employment, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

Valid Texas Driver's License.

Preferred:

One (1) year of experience in full time casework management.

Correctional administration experience.

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, procedures, practices and terminology of assigned function.
- Federal, State and Local laws and program requirements.
- Budgetary practices and techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Supervising others, allocating resources and evaluating programs.
- Strategic planning, developing, monitoring and evaluating of programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Develop and implement policies and procedures and operational plans or activities.
- Create and recommend program initiatives.
- Gather and evaluate facts to develop individual program planning and appropriate case disposition.
- Serve as technical consultant and liaison.
- Prepare administrative and statistical reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Prepare correspondence, memorandums and other written materials.
- Work with mentally disturbed, hostile and aggressive individuals.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, squatting to perform the essential functions. Requires exposure to hostile behavior from clients. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases and poor ventilation. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful environment and client and customer contact for extended periods of time.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Juvenile Probation Division Manager

JOB CODE: 22778
PAY GRADE: 22

FLSA STATUS: Exempt
LAST REVISED: 11/2/10

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

JOB TITLE: Employment Specialist

This position is responsible for helping youth search for jobs, networking with local community businesses and organizations, securing job placement for youth, and providing job-related education, including soft and hard skills. .

Responsibilities/Duties

- Develop and conduct initial orientation session for program participants
- Create and implement multifaceted curriculum that meets the needs of participants
- Administer skills assessments tests
- Conduct soft-skill training sessions on resume writing, interview skills, dress for success, etc.
- Train participants in hard-skills, such as computer literacy, or arrange such training
- Prepare program participants for job placements once they are interview prepared
- Build and sustain relationships with potential employers through a range of initiatives (telephone, field visits, job fairs, presentations, etc.)
- Manage time and performance by meeting and documenting weekly/monthly targets for prospecting calls, new employer appointments, job starts, verifications and follow ups with existing employers
- Provide the “public face” of the program
- Maintain an updated roster of participant placements and potential job opportunities
- Work with Career Coach and Casework Manager to match participants with appropriate employers
- Participate as needed in training and preparing participants for appropriate employers
- Monitor programs success and maintain database to measure program compliance and performance goals
- Create marketing materials and promotions to target potential employers
- Work closely with employers to minimize participant failures and reconciled relationships with employers
- Provide regular updates to Casework Manager

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor’s degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND three (3) years’ experience in social services, criminal justice or a directly related field;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

PLUS,

Experience in Marketing, Public Relations or a field with a proven track record of success

Knowledgeable of the local employment market and community resources

Familiar with city, state and federal laws, regulations and codes related to employment and Equal Employment Opportunity regulations.

Excellent verbal, written and interpersonal communication skills

Computer literacy, including basic software applications and familiar with the internet and email communications

Ability to travel within city and surrounding communities

Experience in teaching, training or counseling high risk populations

Experience with Basic Education

Ability to effectively teach high risk population with educational deficiencies

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Program Coordinator

JOB CODE: 18474
PAY GRADE: 18

FLSA STATUS: Exempt
LAST REVISED: 04/01/12

JOB SUMMARY:

Coordinates grants process, including grant seeking, writing, reporting, program planning, needs assessment, and administration. Serves on committees, develops resources and serves as primary contact between divisions and departments involved in grant processing. Coordinates services and facilitates development of policies and procedures. May assist in the development of short- and long-term plans.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Professional Support job family. This classification is a specialized classification and not part of a series.

DUTIES AND RESPONSIBILITIES:

- Administers federal grant through written proposals and reports, budget control, reporting and formal/informal correspondence.
- Communicates program mission by maintaining media/press relations through media alert distribution, by utilizing the County television talk show production, and by coordinating and working in concert with national and state campaigns at the local level.
- Develops educational programs and projects. Prepares corresponding literature to increase public awareness and researches related topics. Serves as a program community liaison with national, state, and local community leaders. Supervises program staff.
- Collaborates with government agencies, private sector organizations, and citizens. Organizes community task force to communicate and increase community participation.
- Sets program goals and accomplishes program directives. Solicits and schedules presentations and meetings.
- Researches and develops for potential funding sources. Develops and writes proposals for department grants. Serves as the primary contact for the user divisions of the department for grant proposals and contracts.
- Moves grant proposals through County processes, including agenda requests, approval, award, acceptance and submission.
- Facilitates development and implementation of grant activities, including reporting and audit requirements and compliance regulations. Ensures timely reporting on program performance.
- Develops new processes and enhances existing efforts to achieve divisional goals. Analyzes, evaluates and presents data. Maintain databases and prepares written reports.
- Coordinates activities of services for eligibility. Provides intake and assessment. Provides short- and long-term analysis. Schedules and facilitates staffing and provides follow-up. Serves as liaison.
- Attends task force and committee meetings.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

Bachelor's degree in Business Administration, Public Administration, Economics, Technical Writing, Program/Project Management, Social Sciences, Psychology, Criminal Justice or a directly related field AND one (1) year to three (3) years experience in reviewing and analyzing financial, accounting records and grants experience, or communications work experience, or social work/casework experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

None required.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Program Coordinator

JOB CODE: 18474
PAY GRADE: 18

FLSA STATUS: Exempt
LAST REVISED: 04/01/12

MINIMUM REQUIREMENTS: (Cont.)**Knowledge, Skills, and Abilities:****Knowledge of:**

- Grant guidelines, procedures funding agencies.
- Community resources.
- Grants and contracts administration of principles and practices.
- Public administration.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Administrative analysis and statistical techniques.
- General aptitude in mathematics or accounting.
- Modern principles of sociology, criminology, child and adolescent psychology, social casework techniques, methods and techniques of counseling, and laws and regulations relating to juvenile justice and social services.
- Policies, practices, procedures and terminology related to environmental.
- Computer equipment to include word processing, spreadsheets, databases and variety of software packages, including Internet access.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Public speaking.
- Analytical research.
- Problem-solving and decision-making.
- Resolving contract standards and compliance issues.
- Both verbal and written communication.

