



Travis County Commissioners Court Agenda Request

Meeting Date: 07/29/2014, 9:00 AM, Voting Session

Prepared By/Phone Number: Victoria Ramirez, Planning and Budget, 854-6039

Elected/Appointed Official/Dept. Head: Jessica Rio, Budget Director, 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. Annual application to the Texas Veterans Commission to continue substance abuse treatment services offered by the Travis County Veterans Court Program in the Criminal Courts;
- B. New grant contract with the Texas Indigent Defense Commission to implement a new Managed Assigned Counsel Program in the Criminal Courts;
- C. Revised application to the Automobile Burglary and Theft Prevention Authority for the Sheriff's Combined Auto Theft Task Force Program in the Travis County Sheriff's Office;
- D. Ratification of an amendment to the contract with the United States Department of Health and Human Services, Administration for Children and Families for the Parenting in Recovery II Grant in the Health and Human Services and Veterans Service Department;
- E. Permission to continue the Drug Diversion Court Program in the Pretrial Services Department until a contract can be fully executed; and
- F. Status report on the Travis County Family Drug Treatment Court – The Children's Continuum grant with the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Family Drug Court Programs in the Health and Human Services and Veterans Service Department.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Items A and C are annual grant applications to continue existing County programs. Item B is the acceptance of a grant award to implement a new Managed Assigned Counsel (MAC) program in the Criminal Courts.

Item D is a request to ratify a contract amendment carrying over \$137,816 in unspent funds from a previous grant year to be spent in FY 2014 and Item F is a semi-annual grant status report to the grantor. Both items are from the Health and Human Services and Veterans Service Department.

Item E is a request from Pretrial Services to use \$10,558 of its General Fund budget to continue the Drug Diversion Court Program through October 31, 2014. After the contract for FY 2015 is executed, the department will reimburse the General Fund by reclassifying these expenditures to the grant budget.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

Items A and E require no County match.

Item B is a step-down grant requiring a 20% cash match (\$175,862) in the first year. The Criminal Courts have set aside internal resources from a separate formula grant to cover the 20% match for year one. If approved in future years, this grant will require matches of 40% in year two, 60% in year three, and 80% in year four.

Item C is an amendment to an application that was approved on April 22, 2014 to reduce the amount of the grant award. The department can cover the required match within its internal budget.

Item D is a ratification of an amendment to a contract which increases the County match from \$259,000 to \$333,209. The department can cover the required match within its internal budget.

Item F is the semi-annual status report to the grantor. There is no additional fiscal impact associated with this request.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Jessica Rio
David Salazar

TRAVIS COUNTY

7/29/2014

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	124 Veterans Commission Grant	01/01/15 - 12/31/15	\$20,000	\$0	\$0	\$0	\$20,000	0.00	R	MC	11
Contracts											
B	194 Managed Assigned Counsel Program	10/01/14 - 09/30/15	\$717,516	\$175,862	\$0	\$0	\$893,378	0.00	R	EC	59
Applications											
C	137 SCATTF - Sheriff's Combined Auto Theft Task Force	09/01/14 - 08/31/15	\$647,796	\$132,330	\$137,771	\$124,493	\$1,042,390	11.00	R	EC	76
Contracts											
D	158 Parenting in Recovery II*	09/30/13 - 09/29/14	\$618,816	\$333,209	\$0	\$0	\$952,025	2.00	R	EC	114
<i>*Amended from original.</i>											
Permission to Continue											
Dept.	Grant Title	Grant Term on Application	Personnel Cost	Operating Cost	Total Request	Filled FTE	PTC Expiration Date	Auditor's Assessment	Page #		
E	142 Drug Diversion Court**	09/01/14 - 08/31/15	\$5,279	\$0	\$5,279	1.00	10/31/2014	R	MC	122	

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

Dept. Grant Title Grant Period Grant Award County Cost Share County Contribution In-Kind Contribution Program Total FTEs Notes Auditor's Assessment Page #

Status Report

F	158	Travis County Family Drug Treatment Court - The Children's Continuum	10/01/11 - 09/30/15	\$550,000	\$0	\$0	\$183,333	\$733,333	3.05	R	EC	126
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PBO Notes:

- R - PBO recommends approval
 - NR - PBO does not recommend approval
 - D - PBO recommends item be discussed
- County Auditor's Complexity Assessment Measuring Impact to their Office's Resources/Workload**
- S - Simple
 - MC - Moderately Complex
 - C - Complex
 - EC - Extremely Complex

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

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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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
137	Bystander Intervention Conference	10/01/13 - 12/31/14	\$37,450	\$0	\$0	\$0	\$37,450	0.00	1/28/2014
145	Juvenile Accountability Block Grant: Local Assessment Center	09/01/14 - 08/31/15	\$47,903	\$5,323	\$0	\$0	\$53,226	0.00	1/28/2014
147	Emergency Management Performance Grant	10/01/13 - 09/30/14	\$69,699	\$69,699	\$0	\$0	\$139,398	0.00	1/28/2014
124	Travis County Veterans' Court	09/01/14 - 08/31/15	\$184,020	\$0	\$0	\$0	\$184,020	2.00	2/11/2014
124	Indigent Defense System Evaluation Project	10/01/14 - 09/30/15	\$122,813	\$0	\$0	\$0	\$122,813	1.00	2/11/2014
145	Streamlining Assessment Practices to Improve Youth Substance Abuse Outcomes	09/01/14 - 08/31/15	\$82,123	\$0	\$0	\$0	\$82,123	0.00	2/18/2014
145	Enhancing Services for Victims of Crime	09/01/14 - 08/31/15	\$66,761	\$16,690	\$0	\$0	\$83,451	1.20	2/18/2014
145	Drug Court & In-Home Family Services	09/01/14 - 08/31/15	\$241,596	\$26,844	\$0	\$0	\$268,440	2.30	2/18/2014
145	Trauma Informed Assessment and Response Program	09/01/14 - 08/31/15	\$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

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

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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Continuing the Culture of Safety	10/01/14 - 03/30/16	\$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
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	3/11/2014
145	Opening Doors to Future Opportunities	10/01/14 - 09/30/15	\$349,376	\$0	\$0	\$0	\$349,376	0.00	3/11/2014
158	National 4-H Council - Exploring Your Environment After-School Grant	08/31/14 - 12/31/14	\$20,000	\$0	\$0	\$0	\$20,000	0.00	3/18/2014
145	Residential Substance Abuse Treatment (RSAT) Program	10/01/14 - 09/30/15	\$188,510	\$62,841	\$0	\$0	\$251,351	2.90	3/25/2014
158	Coming of Age (DADS)	09/06/13 - 03/31/14	\$24,484	\$0	\$0	\$0	\$24,484	0.00	3/25/2014
137	SCATTF - Sheriff's Combined Auto Theft Task Force	09/01/14 - 08/31/15	\$973,494	\$134,925	\$143,986	\$153,522	\$1,405,927	12.00	4/22/2014
137	Maternal Bonding Program	07/01/14 - 12/31/14	\$585	\$0	\$0	\$0	\$585	0.00	4/29/2014
194	Managed Assigned Counsel Program	10/01/14 - 09/30/15	\$717,516	\$175,862	\$0	\$0	\$893,378	0.00	5/6/2014
145	National School Lunch/Breakfast Program and USDA School Commodity Program	07/01/14 - 06/30/15	\$286,053	\$0	\$0	\$0	\$286,053	0.00	5/6/2014
158	AmeriCorps	08/01/14 - 07/31/15	\$295,662	\$519,213	\$0	\$0	\$814,875	31.00	5/6/2014
137	State Criminal Alien Assistance Program - SCAAP 14	07/01/12 - 06/30/13	\$483,085	\$0	\$0	\$0	\$483,085	0.00	5/13/2014
149	Hazard Mitigation Grant Program - DR 4159 Acquisition and Demolition Project (Fast Track)	06/16/14 - 06/16/17	\$3,905,612	\$1,301,871	\$0	\$0	\$5,207,483	0.00	5/13/2014

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149	Hazard Mitigation Grant Program - DR 4159 Acquisition and Demolition Project (Regular Track)	06/16/14 - 06/16/17	\$1,934,797	\$644,933	\$0	\$0	\$2,579,730	0.00	5/13/2014
145	TDA Equipment Assistance Grant	09/30/14 - 09/30/15	\$8,528	\$0	\$0	\$0	\$8,528	0.00	6/10/2014
149	Flood Mitigation Assistance (FMA) Buyout Halloween 2013 Flood	08/01/14 - 08/01/17	\$3,323,055	\$1,107,685	\$0	\$0	\$4,430,740	0.00	6/17/2014
137	2014 Vision Summit	01/01/14 - 12/31/14	\$41,892	\$0	\$0	\$0	\$41,892	0.00	6/17/2014
135	Accessible Parking Public Awareness Campaign	09/01/14 - 08/31/15	\$150,000	\$50,000	\$0	\$0	\$200,000	0.90	7/1/2014
137	Becoming a Mom	10/01/14 - 09/30/15	\$9,975	\$0	\$0	\$0	\$9,975	0.00	7/8/2014
149	FY 2015-2019 Transportation - FM 2304	07/15/14 - 09/30/24	\$7,917,000	\$1,583,000	\$0	\$0	\$9,500,000	0.00	7/15/2014
149	FY 2015-2019 Transportation - FM 812	07/15/14 - 09/30/24	\$3,083,333	\$616,667	\$0	\$0	\$3,700,000	0.00	7/15/2014
149	FY 2015-2019 Transportation - FM 973	07/15/14 - 09/30/24	\$2,500,000	\$500,000	\$0	\$0	\$3,000,000	0.00	7/15/2014
			\$31,457,980	\$10,501,767	\$187,437	\$226,610	\$42,373,794	69.03	

**Amended from original agreement.*

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

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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	01/01/14 - 12/31/14	\$20,000	\$0	\$0	\$0	\$20,000	0.00	1/7/2014
158	2013 Phase 31 Emergency Food and Shelter Program	07/01/13 - 05/31/14	\$25,000	\$0	\$0	\$0	\$25,000	0.00	1/7/2014

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Grants Approved by Commissioners Court**

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Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
137	TxDOT Impaired Driving Mobilization	01/13/14 - 09/30/14	\$20,100	\$7,033	\$0	\$0	\$27,133	0.00	1/28/2014
137	Edward Byrne Justice Assistance Grant	11/13/13 - 09/30/16	\$80,260	\$0	\$0	\$0	\$80,260	0.00	1/28/2014
149	Pace Bend Park -Tournament Point Boat Ramp*	09/30/12 - 09/30/15	\$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
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	3/11/2014
124	Formula Grant - Indigent Defense Program	10/01/11 - 09/30/14	\$1,494,376	\$0	\$0	\$0	\$1,494,376	0.00	3/11/2014
155	Prostitution Prevention Program - Planning Grant	01/01/14 - 12/31/14	\$40,000	\$0	\$0	\$0	\$40,000	0.00	3/18/2014
137	2010 Byrne Justice Assistance Grant*	10/01/09 - 09/30/14	\$114,285	\$0	\$0	\$0	\$114,285	0.00	4/1/2014
145	National School Lunch/Breakfast Program*	07/01/13 - 06/30/14	\$307,204	\$0	\$0	\$0	\$307,204	0.00	4/29/2014
158	Coming of Age (CNCS)	04/01/14 - 03/31/15	\$50,495	\$25,070	\$0	\$0	\$75,565	0.69	5/6/2014
158	Comprehensive Energy Assistance Program (CEAP) #58140001819	01/01/14 - 12/31/14	\$2,302,248	\$0	\$0	\$0	\$2,302,248	7.00	5/6/2014
158	Comprehensive Energy Assistance Program (CEAP) #58130001980	04/01/14 - 09/30/14	\$536,639	\$0	\$0	\$0	\$536,639	7.00	5/6/2014
137	Bystander Intervention Conference	10/01/13 - 12/31/14	\$37,450	\$0	\$0	\$0	\$37,450	0.00	5/20/2014
159	Capital Area Trauma Regional Advisory Council	05/01/13 - 06/30/14	\$9,721	\$0	\$0	\$0	\$9,721	0.00	5/20/2014
158	AmeriCorps*	08/01/13 - 07/31/14	\$292,671	\$500,191	\$0	\$0	\$792,862	31.00	5/20/2014
124	Indigent Defense System Evaluation Project*	09/01/12 - 08/31/14	\$230,318	\$0	\$0	\$0	\$230,318	1.00	5/27/2014

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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
117	Southwest Travis County Historical Survey	05/15/14 - 09/30/15	\$8,500	\$0	\$7,500	\$1,000	\$17,000	0.00	5/27/2014
158	National 4-H Council - Exploring Your Environment After-School Grant	04/01/14 - 12/15/14	\$20,000	\$0	\$0	\$0	\$20,000	3.50	5/27/2014
158	AmeriCorps*	08/01/12 - 07/31/13	\$291,671	\$487,203	\$0	\$0	\$778,874	31.00	5/27/2014
158	Low-Income Home Energy Assistance Act Weatherization Assistance Program (LIHEAP)	01/01/14 - 12/31/14	\$648,914	\$0	\$0	\$0	\$648,914	0.00	6/10/2014
158	U.S. Department of Energy Weatherization Assistance Program (DOE)	02/01/14 - 07/31/14	\$43,287	\$0	\$0	\$0	\$43,287	0.00	6/10/2014
158	U.S. Department of Energy Weatherization Assistance Program (DOE)	09/15/13 - 03/31/15	\$121,806	\$0	\$0	\$0	\$121,806	0.00	6/10/2014
149	Decker Lane Sidewalk CSJ 3277-01-022 CAMPO Transportation Enhancement (TE)	07/08/14 - 09/30/20	\$1,529,977	\$382,495	\$0	\$0	\$1,912,472	0.00	7/8/2014
149	Braker Lane North Design CSJ 0914-04-280 CAMPO Surface Transportation Program - Metropolitan Mobility (STP-MM)	07/15/14 - 09/30/24	\$1,040,000	\$335,790	\$0	\$0	\$1,375,790	0.00	7/15/2014
145	Juvenile Drug Treatment Court - SAMHSA/CSAT*	09/30/13 - 09/29/14	\$227,670	\$0	\$0	\$0	\$227,670	0.00	7/15/2014
145	Juvenile Drug Treatment Court - OJJDP*	10/01/10 - 09/30/14	\$424,979	\$141,667	\$0	\$0	\$566,646	2.50	7/15/2014
158	Coming of Age (CNCS)*	04/01/14 - 03/31/15	\$52,995	\$25,348	\$0	\$0	\$78,343	0.69	7/22/2014
142	Drug Diversion Court*	09/01/12 - 08/31/13	\$132,585	\$0	\$0	\$0	\$132,585	1.00	7/22/2014
			\$17,730,917	\$2,528,506	\$79,164	\$184,333	\$20,522,920	124.55	

*Amended from original agreement.

FY 2014 Grants Summary Report
Permissions to Continue Approved by Commissioners Court

Amount requested for PTC

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	PTC Approval Date	Has the General Fund been Reimbursed?
158	Comprehensive Energy Assistance Program	01/01/14 - 12/31/14	\$63,805	\$500,000	\$563,805	7.00	3/31/2014	12/10/2013	No
158	Low Income Home Energy Assistance Act Weatherization Assistance Program**	01/01/14 - 03/31/14	\$0	\$200,000	\$200,000	0.00	6/30/2014	4/8/2014	No
158	AmeriCorps**	08/01/14 - 07/31/15	\$76,112	\$0	\$76,112	4.00	9/30/2014	6/24/2014	No
Totals			\$837,730	\$707,300	\$1,545,030	133.17			

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



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 type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Criminal Courts	
Contact Person/Title:	Debra Hale, Director of Court Management	
Phone Number:	512-854-9244	

Grant Title:	Veterans Commission Grant - CY 2015		
Grant Period:	From: <input type="text" value="Jan 1, 2015"/>	To: <input type="text" value="Dec 31, 2015"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Veterans 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:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Operating:	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00
Capital Equipment:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Indirect Costs:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals:	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 12 Measure	Actual FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
Applicable Departmental Measures					
1.	# of veterans screened for eligibility for court		630	635	635
2.	# of veterans served in the program	41	41	45	45
3.					
Measures for the Grant					
1.	Provide linkage to appropriate treatment for identified veterans	41	59	70	70
Outcome Impact Description					
2.	At least 40 veterans will receive treatment and services through the VA while prosecution is deferred to better serve the ends of justice	41	41	45	45
Outcome Impact Description					
3.					
Outcome Impact Description					

PBO Recommendation:

This grant application seeks funding to assist the Criminal Courts with the continuation of the Veterans Court Program in County Court at Law #4. The department applied for this grant for FY 2014 funding and received a grant award. This is the fifth round of funding for which the department is applying.

There is no county match or ongoing funding requirement for this program if state funding is not awarded. 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?

It is the goal of the Travis County Veterans Court to link misdemeanor and felony veteran defendants to the VA for assessment and treatment services, monitor their treatment compliance, and divert them from further criminal sanctions. The court will focus on those defendants with Post Traumatic Stress Disorders, Traumatic Brain Injury, and other mental health disorders that resulted from combat related experiences. 79% of offenders with mental health disorders have issues with substance abuse. It is anticipated that a large number of the Court's participants will need substance abuse intervention which is an integral part of the Veterans Court Program.

A Veterans Court Implementation Grant was first received from the Office of the Governor, Criminal Justice Division (OOG/CJD) in April 2010 (partial-year FY10). The Governor's Office continued funding the Veterans Court Program in FY11, FY12 and FY13. The Veterans Court held its first docket on November 10, 2010. As of July 11, 2014 the court has accepted 151 veterans into the 12-24 month program and has successfully graduated 79.

The Travis County Veterans Court Program is again requesting that the Texas Veterans Commission fund substance abuse treatment services for veterans who are unable to access treatment through the Dept. Of Veterans Affairs (V.A.) during the period of January 1, 2015 - December 31, 2015. It should be noted that an application is also being submitted to the Governor's Office Criminal Justice Division requesting funding to continue the Travis County Veterans Court Program for FY15.

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

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

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

There is no County match for this grant.

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

We are not requesting a 2% indirect cost allocation in this grant application. However, we have requested a 2% cost allocation in our Office of the Governor, Criminal Justice Division grant application.

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

No, this program will not end upon termination of grant funding. We will seek additional funding from other sources. However, if we don't received funding for this program, we may be forced to require Veterans to pay for treatment services out of their own pocket.

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

This is not a new program. However, the decision to start the Veterans Court stemmed from the Veterans Intervention Jail Survey report which was published in 2009. The report indicated that about 150 veterans are incarcerated in the Travis County Jail at any one time. About one-third of these veterans were arrested more than once during the 90 day survey period. It is anticipated that an increasing number of veterans will be returning from deployment to central Texas. It is hoped that with the collaboration of the local veteran's service delivery system and our Courts, this group of veterans can address their treatment needs and decrease the likelihood of their return to our jail

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 court docket will be an additional docket scheduled in County Court at Law #4 bi-weekly. Although there are specialty dockets for defendants with mental health or substance abuse issues, the unique treatment needs of this target population has not been previously addressed.



**Texas Veterans Commission
Fund for Veterans' Assistance
Request for Applications**

**General Assistance Grants
Series XV-A**

June 6, 2014

**Application Deadline: July 31, 2014, 4:00 PM
Austin, Texas**

**Fund for Veterans' Assistance website:
<http://www.tvc.texas.gov/Apply-For-A-Grant.aspx>**

The Texas Veterans Commission (TVC) is firmly committed to the principal of fair and equal employment opportunities and the provision of services without regard to race, color, sex, religion, national origin, age, physical disability, or genetic information.

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APPENDIX I - The Application

APPENDIX II – The Evaluation Rubric

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Request for Applications
Texas Veterans Commission Fund for Veterans' Assistance
SERIES XV-A – General Assistance Grant

The Fund for Veterans' Assistance (FVA or "Fund") was created in the 79th Legislature, and codified in the Texas Government Code § 434.017, Veterans' Assistance Agencies. The Fund, prior to the passage of Senate Bill 1655 in the 81st Legislature, was composed of money transferred to the Fund at the direction of the Legislature, gifts and grants contributed to the Fund, and the earnings of the Fund.

During the 81st Legislature, Senate Bill 1655 established the Veterans' Assistance Game. This allowed for money to be transferred to the Fund from proceeds of a game operated by the Texas Lottery Commission, operated under the Texas Government Code §§ 466.027 and 466.408. The Fund is also composed of money deposited to the Fund under the Texas Transportation Code § 502.1746. The Texas Veterans Commission oversees all rules governing the awarding of grants from the FVA.

The Texas Veterans Commission (TVC) established the following priorities to provide guidance to the FVA Advisory Committee in developing funding recommendations to present to the Commission. These priorities are:

- **Outstanding Grant Applications**
Priority will be given to outstanding grant applications.
- **Service Categories**
Priority will be given to the following service categories:
 - Financial Assistance
 - Homeless/Housing
- **Geographic Distribution**
The FVA Advisory Committee will develop recommendations that will ensure widespread distribution of grants across the state.
- **Duplication of Service in Geographic Areas**
The FVA Advisory Committee will develop recommendations that will ensure that services are varied in geographic areas in order to guarantee no over-saturation or duplication of services in areas of the state.
- **Full Funding**
The FVA Advisory Committee will recommend fully funding grant requests, whenever possible.

The above priorities will be used in the funding recommendations made for this grant.

I. Purpose and Overview

The Texas Veterans Commission is authorized to use funds appropriated to the FVA to administer the Fund and make reimbursement grants to address the needs of Veterans and their families. Such needs include, but are not limited to, the following:

- Limited emergency assistance for Veterans and their families
- Housing assistance for homeless Veterans
- Family and child services
- Transportation services

- Veterans courts
- Legal services, excluding criminal defense
- Development of professional services networks
- Employment, training, education, and job placement assistance

II. Purpose of this Request for Applications

The purpose of this Request for Applications (RFA) is to seek Grant Applications from Eligible Applicants for reimbursement grants using FVA funds. All grant awards will be made through a competitive grant selection process.

The application period for this grant opens June 6, 2014 and closes July 31, 2014. Applications must be received by **July 31, 2014 by 4 p.m. at the FVA office in Austin, Texas** to be considered for funding.

Upon Commission approval of the grant awards, the parties will be bound by the following: 1) the terms and requirements within this RFA document, 2) the Grant Application and all items submitted by the grant applicant to the Commission in response to this RFA, and 3) the Notice of Grant Award (NOGA). In the event of conflicts or inconsistencies between any of these documents, the provisions set forth in the NOGA will prevail.

A Grant Application received by the Agency must meet the following requirements to be considered for funding:

- Completed according to the grant application instructions listed in this RFA;
- Satisfy all requirements as listed in Section VI. Application Review and Award Process; and
- Received by the Agency by the deadline established in the grant application instructions, as listed in Section IX. Application Submission, of this RFA.

A. Term of this Grant

Grants awarded under this RFA will begin on **January 1, 2015** and end on **December 31, 2015**. Reimbursement will only be made for those allowable expenses that occur within the term of this grant. No pre-award spending will be allowed.

B. Total Amount Available and Number of Awards

The anticipated amount available for awarding with Series XV-A is \$5,000,000. The number of awards will be dependent upon the FVA grant amounts awarded to Eligible Applicants. Requested grant amounts must be one of the specific grant amounts listed.

C. Number of FVA Grants

Organizations will only be awarded **one** FVA General Assistance grant during this competition. An organization may have a Housing4TexasHeroes grant and still retain eligibility to apply for an FVA grant. Additionally, departments within units of local government may apply under separate applications for more than one grant. An organization may not have an overlapping or concurrent FVA General Assistance Grant and a Veterans Mental Health Grant.

D. Matching Funds

While there is no mandated matching requirement, the FVA does expect Grantees to share in the operational cost of funded projects. Applicants are required to identify the anticipated funds they will use on the Proposed Project.

III. Definitions of Key Terms

The capitalized terms used in this RFA are defined as follows:

Advisory Committee. The committee formed under Texas Administrative Code, Title 40, Part 15, Section 452.2(c), relating to Fund for Veterans' Assistance Advisory Committee.

Agency. The Texas Veterans Commission.

Applicant. Shall have the same meaning as Eligible Applicant as defined in the Texas Administrative Code, Title 40, Part 15, Section 460.3(a). The following are eligible to apply for grant funds: 1) Units of local government; 2) IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces; 3) IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas; 4) Texas chapters of IRS Code § 501(c)(4) Veterans service organizations; or 5) Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.

Approved Budget. The budget included in a grant application that has been recommended by the FVA Advisory Committee for funding.

Audit. A consulting service provided by a third-party Certified Public Accountant (CPA) that inspects the accounting procedures and records of an organization and provides a written statement of reliability (see also Management Letter).

Awarded Applicant. Shall have the same meaning as Grantee. An organization that receives a grant from the Fund for Veterans' Assistance.

Beneficiary. A member of the target population served by the Grantee's organization. For purposes of this grant, the Beneficiary, is a Texas Veteran, Texas surviving spouse, or a Texas Veteran's dependent.

Cancellation. Cessation of payment of grant funds and withdrawal of the Grantee's right to receive additional grant funds.

Capital Expenditure. Tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for financial statement purposes, or \$5,000.

Commission. The members of the Texas Veterans Commission.

Compilation of Financial Statements. Refers to the process whereby an accountant presents, in the form of financial statements, information that is the representation of management (owners), without undertaking to express any assurance on the statements. This may or may not be done by a third-party CPA.

Dependents. Spouse, son, daughter, including stepchild or adopted child of a Texas Veteran.

Disabled Veteran. As defined in Title 5, United States Code Annotated, Section 2108(2), "An individual who has served on active duty in the armed forces, (except as provided under section 2108a) has been separated therefrom under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department."

Disallowed Cost. A questioned cost that the Agency has determined violates the conditions of the NOGA or other law, regulation, or other document governing the expenditures of funds.

Eligible Applicants. As defined in the Texas Administrative Code, Title 40, Part 15, Section 460.3(a). The following are eligible to apply for grant funds: 1) Units of local government; 2) IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces; 3) IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas; 4) Texas chapters of IRS Code § 501(c)(4) Veterans service organizations; or 5) Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.

Expenditure Benchmark. The percent of the total grant award that must be expended and reported by designated timeframes within the Grant Funding Period.

FVA. Fund for Veterans' Assistance.

Governing Body. A group who formulates the policy and directs the affairs of an organization in partnership with managing staff.

Grant. A sum of money given by an organization or a unit of government for a particular purpose. Grants do not include donations or in-kind contributions.

Grant Application. Documents submitted by an organization or unit of local government in response to the Request for Applications (RFA). Also referred to as "Application Package" in this RFA.

Grantee. An organization that receives a grant from the Fund for Veterans' Assistance.

Grant Funding Period. The time period specified in the RFA and NOGA during which all work must be performed and expenses must be incurred.

Grant Project. The work and activities for which grant funding has been awarded and information is provided in the approved Appendix I – The Application. During the open application process and before the Texas Veterans Commission makes final grant awards, the Grant Project will be known as the Proposed Project.

Independently Reviewed Financial Statements. A consulting service provided by a third-party Certified Public Accountant (CPA) that reviews the accounting processes and procedures. The CPA will review the financial statements using standards promulgated by the American Institute of Certified Public Accountants.

Ineligible. Any application submitted by an organization that does not meet the requirements of this RFA will be disqualified from further review and deemed Ineligible.

Management Letter. A written statement of reliability produced by a third-party Certified Public Accountant (CPA) after inspection of the accounting procedures and records of an organization.

Notice of Grant Award. The Notice of Grant Award and all addenda represent the agreement between the parties. Upon Commission approval of the grant award, the parties will be bound by the following: (1) the terms and requirements within this RFA document, 2) the Grant Application and all items submitted by the grant applicant to the Commission in response to this RFA, and 3) the Notice of Grant Award (NOGA). In the event of conflicts or inconsistencies between any of these documents, the provisions set forth in the NOGA will prevail.

Performance Benchmark. The percent of each minimum required performance measure that must be met and reported by designated timeframes within the grant period.

Principal Participant. Project Coordinator, Financial Coordinator, Executive Director, and/or any other key stakeholders in the Proposed Project.

Proposed Project. The work and activities for which funding is sought and information is provided in the Appendix I – The Application. Should the Texas Veterans Commission approve the Application, the Proposed Project will then become known as the Grant Project.