Ability to:

- Research, plan and coordinate grant related activities.
- Develop and schedule television productions.
- Initiate and develop methods and procedures.
- Plan, organize and direct activities.
- Gather, analyze and evaluate facts.
- Write policies and procedures.
- Conduct research on a variety of topics.
- Prepare clear, concise reports, which reach reasonable conclusions.
- Develop, analyze and interpret policies and procedures.
- Manage time well, perform and prioritize multiple tasks and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Conduct investigations and report the results clearly, accurately and impartially.
- Establish and maintain effective working relationships with participating parties of the project, clients, community agencies, departmental clientele, representatives of outside agencies, governing boards, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Juvenile Residential Treatment Officer Senior

JOB CODE: 15511
PAY GRADE: 15

FLSA STATUS: Non-Exempt
LAST REVISED: 10/01/09

JOB SUMMARY:

Provides direct supervision and treatment intervention of juvenile clients assigned to a residential treatment program. Maintains security, control and guidance of detained juvenile clients in order to facilitate treatment, prevent harm and provide for their safety during all daily activities. Recommends and implements available treatment plans and corrective disciplinary strategies. Documents client behavior for use within the juvenile justice system. Trains staff and functions as a working lead over other juvenile detention positions.

DISTINGUISHING CHARACTERISTICS:

This is the fifth in a series of five juvenile residential treatment-related job classifications within the Courts job family. This classification provides supervision to clients who have been placed in the juvenile residential facility by the court system. Duties performed are of the most complex nature and type. This classification typically functions as a working lead over the activities of other juvenile residential treatment positions in addition to the normal range of duties. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides direct supervision of all client daily activities. Maintains accountability of all clients and equipment and ensures that the environment is safe, clean and secure.
- Assesses juveniles, develops and implements available treatment plans, corrective disciplinary strategies and effective treatment intervention programs. Ensures that clients are aware of and understand their responsibilities and appropriate behavior.
- Conducts cognitive skill groups and teamwork activities. Models competency in direct care principles for less experienced staff.
- Documents clients' behavior and enters into department computer information system. Develops strategies for case management.
- Functions as a working lead over other juvenile residential positions. Trains, assigns and reviews work of employees.
- Provides individual and crisis intervention counseling, as required.
- Ensures environment is safe and clean. Maintains order and discipline.
- Physically restrains aggressive clients using approved protocols, as required.
- Transports clients to other facilities, as required.
- Serves on committees and participates in special projects.
- Maintains communication with other staff to ensure continuity of care.
- Assists in investigating incidents involving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND three (3) years experience in social services, criminal justice or a directly related field;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Juvenile Residential Treatment Officer Senior

JOB CODE: 15511
PAY GRADE: 15

FLSA STATUS: Non-Exempt
LAST REVISED: 10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:

Must be at least 21 years of age.

Certification as a Juvenile Probation Officer and Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Training, supervising and reviewing the work of others.
- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- Perform in a stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, representatives of the juvenile justice system and the general public.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Juvenile Residential Treatment Officer Senior

JOB CODE: 15511
PAY GRADE: 15

FLSA STATUS: Non-Exempt
LAST REVISED: 10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful environment and client and customer contact for extended periods of time.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Chief Executive Assurance to Collect and Report Recidivism Indicator Data

I hereby assure that, if awarded grant funds under the Second Chance Act Technology Career Training Program for Incarcerated Adults and Juveniles, my organization will collect unique identifiers for each program participant, will collect recidivism indicator performance data, and will submit all such data upon the end of the grant period via the Performance Measurement Tool. I understand that the inability or refusal to submit such data after an award is made may impact my organization's ability to receive future Bureau of Justice Assistance competitive grant funding.

Signature

Title

Date

Travis County Juvenile Probation Department does not have pending applications submitted within the last twelve months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.



February 17, 2014

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

Dear Ms. Medina,

The Media Awareness Project is pleased to offer its support for Travis County Juvenile Probation Department's (TCJPD's) application for funding from the Department of Justice's *Second Chance Act Technology Career Training Program for Incarcerated Adults and Juveniles* program.

MAP has been privileged to have forged a relationship with Gardner Betts in our PREA Production program, currently taking place on Saturday mornings. As we expected, students at Gardner Betts who are participating in the program have shown great promise in the ability to work with technical equipment and software to both produce and edit relevant video content. Additionally, MAP has every intention of employing some of our current Gardner Betts students after they are released, as we have opportunities come up. MAP wholeheartedly supports ongoing efforts to increase the skill level of those (and all) young people and to support youth in preparing for professions which can pay them a better than living wage and offer them the opportunity to build unique skills that are in demand and will continue to be in demand well into the future.

TCJPD's proposal to prepare youth for applicable careers in the technology industry, allow them to receive industry-recognized certifications, and offer them the support of a Reentry Specialist is an excellent way for youth to access hands-on trade skills and a career pathway. This program offers youth the ability to grow in their skills and expertise while being supported in all aspects of preparation for a real-world career. If funded, we are certain that TCJPD will be successful in preparing youth for reentry into their communities. The Media Awareness Project will continue to optimize our resources to employ youth upon completion of this program at TCJPD. We welcome the opportunity to work with TCJPD to develop sustainable employment and apprenticeship opportunities for youth, both within our organization and in the community.

Sincerely,

A handwritten signature in black ink that reads 'Nina L. Medeiros'. The signature is written in a cursive, flowing style.

Nina Medeiros; Creative Director
www.MediaAwarenessProject.org



TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #: 2011-DC-BX-0010
SAP #: 800190

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

Grant Title:	Travis County Family Drug Treatment Court - The Children's Continuum		
Grant Period:	From: <input type="text" value="Oct 1, 2011"/>	To: <input type="text" value="Sep 30, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Family Drug Court Programs		
Will County provide grant funds to a sub-recipient?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 487,037	\$ 0	\$ 0	\$ 137,543	\$ 624,580
Operating:	\$ 62,963	\$ 0	\$ 0	\$ 45,790	\$ 108,753
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 550,000	\$ 0	\$ 0	\$ 183,333	\$ 733,333
FTEs:	2.30	0.00	0.00	0.75	3.05

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

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

Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ - Applicable Departmental Measures					
1.	Total number of children who remain in the home (Children FIRST Measure)	513	400	400	400
2.	Percentage of drug-free babies born to participants while in TCFDTC program (TCFDTC Measure) N= 3 for FY 12	100%	90%	90%	90%
3.					
+ - Measures for the Grant					
1.	Number of children served	40	40	40	40
Outcome Impact Description		Children enrolled in the Children's Continuum as part of the TCFDTC will receive early identification of their needs along with immediate intervention and monitoring. Children enrolled in the Children's Continuum as part of the TCFDTC will receive early identification of their needs along with immediate intervention and monitoring.			
2.	Number of developmental screenings that are completed using the ASQ	47	42	40	40
Outcome Impact Description		Children enrolled in the Children's Continuum as part of the TCFDTC will receive developmental screenings using the ASQ which will ensure early intervention and services.			
3.	Percentage of children who receive an individual plan of care - FY 13 -this measure was reduced to reflect that not every child in the FDTC requires an individualized service plan beyond the one generated by CPS.	83%	87%	85%	85%
Outcome Impact Description		A trained professional will assess a child's immediate and long-term needs, identify appropriate local resources, assist in accessing these resources, and create a plan of interventions and support.			

PBO Recommendation:

The Health and Human Services and Veterans Service Department requests Commissioners Court approval to submit an extension request to the U.S. Department of Justice for the Travis County Family Drug Treatment Court - The Children's Continuum Grant. The extension would continue the grant from 9/30/2014 to 9/30/2015. The additional year extension would allow the department to spend an additional estimated \$137,309 in unspent grant funds remaining from Year Three of this grant. A County match of \$12,636, funded from multiple department budgets and FTEs, would be needed for the additional grant year.

PBO recommends approval of this extension to spend the unused grant dollars.

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

The Travis County Family Drug Treatment Court (TCFDTC) was established in the fall of 2007 as a specialized docket managed by the 126th District Court. The aim was to provide judicial oversight for parents with substance dependency issues who were involved in the child welfare system. TCFDTC oversees a program that provides coordinated treatment and support for these parents in collaboration with community partners and the Parenting in Recovery grant. Although all children in the TCFDTC program receive monitoring by a child welfare case worker and Court Appointed Special Advocate, these children, unlike their parents, are not provided with a consistent assessment nor are they connected to an easy to navigate continuum of services. The result has been an inconsistent level of intervention and support for these children as well as an inability to provide targeted services to enhance the parent/child bond. A lack of a healthy relationship between parent and child can contribute to future incidents of maltreatment.

This grant enhances the operation of the TCFDTC by allowing early identification of a child's needs, immediate intervention, and monitoring. A trained professional assesses a child's immediate and long-term needs, identifies appropriate local resources, assists in accessing these resources, and creates a plan of interventions and supports. Additionally, this grant funds a percentage of a child advocate position through CASA of Travis County to ensure the children's best interest is represented at the TCFDTC hearings.

TCHHSVS is seeking Commissioners Court approval to submit a request to the U.S. Department of Justice for a one-year extension of the grant through 9/30/15 using an estimated \$137,309 in unspent grant funds that will remain from year three which ends on 9/30/14.

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

Travis County will provide \$19,712 to be used for child services and \$85,940 in county staff time, office space and travel as match. CASA of Travis County will provide \$63,460 as match by paying 75% of the Child Advocate's salary. Mauney and Associates and ATCIC will provide \$14,221 as match in the form of reduced fees for Parent Coaching services and reduced MSO fees for managing the grant funds that will be used for specialized, therapeutic children services.

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

TCHHSVS and the grant partners are providing the match.

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

TCHHSVS is aware of the request from PBO that all grant applications include some indirect costs unless specifically prohibited by the grantor. No indirect costs were included in the original grant award. At this point, TCHHSVS is seeking to extend the grant for a fourth year using an estimated \$137,309 in unspent funds from year three. All of this is needed for the staff positions funded by the grant.

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 grant provides seed money that will be used to establish a system to better serve the needs of children whose parents are involved with the TCFDTC. The proposed funding mechanism for post grant will be a combination of partner contribution, the full utilization of existing community resources, potential future grants, and available State and local funds. The concept of the grant is to develop a continuum of services for children 0-17 to improve infant/children mental health for those children who are the most vulnerable due to child welfare involvement and parental substance abuse. It is the intent to develop this continuum of services through both the full utilization of and then augmentation of existing services. This will allow for the majority of sustainability to occur with available community resources and partner support.

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

This grant enhances the work already being done by the TCFDTC.