Questioned Cost. A cost that has been identified to be an alleged violation of a provision of the NOGA, law, regulation, or other agreement or document governing the expenditure of funds or a cost that is not supported by adequate documentation.

Reimbursement Grant. The Grantee is required to finance its operations with its own working capital. Grant payments will be made to reimburse the Grantee for actual expenditures made supported by adequate documentation.

Résumé. A document that contains a summary of relevant job experience and education.

Sub-Grant. An award made by a Grantee to another organization or agency using grant funds. This is prohibited under Texas Administrative Code, Title 40, Part 15, Section 460.10(2).

TVC. Texas Veterans Commission.

Unallowable Cost. A cost that is 1) not necessary and reasonable for proper and efficient performance and administration of the project, 2) not allocable to the project, 3) not authorized nor prohibited under State or local laws or regulations, and 4) does not conform to limitations or exclusions set forth in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Federal laws, terms and conditions of the award, or other governing regulations as to types or amounts of cost items.

Unduplicated. For purposes of this grant, unduplicated shall be defined as not previously counted.

Units of Local Government. A county, municipality, special district, school district, junior college district, a local workforce development board created under the Texas Government Code § 2308.253, or other legally constituted political subdivision of the state.

IV. Program Guidelines

A. Competitive Grant

The FVA grant is a competitive reimbursement grant available to Eligible Applicants. The funding is to be used to assist organizations with addressing the needs of Veterans and their families. Grant funding should not be used with the anticipation of additional FVA funding as no expectation of continued funding exists.

B. Reimbursement Grant

FVA grants are awarded on a cost reimbursement basis. Under the cost reimbursement method of funding, a Grantee is required to finance its operations with its own working capital with grant payments made to reimburse the Grantee for actual cash disbursements supported by adequate documentation. An initial payment of up to 10% of the total amount of the grant can be made for

start-up costs. The subsequent expenses will be charged against the initial payment until a zero balance is reached to be followed by expenses that will be reimbursed up to the total amount of the grant.

C. Eligibility of Beneficiaries

The Grantee must ensure that clients served using FVA grant funds are eligible to receive services prior to requesting reimbursement for services provided to these clients. Eligibility documentation must be maintained by the Grantee in the clients' records.

D. Grant Funding Period

All funding awarded under this grant must be expended within the Grant Funding Period of January 1, 2015 to December 31, 2015. If awarded funds, the Agency will disburse 10% of the awarded Grant Amount upon execution of the NOGA. No pre-award spending will be allowed. All costs associated with the preparation and submission of an Application for this RFA are the responsibility of Applicant. These costs shall not be chargeable to TVC by any successful or unsuccessful Applicant.

Organizations may only be awarded one FVA grant at a time. Organizations may have an FVA grant and an H4TXH grant concurrently. Additionally, departments within units of local government may apply under separate applications for more than one grant. An organization may not have an overlapping or concurrent FVA General Assistance Grant and a Veterans Mental Health Grant.

E. Additional Funding

Any additional funding or future funding will require submission of a Grant Application during a subsequent Request for Application. There should be no expectation of additional grant funding on the part of the Grantee. All additional funding will be through a competitive RFA process. An amendment extending the Grant Period may be considered by the FVA.

F. Eligible Applicants

1. Units of local government;
2. IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces;
3. IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas;
4. Texas chapters of IRS Code § 501(c)(4) Veterans service organizations; or
5. Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.

G. Not Eligible to Apply

1. **Individuals;**
2. For-profit entities;
3. Units of federal or state government, including state agencies, colleges, and universities;
4. Organizations that have not fulfilled all legal requirements to operate in the state of Texas; and
5. Organizations that do not have current operations in Texas or a Texas-based chapter.

H. Funding Amounts and Financial Documentation

Eligible Applicants are encouraged to request a specific funding amount from the options below.

- \$5,000
- \$15,000
- \$20,000
- \$50,000
- \$75,000

- \$100,000
- \$125,000
- \$150,000
- \$200,000
- \$300,000
- \$400,000
- \$500,000

The amount of funding requested by an Eligible Applicant will determine the financial documents the Eligible Applicant must provide. An Eligible Applicant **must provide the minimum** required financial documentation listed below for the range in which their requested grant amount falls. All grant requests for \$300,000 or more must include a Management Letter with the most recent Audit package. An Eligible Applicant may supply financial documentation that is greater than what is required for an FVA Grant Amount, but may not supply less than the Minimum Required Financial Documentation.

FVA Grant Amount	Minimum Required Financial Documentation
<ul style="list-style-type: none"> • \$500,000 • \$400,000 • \$300,000 	Most recent Audit report <u>and</u> Management Letter
<ul style="list-style-type: none"> • \$200,000 • \$150,000 • \$125,000 • \$100,000 	Independently Reviewed Financial Statements
<ul style="list-style-type: none"> • \$75,000 • \$50,000 • \$20,000 • \$15,000 • \$5,000 	Compilation of Financial Statements

I. Texas Administrative Code

All applicants should review and be familiar with the TVC administrative rules governing the Fund for Veterans' Assistance Program. These rules are published in 40 Texas Administrative Code, Part 15, Chapter 460, found at:

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=3&ti=40&pt=15](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=3&ti=40&pt=15)

J. Prohibited Uses of Funds

- **Supplanting of Funds**
A grant made to an organization or unit of local government is intended to provide services and/or assist Veterans and their families through the existing structure of the organization. It is not the intent of this grant to supplant existing funds, but to supplement existing funding.
- **Duplication of Services**
Grant funds are not to be used to conduct activities or to provide services that are the same as those currently provided by the Texas Veterans Commission. Services provided by the Texas Veterans Commission include Claims Representation and Counseling, Education, Employment, as well as the Women Veterans and Veteran Entrepreneur Programs. More

information about the programs can be found on the website,
<http://www.tvc.texas.gov/Home.aspx>.

- **Sub-Grants**
Sub-Granting is an award made by a Grantee to another organization or agency using FVA grant funds. This is prohibited under Texas Administrative Code, Title 40, Part 15, Section 460.10(2).
- **Capital Expenditures**
Capital expenditures are those expenditures of tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for financial statement purposes, or \$5,000. Capital expenditures are prohibited.

Vehicle purchase and capital leases are prohibited. "Use" leases or "operational" leases are allowable only when specifically authorized.

K. Grant Management Standards

All grants awarded by the Texas Veterans Commission must follow the applicable Uniform Grant Management Standards (UGMS) which can be found at www.governor.state.tx.us/files/state-grants/UGMS062004.doc and the applicable federal grant guidelines published by the Office of Management and Budget (OMB). The OMB federal guidelines, 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, can be found at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=ad01a55d75da31a0dfce4a96512c1ff2&node=2:1.1.2.2.1&rgn=div5>. In the event of a conflict between UGMS and applicable federal law, the provisions of federal law apply.

In addition to the above state and federal grant guidelines, this grant has additional restrictions regarding how grant dollars may be spent. Applicants are expected to also review the *Cost Principles Side by Side* posted on the FVA website with this RFA for additional cost guidance on allowable and unallowable expenditures.

V. Grant Application

Applicants are required to complete Appendix I - The Application. Each section description provides an explanation of the information required to complete Appendix I - The Application. Appendix I - The Application should be completed as instructed and using Microsoft Word. The font should be 11 pt. using 8 ½" x 11" paper. All pages are to be numbered and submitted in the same order as in Appendix I - The Application. The organization must complete all requested information. **If there is a line that does not apply, write "NA" on that line. Do not leave blank lines.** Any additional information submitted that is not part of the requested application will not be reviewed.

The information supplied by the Applicant in Appendix I - The Application will be used to evaluate and score all applications. Provide sufficient detail to evaluate the Proposed Project. Please refer to Appendix II - Evaluation Rubric for additional information.

The following is additional information that pertains to the sections in Appendix I - The Application:

Applicant Information

All lines marked with an asterisk (*) are required to be filled out.

Legal Name of Organization. The organization's legal name and/or assumed name must be used.

Texas Address. If the headquarters or main offices of an applicant organization are located outside of Texas, list the Texas-based office address that will be used for the project.

Employer Identification Number (EIN). This number is issued by the IRS. Additional information on the EIN and how-to obtain one can be found at: <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN>. **Do not leave blank.**

DUNS number. Enter your organization's Dun and Bradstreet, Data Universal Numbering System (DUNS) number. Additional information on obtaining a DUNS number can be found at: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>. **Do not leave blank.**

Applicant Contact - Project Coordinator and Financial Coordinator. Provide the names, titles, phones, and emails for those organization employees who will be overseeing the grant project and overseeing the grant expenditures and finances. These organization employees are considered Principal Participants.

True and Correct Statement. The Authorized Signature block should be signed by the person who has the authority to enter into legal agreements for the organization. **Applications must be submitted by an authorized agent of the applicant organization.**

Part 1: Proposed Project Information

Proposed Project Name. Provide a name for the Proposed Project.

Amount Requested. Check the one box for the amount being requested as instructed.

Grant Project Service Category. Check the one box that best describes the nature of the Proposed Project. Project Service Category descriptions are:

Financial Assistance: Emergency financial assistance that is short-term and temporary in nature, such as, a one-time utility payment, one-time rental payment, transportation assistance, or child care. Financial assistance payments should only be made if the organization verifies that the Beneficiary is the named person on the utility, rent agreement, mortgage, or other bill presented. Financial assistance payments are not to be made to the Beneficiary, but to the vendor. Medical expenses and child support payments are NOT considered for financial assistance. **Gift cards, pre-paid gas cards, other pre-paid service cards, cash or cash equivalents are NOT allowable.**

Homeless/Housing: This category includes homeless support programs, shelter, transitional living/temporary housing, at-risk homeless prevention and rapid re-housing programs. It does NOT include construction of housing.

Transportation: May include transportation assistance and transportation programs. **Pre-paid gas or pre-paid service cards, cash or cash equivalents are NOT allowable.**

Employment: This includes job skills and training programs, job search services and other employment-related services. **Applicants are to review current programs offered by TVC to ensure Proposed Projects do not duplicate services currently provided by TVC.**

Family Services: Services may include youth programs, family programs, reintegration, and deployment readiness programs.

Legal: This includes legal aid, legal clinics and other legal services other than Veterans Courts. This service category does NOT include criminal defense or Veterans Courts as defined in the Texas Government Code, Chapter 124.

Referral: This category includes those programs that provide information and referral programs.

Supportive Services: This category is for support services such as elder care, food delivery programs, financial counseling, case management and medical assistance programs. **Pre-paid service cards, such as gas, groceries, and department store-related cards are NOT allowable.**

Veterans Court: Services related to this "specialty court" which is charged with handling offenses involving Veterans as defined in the Texas Government Code, Chapter 124. It is NOT for criminal defense.

Geographic Service Area(s). Check all counties, regardless of region, that the Proposed Project will serve. If the Proposed Project is statewide, only check the statewide box.

Proposed Project Services

1. Briefly describe the Proposed Project. Be specific with the Who, What, Where, When and Why of the Proposed Project.
2. Briefly describe how Beneficiaries will access and/or be provided with Project services by your organization. Be specific with the How of the Project.

Need Identified

1. Describe what community need or problem the Proposed Project will address.
2. Describe how the community need or problem was identified by your organization.
3. Describe how the Proposed Project will address the identified need.
4. Discuss any similar programs that exist in your community and how your organization's Proposed Project will be different from other community services.

Beneficiaries

1. List how your organization will define who is eligible to receive services through the Proposed Project for each Beneficiary type, if applicable, to your Project.
2. If there are any additional restrictions on eligibility for the Beneficiary types listed, describe those restrictions. For example, if the Proposed Project will only serve Beneficiaries with an honorable discharge status in a particular area, those restrictions would be detailed in this section.
3. In the table provided, enter the estimated number of Veterans, Dependents, and Surviving Spouses to be served by the Proposed Project.

Project Eligibility

1. List the specific government forms that your organization will use to verify that a Beneficiary is eligible for your Proposed Project services.
2. Describe how the specific government and other the eligibility documents will be retained and stored at your organization.

Project Principal Participants

Using the table provided and the definition in this RFA, enter the names of all the Principal Participants for the Proposed Project. Be sure to include a résumé for each person listed in this table.

1. For each person listed in the table, describe their role(s) and responsibilities that they will have in the Proposed Project.

Partnerships

Enter information into the table as instructed. Only list organizations that will be involved in assisting your organization deliver services through the Proposed Project. Do not list partner agencies that are not affiliated with the Proposed Project.

Marketing and Outreach

Describe all planned marketing and outreach efforts for the Proposed Project as instructed.

Sustainability after the Grant

1. Indicate if your organization plans to continue the Proposed Project after the one-year FVA Grant Funding Period.
2. Describe how the project will continue after the FVA Grant Funding Period has ended. Describe what other funding will be available after the end of the FVA grant and what other organizations may become partners or that may provide assistance.

Evaluation

1. Describe how your organization will measure the effectiveness of the activities of the Proposed Project. List the criteria and/or specific metrics your organization will use to measure success and effectiveness and apply it to the Proposed Project. This is in addition to the Commission-established benchmarks.
2. Describe in detail what results your organization wants to achieve with the Proposed Project by the end of the one-year Grant Funding Period. This is in addition to the Commission-established benchmarks.

Part II – Organization Background

Organization Overview

1. Tell us about the purpose or mission of your organization. If you have a mission statement, it should be listed here.
2. Enter the year your organization was established.
3. Describe the services and/or programs that your organization currently provides in the community. Give examples of these services. Do not include the Proposed Project – only these programs or services that are current.
4. Tell us who is currently served by the programs offered by your organization.

Organizational Structure

1. Check one box that describes the type of your organization.
2. Check one box that describes the type of governing body of your organization.

Previous FVA Grant Awards

Enter information into the table as instructed. If an amendment was received and the end date of the grant was extended by the amendment, use the extended date as the End Date in this section. Enter the total amount of previous FVA grants directly below the table.

Other Grants

Enter information into the table as instructed. List all grants received by your organization for the past 2 years. Do not include FVA grants in this section; use Section D for previous FVA grants. Do not list in-kind donations. If an audit was performed by a third-party CPA firm that included the grant listed, indicate "Yes" under Audit Performed. If more room is needed to list all grants, add lines or additional pages. Enter the total amount of other grants directly below the table.