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 grant will augment the work already being done by the TCFDTC. Helping the children of parents involved in TCFDTC should reflect positively on the departmental performance measures concerning parents involved in TCFDTC, Children FIRST and Healthy Families. Both Children FIRST and Healthy Families are home-visiting programs for at-risk youth. Where HF serves 0-3; and Children FIRST serves children 0-17 who are involved with Child Welfare due to abuse/neglect.



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

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

DATE: February 25, 2014

TO: Members of the Commissioners Court

FROM:

Sherri E. Fleming

Sherri E. Fleming, County Executive for
Travis County Health and Human Services and Veterans Service

SUBJECT: Request to extend The Children's Continuum grant

Proposed Motion:

Consider and take appropriate action to approve submitting a request to the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Family Drug Court Program, to extend The Children's Continuum grant into a fourth year.

Summary and Staff Recommendations:

Travis County received a \$550,000 grant, known as The Children's Continuum, from the U.S. Department of Justice (USDOJ) to enhance the operation of the Travis County Family Drug Treatment Court (TCFDTC). The court was established in the fall of 2007 as a specialized court overseen by the 126th District Court. The aim is to provide judicial oversight for parents with substance dependency issues who are involved in the child welfare system. TCFDTC oversees a program that provides coordinated treatment and support for these parents in collaboration with various community partners and grants.

Although all children involved with the TCFDTC receive monitoring by a child welfare case worker and Court Appointed Special Advocate, these children, unlike their parents, were not provided with a consistent assessment nor were they connected to an easy to navigate continuum of services. This resulted in an inconsistent level of intervention and support for these children as well as an inability to provide targeted services to enhance

the parent/child bond. The Children's Continuum grant allows the TCFDTC to address these shortcomings and provide early identification of a child's needs, immediate intervention and monitoring and a connection to community-based services and supports.

Travis County is currently in the third and final year of the grant, which is due to end on 9/30/14. Travis County Health and Human Services (TCHHSVS) is requesting permission to ask the USDOJ to allow the grant to continue until 9/30/15 in order to spend an estimated \$137,309 of the original \$550,000 that will be unspent at the end of the current grant year.

The original grant funded the following positions:

- 100% of a Child Therapist position located at Austin-Travis County Integral Care plus 5% of a supervisor's position;
- 100% of a Case Aide position located in TCHHSVS and;
- 25% of a Child Advocate position located at CASA of Travis County.

If extended into a fourth year, the \$137,309 will provide twelve months of funding for the Child Therapist and Child Advocate positions and eleven months of funding for the Case Aide position. Funding for the twelfth month of the Case Aide position, approximately \$4,288, will come either from an internal reallocation of funds within TCHHSVS, from unspent grant funds if the total turns out to be higher than the estimated \$137,309, or both. The 5% of the supervisor's position at ATCIC will not be funded in year four.

Budgetary and Fiscal Impact:

The original \$550,000 grant is due to expire on 9/30/14. An estimated \$137,309 in grant funds will remain unspent at that time. If USDOJ approves the request, the grant would be extended through 9/30/15 to allow these funds to continue serving children and their families enrolled in the TCFDTC. The match is \$12,636. Additionally, this is part of the overall sustainability plan for the TCFDTC presented to the Commissioner's Court in November 2013.

Issues and Opportunities:

The Children's Continuum grant enhances the well-being of children whose parents are involved with TCFDTC and improves the ability of those parents to care for their children.

Background:

The purpose of the Family Drug Court Programs run by the Office of Juvenile Justice and Delinquency Prevention in the U.S. Department of Justice is to build the capacity of states, state and local courts, units of local government, and federally recognized Indian tribal governments to either implement new drug courts or enhance existing drug courts for substance-dependent adults involved with the court as a result of child abuse and neglect issues.

Cc: Jim Lehrman, Acting Director, Office of Children's Services, TCHHSVS
Nicki Riley, Travis County Auditor
Janice Cohoon, Financial Analyst, Travis County Auditor's Office
Mary Etta Gerhardt, Assistant County Attorney, Travis County Attorney's Office
Leslie Browder, County Executive, Planning and Budget Office
Aerin Toussaint, Analyst, Planning and Budget Office
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office

Children’s Continuum Program Overview

The Children’s Continuum (CC) grant provides support to the children whose parents are enrolled in the Travis County Family Drug Treatment Court (TCFDTC). The focus of the grant is to provide children with screening, assessments and services that enhance their functioning and improve the parent child relationship. A previously approved GAN expands the age of the children served from 0-5 to 0-17. The grant supports a full-time child therapist, case aide and 25% of a CASA supervisor position. The grant provides flexible funding for traditional and non-traditional therapeutic services and parent training utilizing the Nurturing Parenting Program. The child therapist completes an initial screening using either the ASQ-SE or the CANS depending on the age of child. The therapist then develops a treatment plan based on the screening results and a social history and then connects the child to relevant services. These services could include non-traditional supports like infant massage and pro-social groups or more standardized treatment like individualized and/or family therapy. The child therapist is trained in parent/child psychotherapy and when indicated will provide direct therapeutic services. The therapist ensures that the child has a medical home, is current on immunizations and has a step-down plan for community support upon discharge from CC services. The case aide provides transportation to the parent and child to medical/behavioral health appointments; facilitates family time (parent/child visitation); and completes data entry and records management for required grant reporting. The CASA supervisor oversees the volunteers who represent the children’s voice in the TCFDTC as well as attending the various TCFDTC meetings and the child protective services specific hearings. Children and families are served throughout their involvement with TCFDTC which is on average 14 months.

Children’s Continuum Budget Utilization to date

The original budget submitted by this site was for a 3 year grant period. Upon evaluation of the expenditures year to year and the sustainability of the project; this site is requesting an expansion of the project period to a fourth year.

Year one of the grant this site under expended in all budget line items. This is attributable to these factors:

- The two full-time positions for the grant were not filled until the fourth and fifth months of the grant year; which resulted in significant personnel and fringe savings. The positions were filled as quickly as qualified applicants could be located and required contracts executed.
- The contractual line item was significantly underspent because of the reasons: 1) the positions were not in place to expend the funds until the fourth/fifth month of the grant year 2) the site needed time to establish working relationships with local providers who were experienced in working with younger children with drug/alcohol and trauma exposure 3) the

site overestimated the amount of flexible funds that would be required to support the needs of the children; a significant number of services were able to be funded using the child’s medical insurance (Medicaid) 4) initially until the GAN was approved the site was only serving children 0-5 which limited the number of children served and decreased the need for flexible funding 5) the site overestimated the funding required for parent services through the Nurturing Parenting Program (NPP). The parents receive 12 sessions of NPP funded through another grant and this grant fund any additional sessions that are recommended and the parent utilizes. It was initially thought that this would be an additional 10 sessions but in application the number of sessions is 4-6 for most parents – reducing the expenditure in this line item.

- The other costs line item that includes facility costs for one contracted position and training was underspent because of the hiring of the position in the fifth month of the grant and the ability to utilize local professionals to provide training to the community.

Year two of the grant this site under expended in all budget line items. This is attributable to these factors:

- The site overestimated the amount of flexible funds that would be required to support the needs of the children; a significant number of services were able to be funded using the child’s medical insurance (Medicaid) and/or provided directly by the child therapist.
- The site overestimated the funding required for parent services through the Nurturing Parenting Program (NPP). The parents receive 12 sessions of NPP funded through another grant and this grant fund any additional sessions that are recommended and the parent utilizes. It was initially thought that this would be an additional 10 sessions but in application the number of sessions is 4-6 for most parents – reducing the expenditure in this line item.
- In year two of this grant, TCFDTC expanded to a second child therapist funded by a different grant who has been able to provide therapeutic services to the children and parents further reducing the cost to this grant.
- Site has been able to provide quarterly trainings to the community at no cost to the grant by utilizing local experts and space from partners.

The site evaluated the surplus of the budget and assessed the most appropriate and reasonable way to fully expend the balance of the allocated grant funds was to request an extension of the grant period to a fourth year. To accomplish this goal budget year 3 has been revised and a fourth budget year added. In doing so the site has, in budget year three, reduced expenditures in the *contractual line item* to more accurately reflect true expenditure patterns; maintained *personnel and fringe costs* (with increases reflecting cost of living and market salary studies); increased the *other costs line item* to allow for TCFDTC partners to attend the National Association of Drug Court Professionals Annual Training Conference; and expanded to a fourth year. The fourth

budget year utilizes grant monies to continue funding the child therapist, 25% of the CASA supervisor for 12 months and the case aide position for 11 months – all other costs are absorbed by this site in year four. It is the intent of the site to expand grant funding to 12 months for the case aide position if funds become available in year four; regardless the position will be funded for 12 months either by the site with local dollars or through available grant funds not utilized in year three.

Match

This site has reported through December 31st, 2013 on the SF 425 \$92,930.49 of the \$183,333 that is required as part of the grant award. The majority of the balance of the match would be made in year three with a smaller portion being a part of the year four extension of the grant. The site has taken these steps to ensure match compliance:

- Increased cash match through concrete service expenditures for clients. \$5,765.07 was reported in Year 2 and \$21,800.93 is expected to be reported in Year 3 of the grant. The full cost of all services provided to parents and children will be covered by the site as match in year four (extension year) and is projected to be \$5,250.
- Include judicial time as personnel match for the grant. This site has not included that as part of the match but with approval of this GAN will report existing (not supplemental) judicial time as match along with the Travis County staff existing time who manages the grant. If approved, this site will claim this match beginning in year one of the grant and will continue through year four. The projected amount of this match will be \$30,051 for year 1-4 of the grant award.
- The CASA match was not reported in Year Two of the grant but will be reported in the second quarter of Year Three. The projected amount for Year Two and Three is \$35,890

Children’s Continuum Change in Project Period Justification

Travis County Family Drug Treatment Court (TCFDTC) is supported by 3 separate grants (ACF grant; Governors Grant; and OJJDP) and local match dollars. TCFDTC is working in earnest with the local community to sustain the drug court post the awarded grants. This effort includes an advisory committee, subcommittees, data collection and reporting efforts, researching of future grant opportunities, and presentations to the local authorities. Currently both the OJJDP and ACF grants conclude in September 2014. For implementation of the sustainability plan, it would be more successful if the different aspects of the TCFDTC could be phased in during different fiscal years. If granted, the request to expand the project period of this grant by one year will allow the OJJDP grant to be completed in September 2015, a year after the conclusion of the ACF grant. This will allow the local community additional planning time and resource identification to sustain the positions currently funded by the OJJDP grant. A presentation was

held by the TCFTDC with the Commissioners’ Court of Travis County in November 2013. This presentation was well received and the Court members expressed a willingness to sustain aspects of the TCFTDC over the next two fiscal years. Part of the strategy presented by this site was requesting a one year extension of this grant.