Fiscal Management

1. Check the box next to the applicable accounting software. If your organization uses software that is not listed, enter the type used. Do not leave any item unmarked.
2. Check “YES” or “NO” for each question as instructed.
3. Check “TRUE” or “FALSE” for each question as instructed. For F. enter the dollar amount at which your organization capitalizes equipment.

Performance Reporting

1. Describe the type of tool to be used for data collection as instructed. For example, case files, sign-in sheets, phone logs.
2. Enter a description of how the data will be consolidated to provide cumulative totals to be reported to the FVA to ensure that no one is double-counted.

Part III: Budget Table and Budget Narratives

All grants awarded by the Texas Veterans Commission must follow the applicable Uniform Grant Management Standards (UGMS) which can be found at www.governor.state.tx.us/files/state-grants/UGMS062004.doc and the applicable federal grant guidelines published by the Office of Management and Budget (OMB). The OMB federal guidelines, 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, can be found at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=ad01a55d75da31a0dfce4a96512c1ff2&node=2:1.1.2.2.1&rgn=div5>. In the event of a conflict between UGMS and applicable federal law, the provisions of federal law apply.

In addition to the above state and federal grant guidelines, this grant has additional restrictions regarding how grant dollars may be spent. Applicants are expected to also review the *Cost Principles Side by Side* posted on the FVA website with this RFA for additional cost guidance on allowable and unallowable expenditures. **The above-listed state and federal grant guidelines MUST be used as guidance for all budgets and budget narratives along with the *Cost Principles Side by Side*.** Failure to follow these guidelines in developing budgets and project costs can result in unallowable costs.

The budget section is comprised of nine tables. Each table, if applicable to the Proposed Project, must be completed. Microsoft Excel tables have been inserted into the application document. Use the tables to the extent they apply to the Proposed Project.

To activate the Excel table, double-click on the table. This will open an active Excel window to be filled in. Once all information is entered into an Excel budget table, all totals will calculate automatically. The formulas and headings should not be changed. If additional lines are needed, they may be inserted into this Excel table using the Insert function. Do not use decimals, round to the nearest dollar.

Following each table, a narrative description supporting and discussing each budget item must be entered. For example, if your organization has included travel in the budget, the narrative must describe the travel costs and why they are necessary to the Proposed Project.

A. Salaries and Wages

1. Complete the table as instructed. For each employee directly associated with the Proposed Project, enter the position title, employee’s name, the percent of time allocated to this project, and their annual salary. Do not include employees that are general administration such as accounting, personnel/human resources if they are already included in indirect charges. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

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2. Describe the roles and responsibilities of each position and how those roles are necessary to accomplishing the Proposed Project as instructed.

B. Fringe Benefits

1. Complete the table as instructed. For each position listed in Table A enter the annual fringe benefits associated with that position.
2. Describe the costs covered in this category as instructed, including health insurance, leave time, social security, and any other applicable fringe benefits for each position listed in Table B and how those benefits are necessary to accomplishing the Proposed Project.

C. Travel

1. Complete the table as instructed. Only employee travel associated with this project should be entered in this table. This includes travel to and from conferences, training, etc. This does not include travel to provide client services. Include those travel expenses relating to providing client services under Table F Client Services.
 - a. Travel does not include international travel. Travel will follow all policies and procedures for travel established by the organization. All travel costs must be in compliance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
2. Describe each travel item included in the table including but not limited to what the travel is for, mileage rates, meal rates per day, conference registration fees, and why they travel is necessary to accomplish the Proposed Project.

D. Equipment

1. Complete the table as instructed. Equipment is an article of tangible personal property that has a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the organization's level of capitalization or \$5,000. List any equipment that will be purchased with this grant. Refer to the applicable OMB cost guidance. If a nonprofit, use 2 CFR 230, Appendix B, 15 and if a local government, use 2 CFR 225, Appendix B, 15.
2. Describe each equipment item listed in the table and explain why that equipment items is necessary to accomplish the Proposed Project.

E. Supplies

1. Complete the table as instructed. This category would include paper and other consumable items.
2. Describe each supply item listed in the table and explain why that supply item is necessary to accomplish the Proposed Project.

F. Client Services

1. Complete the table as instructed. Client Services include any service being offered to the Beneficiaries of this project. This may include support such as bill payment, transportation to provide client services and any contract personnel who will be providing services to Beneficiaries. List, if applicable, the maximum amount of assistance to be provided to clients. An itemized break-out of client services is required, extra lines may be inserted into this table. Sub-granting is not allowed.
2. Describe each client service listed in the table and explain why that cost is necessary to accomplish the Proposed Project.

G. Construction

This line is not applicable to this FVA grant application and should be left blank. Construction of buildings is not allowed with this grant. Any remodeling or adaptive assistance for Beneficiaries should be listed under Client Services.

H. Other Direct Costs

1. Complete the table as instructed. Any costs associated with this project that have not been listed in a previous Budget Category table should be listed here. Any item listed in Other Direct Costs may not be included in Indirect Charges. For example, if rent is listed in the Other Direct Costs table, do not include rent as an Indirect Charge.
2. Describe each item of other direct costs listed in the table and explain why the cost is necessary to accomplish the Proposed Project. If costs are allocated be sure to include an approximate percentage to be charged to this grant.

I. Total Direct Charges

This line is a summation of all prior tables, A - H. These are direct charges, meaning that any costs in lines A – H are directly attributable to this project.

J. Indirect Charges

1. If applicable, complete the table as instructed. This grant has a **maximum indirect charge of 10% of total direct costs** requested. Indirect charges are those items that are often considered “overhead,” and can be classified as those costs associated with accounting, human resources, and other administrative and facility-related costs. **Any item listed as an Indirect Charge cannot also be included as a Direct Charge.**
 - a. Under 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, if the applicant organization has an indirect cost agreement with the federal government, this rate must be used, but the total amount of indirect charges may not exceed 10% of total direct costs requested. A copy of the federal indirect negotiated cost agreement must be submitted as part of the Application Package if the organization has one. See 2 CFR §200.414 Indirect (F&A) costs to ensure compliance.
 - b. Under 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, if the applicant organization has never received a negotiated indirect cost rate, the applicant organization may elect to charge a flat rate of 10% of Modified Total Direct Costs for indirect charges. See 2 CFR §200.414 Indirect (F&A) costs to ensure compliance.
2. Describe each indirect cost listed in the table and explain why that indirect cost is necessary to accomplish the Proposed Project.

K. Budget Table

Enter all the total lines from tables A – H and J into the Budget Table (Line I will calculate automatically). Each line in the budget table corresponds to a section of the budget. This is the total budget for the Proposed Project. **The amount of the grant being requested must equal the total budget number in this table.**

L. Matching Funds

Describe other funding sources and/or matching funds your organization will be using to support the Proposed Project, if any.

VI. Application Review and Award Process

- Applications received will be reviewed for eligibility and deemed **Ineligible** if one or more of the following applies:
 - Appendix I - The Application is not complete.
 - Minimum Financial Documentation is not provided.
 - The Application Package is missing required attachments or signatures.
 - If an A-133 Audit completed in the past 2 years has material findings.
 - If the organization has an exclusion record listed on the General Services Administration (GSA) System for Award Management (SAM).
 - The Application Package is received after the deadline.

This eligibility assessment is designed to be a proactive measure to prevent fraud, waste, and abuse and to alert the Commission to potential risks before an award is made.

- Each eligible application will be scored. The highest score attainable is 100 points. The points available per section are:

Appendix I-The Application	Highest Number of Points
Part I – Proposed Project Information	49
Part II – Organization Background	22
Part III – Budget and Budget Narratives	29

All eligible applications will be given to the FVA Advisory Committee for their award recommendations.

The FVA Advisory Committee will meet in Austin, Texas on or about September 26, 2014 for a public presentation of the Proposed Projects by Applicants. On or about October 24, 2014 the FVA Advisory Committee will meet in an open meeting to make the award recommendations. Additional information on these meetings will be available and shared at a later date. **The dates of these meetings are subject to change. Please check the FVA website for updated information.**

The funding recommendations made by the FVA Advisory Committee will be presented to the Commission on or about November 5, 2014 for awarding approval of the FVA grants. Additional information on this meeting will be made available at a later date. **The date of this meeting is subject to change. Please check the FVA website for updated information.**

If any part of the submitted application needs to be revised (for example, if the Grantee is awarded an amount other than that requested), the Awarded Applicant must submit a revised application. The Agency will provide instructions and guidelines for the submission of the revised application. .

After an application is submitted to the FVA and prior to the TVC Commission making the grant awards, the TVC and FVA staff will not be able to discuss application status with any organization.

Applicants shall be notified in writing of the Commission’s decision regarding a grant award.

VII. Application Webinar and Questions

Potential applicants will have the opportunity to participate in an information session regarding the Series XV-A application to be held via webinar on or about June 17, 2014. Information regarding the meeting and webinar will be available on the FVA website.

The information session will address any questions regarding the application or application process, but will not address a specific project or an organization's application. **The date of this meeting is subject to change. Please check the FVA website for updated information.**

All questions pertaining to this RFA must be submitted to grants@tvc.texas.gov with "FVA Series XV-A Question" in the subject line of the email. Responses will be posted on the FVA website every Friday: <http://www.tvc.texas.gov/Apply-For-A-Grant.aspx>.

VIII. Application Package

A complete Application Package includes submission of original signature pages AND submission of the items below. Failure to complete all required forms OR to provide an authorized signature may negatively impact the application or result in ineligibility.

The Application Package includes the following items:

1. The Application Checklist
2. Appendix I - The Application (The True and Correct Statement of Appendix I - The Application **MUST** be signed and the signature **MUST** be original)
3. Résumés of the principal participants in the organization
4. Financial Documentation (per Section IV. H above.) For requested amounts of \$300,000 to \$500,000 the Financial Documentation **MUST** contain a Management Letter from the CPA firm conducting the audit.
5. IRS Tax determination letter regarding non-profit status, if not a unit of local government
6. Current federal indirect negotiated cost plan, if applicable
7. A copy of current professional liability insurance and/or malpractice insurance policy, if applicable

IX. Application Submission

A. Application Deadline

The application period opens June 6, 2014 and will close July 31, 2014. Applications must be received by 4:00 p.m. at the FVA office in Austin, Texas on July 31, 2014 to be considered for funding. Applicant shall be solely responsible for ensuring their application is received by TVC prior to the deadline outlined in this RFA. **To meet the deadline, both paper and electronic applications must be received.**

Applications shall be considered to be "on time" if they are received on or before the established deadline date and time. Applicant shall be solely responsible for ensuring that Application is received by TVC prior to the deadline outlined in this RFA. TVC shall not be responsible for failure of electrical or mechanical equipment, operator error, or inability of an electronic delivery agent to deliver an Application prior to the deadline. TVC accepts no responsibility for delays in shipping or mailing. Failure to respond in a timely manner to this request shall result in Applicant losing the opportunity to receive a grant under this program. A late Application, regardless of circumstances, shall not be evaluated or considered for award.

B. Application Format and Delivery Method

Two copies of the Application Package must be submitted: **one paper submission and one electronic submission.**

For the paper submission, use letter-size, 8 1/2" x 11" paper, font size 11 points. All pages should be single-sided, numbered and submitted in the order listed above. Do not use staples, rubber bands, folders, or any other binding. Use one binder clip for the entire Application Package. Faxed

Applications will not be accepted. This applies to all required attachments, including financial documentation.

Applications may be sent via U.S. Mail to:

Texas Veterans Commission
Fund for Veterans' Assistance
Series XV-A – General Assistance Grant
P.O. Box 12277
Austin, Texas 78711-2277

Applications may be delivered via overnight, hand delivery or courier service to:

Texas Veterans Commission
Fund for Veterans' Assistance
Series XV-A – General Assistance Grant
William B. Travis Building
1701 N. Congress Avenue, Suite 9-100
Austin, Texas 78701

For the electronic submission, the Application Package is to be submitted in a PDF file no larger than 20 MB. The electronic submission must have the words "Series XV-A – General Assistance Grant" in the subject line and emailed to grants@tvc.texas.gov.

All costs associated with the preparation and submission of an Application for this RFA are the responsibility of Applicant. These costs shall not be chargeable to TVC by any successful or unsuccessful Applicant.

X. Timeline for FVA Series XV-A Grant Applications

The dates listed in this RFA are subject to change. Please check the FVA website for updated information.

- | | |
|--------------------|--|
| June 6, 2014 | Series XV-A RFA opens with documents posted at www.tvc.texas.gov/Apply-For-A-Grant.aspx |
| June 17, 2014 | Informational application webinar. Additional information will be posted on website. This date is subject to change. |
| July 31, 2014 | All applications must be submitted by 4:00 p.m., Austin, Texas. |
| September 26, 2014 | All eligible organizations may present their application to the FVA Advisory Committee in Austin. Applicants will be limited to 5 minutes per organization. Additional information will be posted on the website at a later date. This date is subject to change. |
| October 24, 2014 | FVA Advisory Committee meets in Austin, Texas. Additional information will be available at a later date. This date is subject to change. |
| November 5, 2014 | TVC Commission meeting. Austin, Texas. Additional information will be available at a later date. This date is subject to change. |
| December 2014 | Notice of Grant Awards to be sent to funded organizations. |
| January 1, 2015 | Grant Funding Period begins. |

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January 2015 Mandatory grantee webinar training. Additional information will be available at a later date.

December 31, 2015 Grant Funding Period ends.

PROGRAM REQUIREMENTS

I. Grant Memorialized in Notice of Grant Award

Grant Awards will be memorialized through a Notice of Grant Award (“NOGA”) negotiated with those Grantees selected through the evaluation process to have been awarded grant funds by the Commission. Submission of an Application confers no rights of Applicant to an award or a subsequent NOGA, if there is one. The issuance of this RFA does not guarantee that a NOGA will ever be awarded. TVC reserves the right to amend the terms and provisions of the RFA, negotiate with Applicant, add, delete, or modify the NOGA and/or the terms of Application submitted, extend the deadline for submission of Application, or withdraw the RFA entirely for any reason solely at TVC’s discretion, as consistent with the applicable OMB circulars. An individual Application may be rejected if it fails to meet any requirement of this RFA. TVC may seek clarification from Applicant at any time, and failure to respond within three (3) business days is cause for rejection of an Application.

Awarded Applicant understands and agrees that the Commission may, in its sole discretion, grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested in its application.

Upon execution of a NOGA resulting from this RFA, the term "Applicant" shall have the same meaning as "Awarded Applicant" and “Grantee.”

II. Order of Precedence

In the event of conflicts or inconsistencies, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority:

- A. Notice of Grant Award
- B. Request for Applications (incorporated by reference)
- C. Appendix I – The Application (most recent version that conforms to grant award is incorporated by reference)

III. Conflicting RFA Language

In the event that language contained in a particular Section of the RFA is found to be in conflict with language in another Section, the most stringent requirement(s) shall prevail.

IV. Notice

Any notice or written communication between the Agency and Awarded Applicant shall be considered delivered when delivered electronically or postmarked, except that such notice or written communications sent by certified mail, return receipt requested, or delivered in person to the authorized representative of the party designated in accordance with the NOGA shall be considered to be delivered when received.

V. Change of Principle Participants

Awarded Applicant, in its reasonable discretion, reserves the right to substitute appropriate key personnel to accomplish its duties so long as the substituted personnel are equally qualified and skilled in the tasks necessary to accomplish the Grant Project. Awarded Applicant shall provide to TVC prior written notice of any proposed change in key personnel involved in accomplishing the Grant Project. No substitutions of key personnel will be made without the prior written consent of TVC. All requested substitutes must be submitted to TVC. The key personnel that will be assigned to work on the Grant Project are considered to be essential to the accomplishing the Grant Project.

VI. Changes to Program

Awarded Applicant will promptly notify the Agency if any organizational changes occur such that information contained in its NOGA is no longer correct, or that would render the organization ineligible for an FVA grant award.

VII. Option to Amend

Any changes, additions, or deletions to the NOGA or Approved Application must be executed through a grant amendment. A Grantee may request an amendment as outlined in the FVA Amendment Policy. Amendments may modify the approved budget, grant period, or scope of the Grant Project as described in the Approved Application. Each amendment request will be considered on a case-by-case basis. A Grantee may have no more than three (3) formal amendments during a grant period. Amendment requests seeking to change the award amount must be brought before the Commission for approval prior to the end of the grant period. All other amendment requests must be submitted no later than thirty (30) days prior to the end of the grant period. All decisions on amendments are final and non-appealable.

None of the parties to the NOGA will be bound by any oral statements, agreements, or representations contrary to the written requirements and terms and conditions contained in the Request for Applications and NOGA.

VIII. Reporting Requirements

Awarded Applicants are required to submit monthly expenditure reports and quarterly performance reports. These reports will be in the form and contain the information specified by the Agency and will have the following deadlines.

Reporting Period	Monthly Expenditure Report Due	Quarterly Performance Report Due
1/1/2015-1/31/2015	2/15/2015	
2/1-2/28/2015	3/15/2015	
3/1-3/31/2015	4/15/2015	4/15/2015
4/1-4/30-2015	5/15/2015	
5/1-5/31/2015	6/15/2015	
6/1-6/30-2015	7/15/2015	7/15/2015
7/1-7/31/2015	8/15/2015	
8/1-8/31/2015	9/15/2015	
9/1-9/30/2015	10/15/2015	10/15/2015
10/1-10/31/2015	11/15/2015	
11/1-11/30/2015	12/15/2015	
12/1-12/31/2015	1/15/2016	1/15/2016

A. Monthly Report

Grantee shall provide to FVA a monthly expenditure report in a format prescribed by the FVA and must contain an authorized signature. The due date for the report is the 15th of the month following the end of the reporting month.

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B. Quarterly Report

Grantee shall provide to FVA a quarterly performance report and project narrative in a format prescribed by the FVA. The due date for the report is the 15th of the month following the end of the reporting quarter.

C. Closeout Report

The closeout report shall be submitted to FVA in the format designated by FVA, and is due no later than sixty (60) days after the end of the grant period. This report is in addition to the final monthly expenditure and final quarterly performance report.

D. Supporting Documentation

Accounting records, including expenditure reports, shall be supported by source documentation such as canceled checks, paid bills, timecards, payrolls, etc. The Agency may deny or disallow unsupported expenses and may require that funds expended for unsupported expenses be returned.

E. Failure to Comply with Reporting Requirements

Failure of Grantee to comply with any of the reporting requirements in this agreement may result in the withholding or revocation of the grant, the refund to the FVA of grant funds disbursed, and/or Grantee's ineligibility for future grant funds.

IX. Accounting System

Awarded Applicant shall have an accounting system that accounts for cost in accordance with generally accepted accounting principles. Awarded Applicant's accounting system must include an accurate and organized file/records system for accounting and financial purposes for providing backup materials for billings.

X. Texas Veterans Commission Recognition

Grantee shall include, where possible, the following information on the Grantee website and on all Grant Project-related materials, brochures, flyers, and forms:

- Texas Veterans Commission website URL;
- Fund for Veterans' Assistance logo;
- The following statement:

“This program is supported by a grant from the Texas Veterans Commission *Fund for Veterans' Assistance*. The *Fund for Veterans' Assistance* provides grants to organizations serving veterans and their families.”

If requested by the Agency, the Grantee will provide information regarding grant performance, success stories, and other information that can be used by the Agency to publicize the grant program and the Fund for Veterans' Assistance.

XI. Release of Information by Awarded Applicant

Awarded Applicant agrees to notify and seek approval from Agency prior to releasing any information to the news media regarding the activities being conducted under the Notice of Grant Award resulting from this RFA.

XII. Inspections

Throughout the effective period of an NOGA resulting from this RFA, all work products shall be subject to inspection and testing by authorized TVC representatives. In order to comply with legally binding

requirements of client confidentiality and attorney-client privilege, in regard to any record that has client-identifying or confidential information, Grantee may redact the identifying or confidential information.

XIII. Compliance Reviews

Visits to one or more of a Grantee's places of business may be made as determined by Agency representatives to inspect and review a project's physical facilities, financial records, personnel records, operational policies and procedures, including but not limited to observation of Grantee's delivery of services, and such other aspects of a Grantee's project as reasonably necessary to ensure compliance with the NOGA and these provisions. In order to comply with legally binding requirements of client confidentiality and attorney-client privilege, in regard to any record that has client-identifying or confidential information, Grantee may redact the identifying or confidential information.

XIV. Eligibility Determination

The Grantee must ensure that clients served using FVA grant funds are eligible to receive services prior to requesting reimbursement for services provided to these clients. Eligibility documentation must be maintained in the clients' records. In specific extenuating circumstances it may be unreasonable to obtain eligibility documentation for rendering services. The Grantee must still document due diligence to determine veteran, dependent, or spousal status.

XV. Survey

The Agency will work with the Grantee to survey Beneficiaries' experience in receiving assistance and/or services as part of the Grant Project.

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TERMS AND CONDITIONS

I. Conflict of Interest

Applicants must disclose any existing or potential conflicts of interest relative to the performance of the requirements of this RFA. Failure to disclose a conflict of interest may be cause for disqualification of an Application or termination of an Agreement resulting from this RFA. If, following a review of this information, it is determined by TVC that a conflict of interest exists, Applicants may be disqualified from further consideration.

II. Release of Application Information by TVC

Public Information Act. Awarded Applicant understands and acknowledges that as a Texas state agency, TVC is subject to the provisions of the Texas Public Information Act ("PIA"), Government Code, Chapter 552 as interpreted by judicial opinions and the opinion of the Attorney General of the state of Texas. Awarded Applicant will cooperate with TVC in the production of documents responsive to any such requests under the Public Information Act. TVC will make a determination whether to submit a Public Information Act request to the Attorney General.

All submitted Applications become the property of TVC after the RFA submission deadline date. Upon acceptance of the Notice of Grant Award, all information submitted with Applicant's Application becomes public record and all information submitted with Awarded Applicant's Application becomes part of the Notice of Award. Therefore, such information is subject to disclosure under the Texas Public Information Act, unless an exception under the Texas Public Information Act is applicable.

Any proprietary information included in Applicant's Application shall be subject to disclosure unless such proprietary information was clearly identified by Applicant, and such identification was submitted concurrently with the original submission of the proprietary information. Additionally, Applicant shall state the specific reason(s) an exception from the Texas Public Information Act is being claimed concurrently with the original submission of the proprietary information. If Awarded Applicant fails to clearly identify proprietary information with the original submission of the proprietary information, then those Sections will be deemed non-proprietary and made available upon receipt of public information request after the Agreement is awarded. The production of any material under the Agreement shall not have the effect of violating or causing TVC to violate any law, including the Texas Public Information Act.

III. Assignment or Subcontracting

No rights, interest, or obligations in an Agreement resulting from this RFA shall be assigned, subcontracted, or delegated by Awarded Applicant without prior written permission of TVC Point of Contact. Any attempted assignment or delegation by Awarded Applicant shall be wholly void and totally ineffective for all purposes unless made in conformity with this Paragraph. No assignment or subcontract shall relieve Awarded Applicant of any responsibility under this RFA.

IV. Indemnification

To the extent allowed by law, Awarded Applicant agrees to indemnify, defend and hold harmless the State of Texas, TVC, as well as officers, agents, and employees of TVC from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, including but not limited to personal injury or illness, bodily injury (including death) and property damage occurring in connection with or in any way incident to or arising out of the use, service, operation or performance of work under the terms of the Agreement, except claims, demands, fees, suits or actions arising from any negligence by TVC, its officers, agents, employees, contractor, subcontractors or any negligence of a third party, its (their) officers, agents, employees, contractors, subcontractors. TVC shall give Awarded Applicant written notice of each such claim or suit and full right and opportunity to conduct Awarded Applicant's own defense thereof, together

with full information and all reasonable cooperation. Awarded Applicant shall coordinate its defense with the Texas Attorney General as requested by TVC.

Additionally, if Awarded Applicant requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, Awarded Applicant shall indemnify, defend and hold harmless, to the extent allowed by law, the State of Texas, TVC, as well as officers, agents, and employees of TVC, from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify (to the extent allowed by law) the State of Texas, TVC, as well as officers, agents, and employees of TVC, from any cost, expense, royalty or damage which the State of Texas, TVC, as well as officers, agents, and employees of TVC may be obligated to pay by reason of any infringement at any time during the performance of or after completion of the work. Awarded Applicant represents and warrants that it has determined what licenses, patents, and permits are required under the Agreement and has lawfully acquired all such licenses, patents, and permits.

Notwithstanding any indemnification clause, TVC shall have full authority to conduct its own defense, negotiations, and settlements, but Awarded Applicant's indemnification (to the extent allowed by law) nevertheless remains in full force and effect. Any settlement shall only be reimbursable by Awarded Applicant if Awarded Applicant approves such settlement in advance, and any liability upon unsuccessful defense shall only be reimbursable by Awarded Applicant if Awarded Applicant has full opportunity to participate equally in the defense of the action.

V. Severability and Strict Performance

The invalidity, illegality, or unenforceability of any provisions of the NOGA shall in no way affect the validity, legality, or enforceability of any other provisions.

Each and every right granted to TVC and Awarded Applicant hereunder or under any other document delivered hereunder or in connection herewith, or allowed them by law or equity, shall be cumulative and may be exercised from time to time. Failure by TVC or Awarded Applicant at any time to require strict performance of any provision or obligation contained herein shall not constitute a waiver or diminish the rights of either party thereafter to demand strict compliance. Neither TVC's review, approval, nor acceptance of program components, nor payment under this Agreement, shall be construed to operate as a waiver of any rights under the Agreement, or of any cause of action arising out of the performance required by the Agreement.

VI. Audit and Access to Records

A. Pursuant to Texas Government Code 2262.003, Awarded Applicant acknowledges that acceptance of funds under the Agreement acts as acceptance of the authority of (1) the Texas State Auditor's Office, or any successor agency, (2) the Texas State Auditor's Office or any successor agency, under the direction of the Texas Legislative Audit Committee, (3) TVC's Internal Auditor, and (4) any external auditors selected by TVC or any auditors selected by the United States, (Collectively referred to as "Audit Entities") to conduct an audit or investigation in connection with those funds. Awarded Applicant further agrees to cooperate fully with Audit Entities in the conduct of the audit or investigation, including providing all records requested. Awarded Applicant shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Awarded Applicant and the requirement to cooperate is included in any subcontract Awarded Applicant awards.

B. Awarded Applicant shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Awarded Applicant in connection with the Project. These records and accounts (which includes all receipts of expenses incurred by Awarded Applicant)

shall be retained by Awarded Applicant and made available for inspecting, monitoring, programmatic or financial auditing, or evaluation by TVC and by others authorized by law or regulation to do so for a period of not less than three (3) years from the date of completion of the Grant Project or the date of the receipt by TVC of Awarded Applicant's final claim for payment or final expenditure report or until a resolution of all billing questions in connection with the Agreement, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed. Awarded Applicant shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all documents and other information related to the Grant Project carried out under the Agreement. Awarded Applicant and any subcontractors shall provide any Audit Entities with any information the entity deems relevant to any monitoring, investigation, evaluation, or audit.

- C. TVC reserves the right to require the reimbursement of any over-payments determined as a result of any audit or inspection of records kept by Awarded Applicant on work performed under the Agreement. Awarded Applicant shall reimburse TVC within 30 calendar days of receipt of notice from TVC of overpayment. Awarded Applicant's failure to comply with this "Audit and Access to Records" section shall constitute a material breach of the Agreement.

VII. Applicable Law and Venue

The Agreement and any incorporated documents shall be governed by and construed in accordance with the laws of the State of Texas. The exclusive venue of any suit brought concerning the Agreement and any incorporated documents is fixed in any court of competent jurisdiction in Travis County, Texas, and all payments under the Agreement shall be due and payable in Travis County, Texas.

VIII. Applicant Responsibilities/Compliance with Laws

Applicant shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the Agreement, including, if applicable, workers compensation laws, compensation statutes and regulations, and licensing laws and regulations. When requested to do so by TVC, Applicant shall furnish TVC with satisfactory proof of its compliance.