The Children’s Continuum has greatly enhanced the overall functioning of the TCFDTC and ensured that the children of the participants are being appropriately screened and connected to resources to optimize their functioning. The role of the child therapist, Case Aide, and CASA supervisor has been fully integrated into the TCFDTC model and are critical components of the overall supports provided by the drug court. Based on this sites review of the current budget status and the critical nature of the positions, it was agreed that the grant budget should be revised to support a fourth year that solely funds these grant positions. In the fourth year, the grant will fund the personnel and fringe costs of the child therapist and CASA for 12 months; and the case aide for 11 out of the 12 months of the grant period; the final month will be funded as match by TCHHS/VS to ensure a full year of service by this position to the TCFDTC. Upon conclusion of year three of the grant if there are additional grant funds for year four beyond what the site projected those will be utilized to fund the case aide position for 12 months. TCHHS/VS will provide the flexible service dollars for year four.

The Children’s Continuum grant budget as originally submitted does not accurately reflect current expenditure patterns; nor does the original budget fully emphasize the most critical area of operation – the grant funded positions. The revised budget proposed in the GAN in conjunction with the GAN to expand the project period for a fourth year are a more accurate reflection of how the site can best use the OJJDP funding to meet the goals of the grant award.

OJJDP Grant - The Children's Continuum

YEAR 1 GRANT	Travis County		CASA		ATCIC Staff		ATCIC SOC		MATCH		FY 12 Totals
	Year 1 - Grant (Actual)	Year 1 - Match (Actual)	Year 1 - Match (Actual)	Year 1 - Match (Actual)							
Personnel	21,512.01	8,588.08	31,455.06					7,973.33	21,688.51		29,661.84
Fringe	9,306.05	2,341.75	9,902.33					2,890.99	5,882.41		8,773.40
Travel	5,030.59		713.95								0.00
Equipment											0.00
Supplies	130.82		1,767.60								0.00
Construction											0.00
Contractual											0.00
Other										977.27	1,117.27
Grant	35,979.47	10,929.83	43,838.94					13,389.92	27,570.92	0.00	2,385.60
											41,938.11

YEAR 2 GRANT	Travis County		CASA		ATCIC Staff		ATCIC SOC		MATCH		FY 13 Totals
	Year 2 - Grant (Actual)	Year 2 - Match (Actual)	Year 2 - Match (Actual)	Year 2 - Match (Actual)							
Personnel	32,361.36	8,615.64	46,244.09					15,478.52			15,478.52
Fringe	17,502.42	2,396.45	13,413.28					5,678.27			5,678.27
Travel	507.75		1,797.89								0.00
Equipment											0.00
Supplies											0.00
Construction											0.00
Contractual											0.00
Other										1,443.17	5,765.07
Grant	50,371.53	11,012.09	63,532.91					28,569.89	0.00	1,443.17	3,091.20
											30,013.06

YEAR 3 GRANT	Travis County		CASA		ATCIC Staff		ATCIC SOC		MATCH		FY 14 Totals
	Year 3 - Grant (Actual+Bud)	Year 3 - Match (Budget)	Year 3 - Match (Budget)	Year 3 - Match (Budget)							
Personnel	24,393.00	10,903.00	75,428.00					25,136.00	30,201.92		55,337.92
Fringe	13,412.00	2,945.00	19,502.00					11,439.84	5,687.52		17,127.36
Travel	3,057.00	0.00	4,161.00					2,290.91			2,290.91
Equipment	0.00	0.00	0.00								0.00
Supplies	200.00	0.00	1,358.00								0.00
Construction	0.00	0.00	0.00								0.00
Contractual	0.00	0.00	0.00								0.00
Other	9,540.00	0.00	3,331.00					10,000.00		11,800.93	21,800.93
Grant	50,602.00	13,848.00	103,780.00					51,055.75	35,889.44	0.00	2,189.00
											98,746.12

YEAR 4 GRANT	Travis County		CASA		ATCIC Staff		ATCIC SOC		MATCH		FY 15 Totals
	Year 4 - Grant (Budget)	Year 4 - Match (Budget)	Year 4 - Match (Budget)	Year 4 - Match (Budget)							
Personnel	29,664	9,400	61,315					3,511			3,511.00
Fringe	17,501	2,530	16,405					1,975			1,975.00
Travel			494								0.00
Equipment											0.00
Supplies											0.00
Construction											0.00
Contractual											0.00
Other								5,250			5,250.00
Grant	47,165	11,930	78,214					12,636.00	0.00	0.00	1,900.00
											12,636.00

204



Modify Budget GAN



All Active

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Change Requested

GRANT ADJUSTMENT NOTICE

Approved

Denied

Draft

Create Grant Adjustment

Help/Frequently Asked Questions

Grantee Information			
Grantee Name:	Travis County	Project Period:	10/01/2011 - 09/30/2014
Grantee Address:	P.O. Box 1748 Austin, 78767	Program Office:	OJJDP
Grantee DUNS Number:	03-090-8842	Grant Manager:	Mark Morgan
Grantee EIN:	17-4600019	Application Number(s):	2011-52277-TX-DC
Vendor #:	746000192	Award Number:	2011-DC-BX-0010
Project Title:	This grant will provide for an enhancement of Travis County's Family Drug Treatment Court. It will allow for early identification of a child's needs, immediate intervention and monitoring.		Award Amount: \$550,000.00