IX. Dispute Resolution

The dispute resolution process provided for in Texas Government Code, Chapter 2260 shall be used by TVC and Awarded Applicant ("Respondent") to resolve any dispute arising under the NOGA. The dispute resolution process provided for in Chapter 2260 shall be used, as further described herein, to attempt to resolve a claim for breach of contract asserted by the Respondent under the NOGA. If the Respondent's claim for breach of contract cannot be resolved by the Parties in the ordinary course of business, it shall be submitted to the negotiation process provided in Chapter 2260. To initiate the process, the Respondent shall submit written notice, as required by Chapter 2260, to the Deputy Comptroller or his or her designee. The notice shall also be given to the individual identified in the NOGA for receipt of notices. Compliance by the Respondent with Chapter 2260 is a condition precedent to the filing of a contested case proceeding under Chapter 2260.

The contested case process provided in Chapter 2260 is the Respondent's sole and exclusive process for seeking a remedy for an alleged breach of contract by TVC if the Parties are unable to resolve their disputes as described above.

Compliance with the contested case process provided in Chapter 2260 is a condition precedent to seeking consent to sue from the Legislature under Chapter 107, Civil Practices and Remedies Code. Neither the execution of the NOGA by TVC nor any other conduct of any representative of TVC relating to the NOGA shall be considered a waiver of sovereign immunity to suit.

For all other specific breach of contract claims or disputes under the NOGA, TVC and the Respondent shall first attempt to resolve them through direct discussions in a spirit of mutual cooperation. If the Parties' attempts to resolve their disagreements through negotiations fail, the dispute will be mediated by a mutually acceptable third party to be chosen by TVC and the Respondent within fifteen (15) days after written notice by one them demanding mediation under this Section. The Respondent shall pay all costs of the mediation unless TVC, in its sole good faith discretion, approves its payment of all or part of such costs. By mutual agreement, TVC and the Respondent may use a non-binding form of dispute resolution other than mediation. The purpose of this Section is to reasonably ensure that TVC and the Respondent shall, in good faith, utilize mediation or another non-binding dispute resolution process before pursuing litigation. TVC's participation in, or the results of, any mediation or other non-binding dispute resolution process under this Section or the provisions of this Section shall not be construed as a waiver by TVC of (1) any rights, privileges, defenses, remedies or immunities available to TVC as an agency of the State of Texas or otherwise available to the TVC; (2) TVC's termination rights; or (3) other termination provisions or expiration dates of the NOGA.

Notwithstanding any other provision of the NOGA to the contrary, unless otherwise requested or approved in writing by TVC, the Respondent shall continue performance and shall not be excused from performance during the period any breach of contract claim or dispute is pending under either of the above processes; however, the Respondent may suspend performance during the pendency of such claim or dispute if the Respondent has complied with all provisions of Section 2251.051, Texas Government Code, and such suspension of performance is expressly applicable and authorized under that law.

X. Force Majeure

Neither Awarded Applicant nor Agency shall be liable to the other for any delay in, or failure of performance, of any requirement included in any NOGA resulting from this RFA caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome. Each party must inform the other in writing, with proof of receipt, within three (3) business days of the existence of such force majeure, or otherwise waive this right as a defense.

XI. Non-Appropriation of Funds

The NOGA may be terminated if funds allocated to TVC should become reduced, depleted, or unavailable during the grant period, and to the extent that TVC is unable to obtain additional funds for such purposes. TVC shall negotiate efforts as first consideration and if such efforts fail, then TVC shall immediately provide written notification to the Awarded Applicant of such fact and the NOGA shall be deemed terminated upon receipt of the notification, and neither party shall have any further rights or obligations hereunder. Awarded Applicant shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as reasonably practicable. TVC shall be liable for allowable costs incurred up to the time of such termination. Under no circumstances shall this RFA or any provisions herein be construed to extend the duties, responsibilities, obligations, or liabilities of the State of Texas or TVC beyond the then existing biennium.

XII. Termination and Enforcement

Awards may be terminated in whole or in part only if one of the following apply:

- A. By the awarding agency if a recipient materially fails to comply with the terms and conditions of the award;

- B.** By the awarding agency with the consent of the recipient in which case the two parties shall agree on the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated;

- C.** By the recipient upon sending to the awarding agency written notification setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. If the awarding agency determines in the case of partial termination that the reduced or modified grant will not accomplish the purposes for which the grant was made, it may terminate the grant in its entirety.

PROVISIONS AND ASSURANCES

I. **Terrorism**

TVC is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing Applicants with the Federal General Services Administration's Excluded Parties List System (EPLS, <http://www.epls.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Applicant is not so prohibited from entering into this NOGA. Moreover, Applicant further certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Applicant is in compliance with the State of Texas statutes and rules relating to procurement and that Applicant is not listed on the federal government's terrorism watch list as described in Executive Order 13224. (Entities ineligible for federal procurement are listed at <http://www.epls.gov/>)

II. **Certification Concerning Hurricane Relief**

Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified contract and acknowledges that any contract resulting from this RFA may be terminated and payment withheld if this certification is inaccurate.

III. **Buy Texas**

In accordance with Texas Government Code, Section 2155.4441, the State of Texas requires that during the performance of a contract for services, Awarded Applicant shall purchase products and materials produced in the State of Texas when available at a price and time comparable to products and materials produced outside the state.

IV. **Certification Concerning Family Code/Child Support Arrears**

Under Family Code § 231.006, relating to child support obligations, A child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to: (1) receive payments from state funds under a contract to provide property, materials, or services; or (2) receive a state-funded grant or loan. Applicant and any other individual or business entity named in this RFA are eligible to receive the specified payment and acknowledge that this contract may be terminated and payment withheld if this certification is inaccurate.

V. **Maintain Tax-Exempt Status**

Awarded Applicant will maintain its tax exempt status under Section 501(a) of the Internal Revenue Code of 1954, for the life of the grant, and will notify TVC immediately if such status changes.



APPENDIX I - THE APPLICATION
 Organization Name: Travis County
 Amount Requested: \$20,000
 Series XV-A – General Assistance
 Grant Funding Period: January 1, 2015 – December 31, 2015

Applicant Information (Complete all lines)

*Legal Name of Organization:	Travis County
*Mailing Address:	509 W. 11th St, Suite 2.700
*City/State/County/Zip:	Austin, TX
Physical Address (if different):	
City/State/County/Zip :	78701
*Texas Address (if organization headquarters are located out of state):	
*City/State/County/Zip:	
*Website Address:	www.co.travis.tx.us
*Organization Phone Number:	(512) 854-3829
*EIN number:	74-6000192
*DUNS number:	030908842

*Applicant Contact (Project Coordinator – Principal Participant):	Jackson Glass
*Contact Title:	Program Administrator
*Phone Number:	(512) 854-3829
*E-Mail Address:	Jackson.Glass@co.travis.tx.us

*Applicant Contact (Financial Coordinator – Principal Participant):	Nicki Riley
*Contact Title:	County Auditor
*Phone Number:	(512) 854-9125
*E-Mail Address:	Nicki.Riley@co.travis.tx.us

*** Required Information**

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APPENDIX I - THE APPLICATION	
Organization Name:	<u>Travis County</u>
Amount Requested:	<u>\$20,000</u>
Series XV-A – General Assistance	
Grant Funding Period: January 1, 2015 – December 31, 2015	

True and Correct Statement:

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND COMPLETED PER THE DIRECTIONS OUTLINED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT, AND THE APPLICANT WILL COMPLY WITH ALL REQUIREMENTS AND PROVISIONS NOTED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS AND NOTICE OF GRANT AWARD IF AN AWARD IS MADE.

*Authorized Signature: (must be original)	
*Name and Title:	Samuel T. Biscoe Travis County Judge
*Phone Number:	(512) 854-9555
*Email:	Sam.Biscoe@co.travis.tx.us
*Date:	

*** Required Information**

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<p>APPENDIX I - THE APPLICATION</p> <p>Organization Name: <u>Travis County</u></p> <p>Amount Requested: <u>\$20,000</u></p> <p>Series XV-A – General Assistance</p> <p>Grant Funding Period: January 1, 2015 – December 31, 2015</p>
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All information must be in sufficient detail to ensure the application can be weighed with other application. Do not exceed word maximums. Do not leave any item blank. Refer to Section V Grant Application of the RFA document for further instructions.

The grant funding period is based on a 12-month calendar from January 1, 2015 to December 31, 2015. The required expenditure and program performance benchmarks (below) should be used as guidelines when completing the Application.

Date	Grant Period Elapsed	Amount Expended	Performance Met
April 1	25%	15%	15%
July 1	50%	40%	40%
October 1	75%	70%	70%

Part I – Proposed Project Information

Proposed Project Name

- Provide a name for the Proposed Project.
Travis County Veterans Court

Amount Requested

Check the one box for the amount being requested.

- | | | | |
|-------------------------------------|-----------|--------------------------|-----------|
| <input type="checkbox"/> | \$5,000 | <input type="checkbox"/> | \$125,000 |
| <input type="checkbox"/> | \$15,000 | <input type="checkbox"/> | \$150,000 |
| <input checked="" type="checkbox"/> | \$20,000 | <input type="checkbox"/> | \$200,000 |
| <input type="checkbox"/> | \$50,000 | <input type="checkbox"/> | \$300,000 |
| <input type="checkbox"/> | \$75,000 | <input type="checkbox"/> | \$400,000 |
| <input type="checkbox"/> | \$100,000 | <input type="checkbox"/> | \$500,000 |

Grant Project Service Category

Check the one box that best describes the nature of the Proposed Project.

- Financial Assistance
- Homeless/Housing
- Transportation
- Employment
- Family Services
- Legal
- Referral
- Supportive Services
- Veterans Court

Geographic Service Area(s)

The counties that will be served by this grant are called the Geographic Service Area(s). All Texas counties are grouped into one of eight regions. Check all counties, regardless of region, that the Proposed Project will serve. If the Proposed Project is statewide, only check the statewide box.

- Statewide

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APPENDIX I - THE APPLICATION
Organization Name: <u>Travis County</u>
Amount Requested: <u>\$20,000</u>
Series XV-A – General Assistance
Grant Funding Period: January 1, 2015 – December 31, 2015

Region 1 – Panhandle

- | | | | | |
|--|-----------------------------------|---------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Armstrong | <input type="checkbox"/> Bailey | <input type="checkbox"/> Briscoe | <input type="checkbox"/> Brown | <input type="checkbox"/> Callahan |
| <input type="checkbox"/> Carson | <input type="checkbox"/> Castro | <input type="checkbox"/> Childress | <input type="checkbox"/> Cochran | <input type="checkbox"/> Coleman |
| <input type="checkbox"/> Collingsworth | <input type="checkbox"/> Comanche | <input type="checkbox"/> Crosby | <input type="checkbox"/> Dallam | <input type="checkbox"/> Deaf Smith |
| <input type="checkbox"/> Dickens | <input type="checkbox"/> Donley | <input type="checkbox"/> Eastland | <input type="checkbox"/> Fisher | <input type="checkbox"/> Floyd |
| <input type="checkbox"/> Garza | <input type="checkbox"/> Gray | <input type="checkbox"/> Hale | <input type="checkbox"/> Hall | <input type="checkbox"/> Hansford |
| <input type="checkbox"/> Hartley | <input type="checkbox"/> Haskell | <input type="checkbox"/> Hemphill | <input type="checkbox"/> Hockley | <input type="checkbox"/> Hutchinson |
| <input type="checkbox"/> Jones | <input type="checkbox"/> Kent | <input type="checkbox"/> King | <input type="checkbox"/> Knox | <input type="checkbox"/> Lamb |
| <input type="checkbox"/> Lipscomb | <input type="checkbox"/> Lubbock | <input type="checkbox"/> Lynn | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Moore |
| <input type="checkbox"/> Motley | <input type="checkbox"/> Nolan | <input type="checkbox"/> Ochiltree | <input type="checkbox"/> Oldham | <input type="checkbox"/> Parmer |
| <input type="checkbox"/> Potter | <input type="checkbox"/> Randall | <input type="checkbox"/> Roberts | <input type="checkbox"/> Runnels | <input type="checkbox"/> Scurry |
| <input type="checkbox"/> Shackelford | <input type="checkbox"/> Sherman | <input type="checkbox"/> Stephens | <input type="checkbox"/> Stonewall | <input type="checkbox"/> Swisher |
| <input type="checkbox"/> Taylor | <input type="checkbox"/> Terry | <input type="checkbox"/> Throckmorton | <input type="checkbox"/> Wheeler | <input type="checkbox"/> Yoakum |

Region 2 – West Texas

- | | | | | |
|----------------------------------|-----------------------------------|-------------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Andrews | <input type="checkbox"/> Borden | <input type="checkbox"/> Brewster | <input type="checkbox"/> Crane | <input type="checkbox"/> Culberson |
| <input type="checkbox"/> Dawson | <input type="checkbox"/> Ector | <input type="checkbox"/> El Paso | <input type="checkbox"/> Gaines | <input type="checkbox"/> Glasscock |
| <input type="checkbox"/> Howard | <input type="checkbox"/> Hudspeth | <input type="checkbox"/> Jeff Davis | <input type="checkbox"/> Loving | <input type="checkbox"/> Martin |
| <input type="checkbox"/> Midland | <input type="checkbox"/> Pecos | <input type="checkbox"/> Presidio | <input type="checkbox"/> Reeves | <input type="checkbox"/> Terrell |
| <input type="checkbox"/> Upton | <input type="checkbox"/> Ward | <input type="checkbox"/> Winkler | | |

Region 3 - Alamo

- | | | | | |
|------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Atascosa | <input type="checkbox"/> Bandera | <input type="checkbox"/> Bexar | <input type="checkbox"/> Coke | <input type="checkbox"/> Comal |
| <input type="checkbox"/> Concho | <input type="checkbox"/> Crockett | <input type="checkbox"/> Dimmit | <input type="checkbox"/> Edwards | <input type="checkbox"/> Frio |
| <input type="checkbox"/> Gillespie | <input type="checkbox"/> Guadalupe | <input type="checkbox"/> Gonzales | <input type="checkbox"/> Irion | <input type="checkbox"/> Karnes |
| <input type="checkbox"/> Kendall | <input type="checkbox"/> Kerr | <input type="checkbox"/> Kimble | <input type="checkbox"/> Kinney | <input type="checkbox"/> La Salle |
| <input type="checkbox"/> Mason | <input type="checkbox"/> Maverick | <input type="checkbox"/> McCulloch | <input type="checkbox"/> Medina | <input type="checkbox"/> Mernard |
| <input type="checkbox"/> Reagan | <input type="checkbox"/> Real | <input type="checkbox"/> Schleicher | <input type="checkbox"/> Sterling | <input type="checkbox"/> Sutton |
| <input type="checkbox"/> Tom Green | <input type="checkbox"/> Uvalde | <input type="checkbox"/> Val Verde | <input type="checkbox"/> Wilson | <input type="checkbox"/> Zavala |

Region 4 – South Texas

- | | | | | |
|-----------------------------------|------------------------------------|---------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Aransas | <input type="checkbox"/> Bee | <input type="checkbox"/> Brooks | <input type="checkbox"/> Calhoun | <input type="checkbox"/> Cameron |
| <input type="checkbox"/> DeWitt | <input type="checkbox"/> Duval | <input type="checkbox"/> Goliad | <input type="checkbox"/> Hidalgo | <input type="checkbox"/> Jackson |
| <input type="checkbox"/> Jim Hogg | <input type="checkbox"/> Jim Wells | <input type="checkbox"/> Kenedy | <input type="checkbox"/> Kleberg | <input type="checkbox"/> Lavaca |
| <input type="checkbox"/> Live Oak | <input type="checkbox"/> McMullen | <input type="checkbox"/> Nueces | <input type="checkbox"/> Refugio | <input type="checkbox"/> San Patricio |
| <input type="checkbox"/> Starr | <input type="checkbox"/> Victoria | <input type="checkbox"/> Webb | <input type="checkbox"/> Willacy | <input type="checkbox"/> Zapata |

Region 5 – Gulf Coast

- | | | | | |
|------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Austin | <input type="checkbox"/> Brazoria | <input type="checkbox"/> Chambers | <input type="checkbox"/> Colorado | <input type="checkbox"/> Fort Bend |
| <input type="checkbox"/> Galveston | <input type="checkbox"/> Harris | <input type="checkbox"/> Liberty | <input type="checkbox"/> Matagorda | <input type="checkbox"/> Montgomery |
| <input type="checkbox"/> Walker | <input type="checkbox"/> Waller | <input type="checkbox"/> Wharton | | |

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<p>APPENDIX I - THE APPLICATION</p> <p>Organization Name: <u>Travis County</u></p> <p>Amount Requested: <u>\$20,000</u></p> <p>Series XV-A – General Assistance</p> <p>Grant Funding Period: January 1, 2015 – December 31, 2015</p>

Region 6 – Central Texas

- | | | | | |
|------------------------------------|------------------------------------|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bastrop | <input type="checkbox"/> Bell | <input type="checkbox"/> Blanco | <input type="checkbox"/> Bosque | <input type="checkbox"/> Brazos |
| <input type="checkbox"/> Burleson | <input type="checkbox"/> Burnet | <input type="checkbox"/> Caldwell | <input type="checkbox"/> Coryell | <input type="checkbox"/> Falls |
| <input type="checkbox"/> Fayette | <input type="checkbox"/> Freestone | <input type="checkbox"/> Grimes | <input type="checkbox"/> Hamilton | <input type="checkbox"/> Hays |
| <input type="checkbox"/> Hill | <input type="checkbox"/> Lampasas | <input type="checkbox"/> Lee | <input type="checkbox"/> Leon | <input type="checkbox"/> Limestone |
| <input type="checkbox"/> Llano | <input type="checkbox"/> Madison | <input type="checkbox"/> McLennan | <input type="checkbox"/> Milam | <input type="checkbox"/> Mills |
| <input type="checkbox"/> Robertson | <input type="checkbox"/> San Saba | <input checked="" type="checkbox"/> Travis | <input type="checkbox"/> Washington | <input type="checkbox"/> Williamson |

Region 7- East Texas

- | | | | | |
|------------------------------------|------------------------------------|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Anderson | <input type="checkbox"/> Angelina | <input type="checkbox"/> Bowie | <input type="checkbox"/> Camp | <input type="checkbox"/> Cass |
| <input type="checkbox"/> Cherokee | <input type="checkbox"/> Delta | <input type="checkbox"/> Franklin | <input type="checkbox"/> Gregg | <input type="checkbox"/> Hardin |
| <input type="checkbox"/> Harrison | <input type="checkbox"/> Henderson | <input type="checkbox"/> Hopkins | <input type="checkbox"/> Houston | <input type="checkbox"/> Jasper |
| <input type="checkbox"/> Jefferson | <input type="checkbox"/> Lamar | <input type="checkbox"/> Marion | <input type="checkbox"/> Morris | <input type="checkbox"/> Nacogdoches |
| <input type="checkbox"/> Newton | <input type="checkbox"/> Orange | <input type="checkbox"/> Panola | <input type="checkbox"/> Polk | <input type="checkbox"/> Rains |
| <input type="checkbox"/> Red River | <input type="checkbox"/> Rusk | <input type="checkbox"/> Sabine | <input type="checkbox"/> San Augustine | <input type="checkbox"/> San Jacinto |
| <input type="checkbox"/> Shelby | <input type="checkbox"/> Smith | <input type="checkbox"/> Titus | <input type="checkbox"/> Trinity | <input type="checkbox"/> Tyler |
| <input type="checkbox"/> Upshur | <input type="checkbox"/> Van Zandt | <input type="checkbox"/> Wood | | |

Region 8 – North Texas

- | | | | | |
|----------------------------------|-------------------------------------|------------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Archer | <input type="checkbox"/> Baylor | <input type="checkbox"/> Clay | <input type="checkbox"/> Collin | <input type="checkbox"/> Cooke |
| <input type="checkbox"/> Cottle | <input type="checkbox"/> Dallas | <input type="checkbox"/> Denton | <input type="checkbox"/> Ellis | <input type="checkbox"/> Erath |
| <input type="checkbox"/> Fannin | <input type="checkbox"/> Foard | <input type="checkbox"/> Grayson | <input type="checkbox"/> Hardeman | <input type="checkbox"/> Hood |
| <input type="checkbox"/> Hunt | <input type="checkbox"/> Jack | <input type="checkbox"/> Johnson | <input type="checkbox"/> Kaufman | <input type="checkbox"/> Montague |
| <input type="checkbox"/> Navarro | <input type="checkbox"/> Palo Pinto | <input type="checkbox"/> Parker | <input type="checkbox"/> Rockwall | <input type="checkbox"/> Somervell |
| <input type="checkbox"/> Tarrant | <input type="checkbox"/> Wichita | <input type="checkbox"/> Wilbarger | <input type="checkbox"/> Wise | <input type="checkbox"/> Young |

Proposed Project Services

1. Briefly describe the Proposed Project. Be specific with the *Who, What, Where, When, and Why* of the Project.

The Travis County Veterans Court program assists honorably discharged veterans arrested in Travis County who are experiencing mental health issues, such as Post Traumatic Stress Disorder (PTSD), depression, anxiety, etc. and/or Traumatic Brain Injuries (TBI), resulting from their military service in combat or in a dangerous environment. Following the National Drug Court model, the Veterans Court utilizes the 10 key components of effective courts and regular judicial contact to support the participant's motivation for change and continued involvement in treatment efforts that lead to a reduction of risk for recidivism and self-harm. Veterans are screened by the Veterans Court staff and referred to the VA for a psychiatric evaluation. After receiving the results of the evaluation, Veterans Court staff meets with each applicant to the court and develops a Strategic Action Plan (treatment plan) to address their needs and reduce their risk of re-offending. The veteran is then referred to the VA to obtain counseling services to address the needs identified in the evaluation; however, in many cases veterans are unable to access substance abuse treatment services at the VA due to the limited hours that the VA offers such treatment. Veterans who are in school during the day or who are employed and cannot take off work three mornings a week are left with no alternatives for substance abuse treatment. The Veterans Court staff will utilize TVC grant money to refer these individuals to treatment services through a community-based treatment program (Austin Recovery).

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APPENDIX I - THE APPLICATION

Organization Name: Travis County
Amount Requested: \$20,000
Series XV-A – General Assistance
Grant Funding Period: January 1, 2015 – December 31, 2015

2. Briefly describe how Beneficiaries will access and/or be provided with Project services by your organization. Be specific with the *How* of the Project.
Veterans entering the Veterans Court who cannot access the substance abuse program at the VA will be referred to Austin Recovery, a local private organization who has a reduced rate contract with Travis County. Austin recovery will schedule a screening/intake appointment for each referral, then schedule them to begin their Intensive Outpatient program (IOP), which includes group and individual counseling and aftercare. All treatment services will be provided by licensed counselors.

Need Identified

1. What is the community need(s) or problem(s) that the Proposed Project will address?
Research has shown that in order to reduce an offender's risk of recidivating it is necessary to address the risk factors that contribute to the illegal and harmful behavior. The primary risk factors that the Travis County Veterans Court is targeting are: 1) mental health issues, such as PTSD, Depression, Anxiety, etc. and 2) substance abuse/dependence. While the Dept. of Veterans Affairs provides treatment services for both of these risk factors, not all veterans are able to access their services. If a veteran cannot attend groups during the day due to their work or school schedule, the VA has no treatment alternatives appropriate to meet their needs.
2. How did you identify the community need(s) or problem(s)?
When the Veterans Court first began in November, 2010, we had already met with VA officials to ask for expanded treatment services to meet the substance abuse needs of vets who cannot attend treatment during the day. We were informed that the VA would not be able to expand these services until they moved into their new building, which was scheduled for January, 2013. Construction delays caused the opening of that building to be moved back until July, 2013. Finally, in October, 2013, the VA announced that they would begin offering evening treatment groups; however, after only two months, they ceased providing these services, citing staffing issues. Fortunately, the Texas Veterans Commission had awarded the Travis County Veterans Court a grant to pay for treatment services for our combat vets who could not get treatment from the VA. The VA is not currently offering any substance abuse groups other than the groups offered during the daytime hours. Since receiving this grant in January 2014, we have referred 11 vets in our program to Austin Recovery to obtain outpatient substance abuse treatment.
3. How will the Proposed Project address the identified need(s) or problem(s)?
By offering them an opportunity to obtain substance abuse treatment, it the grant would allow many combat vets to develop recovery skills necessary to remain drug and alcohol free and to return to more productive lives as they transition back into civilian society. It will also help reduce their risk of reoffending and possibly harming themselves and/or others. Additionally, it will help them get accepted into the court and, ultimately, get their criminal charges dismissed and expunged from their records.
4. How is the Proposed Project unique from other similar services that may be available in your proposed service area? Be specific with details about what sets your Project apart.
There are currently no other alternatives for the veterans to obtain substance abuse treatment in the community unless they pay out of pocket. Since most are either on disability or attending school through the G.I. bill, most would not be able to afford the cost of treatment on their own.

Beneficiaries

1. Define who will be eligible to receive services through the Proposed Project. Be specific.
In order to be eligible for the Veterans Court program, veterans or active duty service men and women must have been deployed to a combat zone or other region that poses a high level of risk. They must be diagnosed with at least one of the following: Traumatic Brain Injury (TBI), Post Traumatic Stress Disorder (PTSD), or a mental health



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disorder related to their military service as described above. For this particular project, they must also be diagnosed with a substance use disorder.

- Describe any other restrictions on eligibility, if applicable (example: income level, discharge status, beneficiaries living in a specific service area.)

N/A

- If your organization receives grant funds, it will be responsible for track each individual Veteran, their dependents, and survivors that receive grant-funded service(s). The number of unduplicated Veterans, dependents and survivors, as well as cumulative totals, will be reported to the FVA quarterly. Projected performance should reflect the total number of unduplicated Veterans, dependents and survivors that your organization anticipates serving during the grant period.

Enter the estimated number of Veterans, Dependents, and Surviving Spouses to be served by the Proposed Project. Do not enter a percentage and do not enter a range.

Performance Measure	Estimated Number of Clients to be Served
Number of Veterans served. (Required performance measure for all applicants.)	11
Number of Dependents served. (Required performance measure if served.)	N/A
Number of Veterans' Surviving Spouses served. (Required performance measure if served.)	N/A
Total Estimated Number of Clients to be Served	N/A

Project Eligibility

- List the specific government forms your organization staff will use to verify Beneficiary eligibility. Each participant must submit a copy of his/her DD214 in order to verify their service history. Furthermore, a n evaluation for TBI, PTSD or other mental health disorder, including substance abuse, is conducted by a VA psychiatrist. The results are documented by the evaluating psychiatrist on the Travis County Veterans Court Participant VA Screening/Assessment form.
- Describe how the government forms and other eligibility document(s) will be retained and maintained. All documentation regarding veterans' diagnosis will be maintained in the offices of the Program Administrator and/or Case Worker. They will be kept in a locked drawer and the offices will be locked at all times when not occupied by staff.

Project Principal Participants

List the principal participants in the organization. Indicate which principal(s), if any, are Veterans. Refer to the RFA definitions for who is considered a Principal Participant. Résumés are to be included for each Principal Participant. One-page bios are not acceptable as résumés.

Name of Principal Participant	Title	Veteran (Y/N)	Résumé Attached (Y/N)
Jackson Glass	Social Services Program Administrator	N	Y
Jolene Grajczyk	Caseworker	Y	Y



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1. What are the roles and responsibilities of the Principal Participants listed above?
 Jackson Glass – Veterans Court Program Manager – responsible for ensuring that appropriate defendants are selected, screened and assessed, structures staffing and team meetings as needed, creates policies and procedures, and develops relationships with the Veterans Administration and community support organizations.

Jolene Grajczyk – Veterans Court Caseworker – responsible for developing treatment plans, monitoring the compliance of program participants, serves as the liaison with the Veterans Administration staff and creates reports for staff to review current court cases.

Partnerships

List agencies and/or organizations that will assist your organization in serving Beneficiaries as part of the Proposed Project. Use additional page(s) if needed.

Name of Partner Organization	Address	Telephone	Website
Austin Recovery	8402 Cross Park Dr, Austin, TX 78754	(512) 339-1293	www.austinrecovery.org

Marketing and Outreach

1. What outreach and/or marketing efforts are planned to ensure your organization is able to provide services to the Estimated Number of Clients to be Served?
 The Veterans Court has developed a system for contacting eligible participants at the point of their arrests in order to inform them of the court and the services we provide. The court is now well known within the legal community of Travis County as a result of training, publicity and brochures (which are also distributed to the jail and Veterans Administration).