Budget Modification			
* All editable Budget fields must contain a numeric value.			
Categories	Approved Budget	Requested Changes to Budget	Revised Budget
A. Personnel	\$375989	\$ 90719	\$466708
B. Fringe Benefits	\$115358	\$ 42514	\$157872
C. Travel	\$15174	\$ 2879	\$18053
D. Equipment	\$2539	\$ -2539	\$0
E. Supplies	\$1908	\$ 3626	\$5534
F. Construction	\$0	\$ 0	\$0
G. Contractual	\$187052	\$ -124323	\$62729
H. Other	\$35313	\$ -12876	\$22437
TOTAL DIRECT COST	\$733333	\$0	\$733333
Total Direct Costs = (Sum of lines A-H)			
INDIRECT COST	\$0	\$ 0	\$0
TOTAL PROJECT COST	\$733333	\$0	\$733333
Total Project Costs = Total Direct Costs + Indirect Cost			
Total Project Costs = Federal Funds Approved + Non-Federal Funds + Program Income			
FEDERAL FUNDS APPROVED	\$550000		\$550000
NON-FEDERAL FUNDS APPROVED	\$183333	\$ 0	\$183333
PROGRAM INCOME	\$0	\$ 0	\$0
*Required Justification for Budget Modification			
A. Personnel change is a result of expanding the funding for the positions into a fourth year (request for no-cost one year extension is being submitted). Additionally, there was a salary increase to the Child Therapist position in year			

Attachments:

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:
Draft	EXTERNAL - External User	ocs_fdc	02/26/2014 11:47 AM	View Note
Draft	EXTERNAL - External User	ocs_fdc	02/26/2014 11:26 AM	View Note
Draft	EXTERNAL - External User	ocs_fdc	02/26/2014 10:53 AM	View Note



TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #:

SAP #:

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Criminal Courts	
Contact Person/Title:	Debra Hale, Court Management Director	
Phone Number:	512-854-9432	

Grant Title:	Formula Grant - Indigent Defense Program		
Grant Period:	From: <input style="width: 100px;" type="text" value="October 1, 2013"/>	To: <input style="width: 100px;" type="text" value="September 30, 2014"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Indigent Defense Commission		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 1,430,376	\$ 0	\$ 0	\$ 0	\$ 1,430,376
Capital Equipment:	\$ 64,000	\$ 0	\$ 0	\$ 0	\$ 64,000
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 1,494,376	\$ 0	\$ 0	\$ 0	\$ 1,494,376
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ - Applicable Departmental Measures					
1.	100% of defendants meeting indigence criteria will receive court appointed counsel and services	100%	100%	100%	100%
2.					
3.					
+ - Measures for the Grant					
1.	Indigent defendants will receive quality representation from defense attorneys who have met the guidelines and standards set forth in the Fair Defense Plan.	100%	100%	100%	100%
Outcome Impact Description					
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

PBO Recommendation:

This award is the annual state supplement to the County's budget for the provision of indigent defense in compliance with the Texas Fair Defense Act. PBO recommends approval of this contract.

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

In FY14, a new calculation for the Formula Grant provided additional funding for indigent defense compared to past years. Additionally in FY14, a one time release of funds from the 83rd Legislature has been disbursed to Texas Counties to be used to improve indigent defense. The breakdown for the FY14 Grant Award from the Texas Indigent Defense Commission is as follows:

FY14 Total Grant Award = \$1,494,376 (Formula Grant, \$888,548 + one time disbursement, \$605,828)

With the support of the Indigent Defense Commission, the Criminal Courts are currently working on several innovative technology related initiatives aimed at improving indigent defense in Travis County. The Criminal Courts are requesting to use a portion of the FY14 Grant Award to continue the projects noted below:

1) Indigent Defense Application (IDA): New software application to replace current outdated and unsupported technology. This is a large multi-year project since the new application combines the functionality performed currently by 6 separate databases - \$128,700 for contract development hours (3/15/14 - 9/30/14)

2) Judge's Workbench: Hardware and software for eight District Courts to enable paperless viewing of court documents - \$48,000

3) Additional Licenses for Dashboard Visualization: Additional QlikView licenses are needed to expand the use of the dashboard visualization software for indigent defense performance metrics such as legally mandated expenditures - \$16,000

4) 20% Match in Allocated Reserves for the Managed Assigned Counsel Program: To be discussed at a work session in March 2014 - \$175,000 (allocated reserves)

Total Request = \$367,700

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

This is a mandated expense that the County is required to fund long term.

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 County match is not required.

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

Not applicable.

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

No, the program will not end if the grant is not awarded because providing indigent defense services is a legally mandated function.

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

This is an existing 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 funding will enable the County to provide indigent defense services to defendants who meet the criteria for indigence. The only performance measures that have been utilized for indigent defense are (1) the amount of expenses incurred each year and (2) 100% of those defendants who meet indigence criteria will receive a court appointed attorney and services.



TEXAS INDIGENT DEFENSE COMMISSION

December 18, 2013

Chair:
The Honorable Sharon Keller
Presiding Judge, Court of Criminal Appeals

Vice Chair:
The Honorable Olen Underwood

Ex Officio Members:
Honorable Sharon Keller
Honorable Nathan Hecht
Honorable Roberto Alonzo
Honorable Abel Herrero
Honorable Sherry Radack
Honorable Linda Rodriguez
Honorable Royce West
Honorable John Whitmire

Members Appointed by Governor:
Honorable Jon Burrows
Mr. Don Hase
Mr. Anthony Odiome
Honorable Olen Underwood
Honorable B. Glen Whitley

Executive Director:
James D. Bethke

The Honorable Samuel T. Biscoe
Travis County Judge
Via Email: sam.biscoe@co.travis.tx.us

Dear Judge Biscoe:

I am pleased to inform you that the Texas Indigent Defense Commission has awarded Travis County a Formula Grant in the amount of **\$1,494,376**. The *Statement of Grant Award FY14 Formula Grant* is attached. No signature is required.

This year the award will come in two distinct portions. The first payment will be from the release of funds by the 83rd Legislature. In the last biennium, the 82nd Legislature held back part of the funds collected for indigent defense to help balance the state budget. Thanks to the combined efforts of state leadership, county officials, Commission staff, and many others, this \$15 million is now released back to the Commission. It will be sent out to Texas counties in a one-time special payment, in the amount of **\$605,828** for your county. **Please do not budget this special payment amount in future years.** The regular quarterly payments will follow the special payment.

The Commission works together with counties to promote innovation and improvement in indigent defense systems statewide. On behalf of the Commission, I thank Travis County for its efforts in these areas. If you have any questions or need clarification on the information contained in this letter, please call Bryan Wilson, Grants Administrator at the Commission office, toll free in Texas at (866) 499-0656.

Sincerely,

Sharon Keller
Chair, Texas Indigent Defense Commission
Presiding Judge, Court of Criminal Appeals

Texas Indigent Defense Commission
205 West 14th Street, Suite 700 • Austin, Texas 78701 • www.tidc.texas.gov
Mail: P.O. Box 12066, Austin, TX 78711-2066 • Phone: 512.936.6994 • Fax: 512. 463.5724



TEXAS INDIGENT DEFENSE COMMISSION
Statement of Grant Award

FY14 Formula Grant

Date Issued: December 18, 2013
Grant Number: 212-14-227
Grantee Name: Travis County
Program Title: Formula Grant Program
Grant Period: 10/01/2013-9/30/2014
Estimated TOTAL Grant Award Amount: \$1,494,376

The Texas Indigent Defense Commission (Commission) has awarded the above-referenced grant for indigent defense services. Formula Grants are provided by the Commission to meet its statutory mandates and to promote Texas counties' compliance with standards adopted by the Commission.

Grant Calculation

- The sum of \$5000 plus;
- A calculation applied to the funds budgeted for FY2014 formula grants by the Commission based:
 - 50 percent on the County's percent of state population; and
 - 50 percent on the County's percent of statewide FY2013 direct indigent defense expenditures (as defined in Title 1, Part 8, Texas Administrative Code Sec. 173.202(1)-(3)):
 - less discretionary funds provided by the Commission for expenditures defined in Title 1, Part 8, Texas Administrative Code Sec. 173.202(1)-(3)
 - less the reimbursed costs of operating a regional program
 - The baseline requirements contained in Section E of the Request for Applications do not apply to counties with a 2000 Census population of less than 10,000 but do apply to all other counties.
- The County shall not receive more in funds than what was actually spent by the county in the prior year.
- ***Note: A special one-time portion of the total grant award of: \$605,828 will be distributed in advance of the County's regular quarterly formula grant payments of: \$222,137. This special one-time payment is directly attributable to release of indigent defense funds by the 83rd Legislature. During the last biennium, the 82nd Legislature held back part of the funds collected for indigent defense to help balance the state budget. This one-time payment to your County reflects your portion of the \$15 million released to the Commission. Please do not budget this special payment amount in future years. The regular quarterly payments will follow the special payment.***

Standard Grant Conditions:

- The authorized official for the grantee accepts the grant award.
- The authorized official, financial officer, and program director, referred to below as grant officials, agree to the terms of the grant as written in the FY14 Formula Grant Program Request for Applications issued on September 18, 2013, including the rules and documents adopted by reference in the Commission on Indigent Defense's Grant Rules in Title 1, Part 8, Chapter 173, Texas Administrative Code.
- The grant officials understand that a violation of any term of the grant may result in the Commission placing a temporary hold on grant funds, permanently deobligating all or part of the grant funds, requiring reimbursement for funds already spent, or barring the organization from receiving future grants.
- Disbursement of funds is always subject to the availability of funds.
- Any plan documents submitted to the Commission must continue to meet all grant eligibility requirements.

Tonya Watson

From: Bryan Wilson <BWilson@tidc.texas.gov>
Sent: Wednesday, February 12, 2014 5:15 PM
To: Debra Hale
Cc: Sam Biscoe; Nicki Riley; Jim Bethke; Wesley Shackelford; Mark Erwin; Tonya Watson
Subject: Use of Formula Gant Funds

Dear Ms. Hale

It was recently reported to me that Travis County is using a portion of the formula grant funds from the Texas Indigent Defense Commission to make significant advances in the execution and management of indigent defense through improvements in technology and supporting business processes. Travis County is successfully deploying much needed software applications for the criminal courts to automate the appointment, notification, and management of court appointed attorneys. This important work also extends to the Judges' workbench, creation of reports for attorney performance metrics, mobile jail indigence screening, and several other outstanding projects related to indigent defense. I support this endeavor because the projects will improve indigent defense in the County, which is the Commission's statutory purpose. Texas Government Code Sec. 79.037 directs the Commission to "assist counties in improving their indigent defense systems". This purpose is also addressed in the FY14 Formula Grant Request for Applications<<http://www.txcourts.gov/tidc/pdf/FY2014FormulaGrantRFA.Final.pdf>>, which also provides that "Funds must be used to improve indigent defense systems."

Thank you for helping the Commission meet its statutory mandate by using these grant funds to improve the Travis County Indigent Defense System. Please call or write if we can assist you.

BW

Bryan E. Wilson

Grants Administrator

Texas Indigent Defense Commission

209 W. 14th Street, Room 202 (Price Daniel Building) Austin, Texas 78711

Direct: 512.936.6996 Fax: 512.463.5724

Main line: 512.936.6994 Toll free in Texas: 866.499.0656 On the web: www.txcourts.gov/tidc