Sustainability after the Grant

1. If your organization were to receive a one-year FVA grant, will the Proposed Project continue after the one-year grant period and FVA funding ends?
 Yes No

If Yes, please describe how the Proposed Project will continue? Include in your answer what other funding will be available to your organization and what other organizations with whom you'll be partnering or working: If we do not receive funding to continue this program, the only way to continue would be to require veterans to pay for treatment services out of their own pocket. We do not believe that combat veterans should have to incur this expense. In many cases, the veteran cannot afford this and will not receive these critical services. We plan on applying for a grant through the next February, which will allow us to continue and expand the services of the Veterans Court; however, this grant, if secured, would not be awarded until FY15. We will also continue to request funding from the Travis County Commissioners Court.

Evaluation

1. In addition to meeting Commission-established benchmarks for Expenditures and Performance, what measurements will your organization use to determine the effectiveness of the Proposed Project?
 The Veterans Court will continue to monitor court participants through urinalysis and alcohol monitoring devices to ensure abstinence. We will also conduct outcome studies to evaluate success in reducing recidivism.

2. In addition to meeting Commission-established benchmarks for Expenditures and Performance, what results do you expect to achieve by the end of the one-year grant period?

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We expect to see all participants in the supported substance abuse treatment program to test negative for drugs and alcohol while they continue in the court and expect that each participant will be in compliance with court requirements, employed and/or enrolled in school.

Part II – Organization Background

Organization Overview

1. What is the purpose or mission of your organization?
 The Travis County Criminal Courts provides a judicial forum in which conflicts can be resolved and criminal laws can be enforced. In addition to operating the 13 general jurisdictions Criminal District and County Courts, the Travis County Criminal Courts Department operates 5 specialty courts: Veterans Court, Drug Court, Domestic Violence Court, DWI Court and Mental Health Court.
2. What year was your organization established?
 The Criminal Courts has operated the Veterans Court since 2010.
3. What types of programs/services does your organization currently provide? Provide examples.
 The Travis County Veterans Court is designed to benefit combat veterans experiencing mental health issues resulting to their deployments; however, as a result of their treatment, the beneficiaries include their families, loved ones and the community as a whole.
4. Who is currently served by the programs/services your organization currently offers?
 Veterans Court serves veterans with diagnosed PTSD, TBI or other mental health issues related to their deployment to a combat or other hazardous duty area

Organizational Structure

1. What type of organization is applying?
 - City/Municipal government
 - County government
 - Nonprofit organization
 - Other, please describe:
2. What type of governing body does your organization have?
 - City Council/Mayor/City Manager
 - County Commissioners' Court/County Judge
 - Board of Directors/Board Officers/Executive Director
 - Other, please describe:

Previous FVA Grant Awards

List any previous grants your organization was awarded from the FVA.

Amount Awarded	Grant/Contract #	Begin Date	End Date	Service Category
\$40,000	FVA 11 0022	09/01/2010	12/31/2011	Legal (Veterans' Court)
\$20,000	FVA 14A 0169	01/01/14	12/31/14	Legal (Veterans' Court)
\$60,000	Total FVA Grant Awards			

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Other Grants

List all grants your organization received within the last two (2) years. Do not include FVA grants listed above. Do not list in-kind donations. Use additional space if needed.

Amount Awarded	Grantor	Grant/Contract #	Begin Date	End Date	Audit Performed (Yes or No)
\$155,000	Office of the Governor, Criminal Justice Division	DJ-10-A10-23397-03	09/01/2011	08/31/2012	Yes
\$186,000	Office of the Governor, Criminal Justice Division	DC-13-A10-23397-04	09/01/2012	08/31/2013	Yes
\$185,919	Office of the Governor, Criminal Justice Division	DC-13-A10-23397-05	09/01/2013	08/31/2014	No

\$526,919 Total Other Grant Awards

Fiscal Management

Answer each question below and do not leave any item unanswered.

1. What software does your organization used to record accounting transactions?
 QuickBooks Sage MIP Fundware Other (If Other, list software) SAP

2. Does your organization have written accounting policies and procedures for:

	YES	NO
A. Procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Vendor Payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Payroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Grants Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Cash Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. Capitalization and Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Indicate if each statement is true or false for your organization.

	TRUE	FALSE
A. There has been no staff turnover or reorganization in the past 6 months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. The organization uses a Chart of Accounts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Time sheets approved and signed by supervisory personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. An A-133 Single Audit has been performed in the past 2 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Travel receipts are submitted for travel reimbursement requests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. At what amount does your organization capitalize equipment?		\$5,000

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Performance Reporting

1. What type(s) of data collection tools will your organization use to document Beneficiaries receiving services? (Example: case files, sign-in sheets, phone logs.)

The primary means by which data will be collected is through vendor sign in sheets and monthly billing forms. Accuracy is verified by veterans and Case Worker, as well as by the Program Administrator. Upon completion, each veteran receives a certificate. Each veteran's attendance is documented in Veterans Court progress reports and entered into the case files.

2. How will your organization consolidate the collected data to ensure that beneficiaries that are reported to the FVA are unduplicated? (Example: database, spreadsheets, software.)

The vendor (Austin Recovery) will collect all of the sign-in sheets for individual and group Veterans Court utilizes a database system called Referral and Client Management System (RACMS) to collect and maintain records of all cases referred, assessed, accepted, rejected and discharged from the program. This system provides reports documenting the numbers needed to measure figures indicative of program progress and success, such as number of veterans referred, accepted and completing the program. RACMS also allows the staff to enter notes documenting each veteran's linkage to VA and community resources.

Part III – Budget Tables and Budget Narratives

Microsoft Excel tables have been inserted into this document. Use the tables to the extent they apply to your Proposed Project. To activate the Excel tables, double-click on the table. This will open an active Excel window to be filled in. Once all information is entered into an Excel budget table, totals will calculate automatically. If additional lines are needed, they may be inserted in the tables using the Insert function. Do not modify tables, columns, totals, or formulas. Use whole dollar amounts.

Following each table, a narrative description supporting and discussing each budget item must be entered. For example, if there is travel in the budget, the narrative must discuss travel and the appropriateness of travel to the project.

A. Salary and Wages

1. Enter each employee that will be directly associated with the Proposed Project. Enter their position title, employee name, percent of time allotted to the project, and employee's annual salary rate. The Total Cost will automatically total once all information is entered.

Table A

Position Title	Employee Name	% of Time Allocated to Grant	Annual Salary	Total Cost
N/A		0%	\$0	\$0
		0%	\$0	\$0
Total Salary and Wages				\$0

2. Describe the roles and responsibilities of the positions listed under Salaries and Wages and how those roles are necessary to accomplishing the Proposed Project.

N/A

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B. Fringe Benefits

- For each Position listed in Table A, include the annual fringe benefits for that position.

Table B

Position Title	Employee Name	% of Time Allocated to Grant	Annual Fringe Benefits	Total Cost
N/A		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
Total Fringe Benefits				\$0

- Describe the benefits– including health insurance, annual leave, social security and any other applicable fringe benefits – for each position listed in Table B. and how those benefits are necessary to accomplishing the Proposed Project.
N/A

C. Travel

- Enter employee travel in the table below. This can include travel to and from conferences, training, etc. This does not include travel to provide services to Beneficiaries. List travel expenses relating to providing client services under Table F Client Services.

Table C

In or Out of State?	Type of Travel	No. of Staff	No. of Days	Total Cost
N/A				
Total Travel				\$0

- Provide a description for each travel item included in the Table above. The description should include, but is not limited to, what the travel is for, mileage rates, meal rates per day, conference registration fees, as well as why the travel is necessary to accomplishing the Proposed Project.
N/A

D. Equipment

- Enter a description, unit cost and quantity for each item of equipment to be purchased for the Proposed Project.

Table D

Description	Unit Cost	Quantity	Total Cost
N/A			\$0
Total Equipment			\$0

- Provide a description for each equipment item listed in the Table above and explain why that equipment item is necessary to accomplish the Proposed Project.
N/A

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E. Supplies

1. Enter a description, unit cost and quantity for each item of supplies to be purchased for the Proposed Project. Remember, capital expenditures and pieces of equipment that are capitalized are not allowable under this grant.

Table E

Description	Unit Cost	Quantity	Total Cost
N/A			\$0
Total Supplies			\$0

2. Provide a description for each item of supply listed in the Table above and explain why that supply item is necessary to accomplish the Proposed Project.

N/A

F. Client Services

1. List each client service and the cost of each service. Client Services may include, but is not limited to, support such as bill pay, transportation to provide client services, and any contract personnel that will be providing services to Beneficiaries. List, if applicable, the maximum amount of assistance to be provided to clients.

Table F

Client Service	Maximum per Client	Total Cost
Substance Abuse Outpatient Treatment and Aftercare for 11 veterans	\$1,896	\$20,000
	0	\$0
Total Client Services	0	\$20,000

2. Provide a description for each Client Service listed in the Table above and explain why that cost is necessary to accomplish the Proposed Project.

Substance abuse treatment will help veterans develop coping skills for sobriety. This will, consequently, help them reduce their risk of recidivating and possibly causing harm to themselves and others. Sobriety will also improve the effectiveness of their treatment to address their mental health issues. It will increase their success in school and employment and assist them in making a healthier transition back to non-combat life.

G. Construction

The FVA grant does not cover the cost of construction. This line is blank.

H. Other Direct Costs

1. List any direct costs not included in the above tables.

Table H

Other Items	Total Cost
N/A	
Total Other Direct Costs	\$0

2. Provide a description for each item of other direct costs listed in the Table above and explain why that cost is necessary to accomplish the Proposed Project. If costs are allocated be sure to include an approximate percentage to be charged to this grant.

N/A

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I. Total Direct Charges

All Personnel, Fringe Benefits, Travel, Equipment, Supplies, Client Services and Other Direct Charges and should sum to Total Direct Charges on Line I of Table K below.

J. Indirect Costs

This grant has a **maximum indirect charge of 10% of total direct costs** requested. Indirect charges are those items that are often considered “overhead,” and can be classified as those costs associated with accounting, human resources, and other administrative and facility-related costs. **Any item listed as an Indirect Charge cannot also be included as a Direct Charge.**

- Under 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, if the applicant organization has an indirect cost agreement with the federal government, this rate must be used, but the total amount of indirect charges may not exceed 10% of total direct costs requested. A copy of the federal indirect negotiated cost agreement must be submitted as part of the Application Package if the organization has one. See 2 CFR §200.414 Indirect (F&A) Costs to ensure compliance.
- Under 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, if the applicant organization has never received a negotiated indirect cost rate, the applicant organization may elect to charge a flat rate of 10% of Modified Total Direct Costs for indirect charges. See 2 CFR §200.414 Indirect (F&A) Costs to ensure compliance.

1. Enter the indirect cost item, the cost of the item, and the indirect cost rate as a percentage. The total indirect cost will calculate.

Table J

Item	Federal Indirect Cost Rate	Total Direct Costs (from Table K, Line I.)	Indirect Rate (%)	Total Indirect Cost
Federal Negotiated Cost Agreement			10%	\$0
Total Indirect Costs				\$0

2. Provide a description for each item of indirect costs listed in the Table above and explain why that indirect cost is necessary to accomplish the Proposed Project.
N/A

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K. Budget Table

Enter the all Total lines from Tables A-H and J on the corresponding line below. The total of Table K MUST match the grant amount being requested.

Table K

Budget Categories		
Table		Total Cost
A.	Salary and Wages	
B.	Fringe Benefits	
C.	Travel	
D.	Equipment	
E.	Supplies	
F.	Client Services	\$20,000
G.	Construction	
H.	Other	
I.	Total Direct Costs	\$20,000
J.	Indirect Costs	
	Total	\$20,000

L. Matching Funds

Describe what other funding sources and/or matching funds your organization will be using to support the proposed project. This information helps to provide a complete picture of what resources will be used to accomplish the Proposed Project.

Currently there are no matching funds or other grants for this purpose. We have requested financial support from the Travis County Commissioners Court; however, we have not received approval.



TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #:

SAP #:

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Travis County Criminal Courts	
Contact Person/Title:	Debra Hale, Director of Court Management	
Phone Number:	512-854-9244	

Grant Title:	Managed Assigned Counsel		
Grant Period:	From: <input style="width: 150px;" type="text" value="Oct 1, 2014"/>	To: <input style="width: 150px;" type="text" value="Sep 30, 2015"/>	
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 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:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Operating:	\$ 680,395.00	\$ 170,099.00	\$ 0.00	\$ 0.00	\$ 850,494.00
Capital Equipment:	\$ 23,052.00	\$ 5,763.00	\$ 0.00	\$ 0.00	\$ 28,815.00
Indirect Costs:	\$ 14,069.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,069.00
Totals:	\$ 717,516.00	\$ 175,862.00	\$ 0.00	\$ 0.00	\$ 893,378.00
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

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Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ - Applicable Departmental Measures					
1.	See attached spreadsheet				
2.					
3.					
+ - Measures for the Grant					
1.	See attached spreadsheet				
Outcome Impact Description					
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

PBO Recommendation:

On May 6, 2014, the Commissioners Court discussed the Criminal Courts' proposal to apply for grant funding to begin the Managed Assigned Counsel (MAC) program and approved submission of the grant application. The Criminal Courts have received notification of the grant award and are now requesting approval of the grant contract. PBO recommends acceptance of the grant award for this previously approved grant application.

The Criminal Courts have taken the initiative to allocate internal resources from a separate formula grant to cover the 20% County match for year one totaling \$175,862. The grant contract requested for approval on July 29, 2014 is a step-down discretionary grant that requires the County's contribution to increase by 20% each year of the four-year term. Therefore, the Commissioners Court will be asked to review and approve the grant application each year. The expected FY 2016 grant contribution would be 40%, or approximately \$351,724. Expected General Fund contributions during the grant term total \$1,582,758 through FY 2018. (This amount does not include the internally funded 20% match of \$175,862 for year one that otherwise would fall to the General Fund ending fund balance.)

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?

It is the goal of the Managed Assigned Counsel (MAC) program to improve the quality of representation to indigent adult defendants charged with a felony or misdemeanor in Travis County. The MAC would provide Texas a model system that utilizes all of the Principles of a Public Defense Delivery System. Through a contracted entity, indigent defendants would be provided with qualified attorneys and defense team members. The Courts will retain power, as authorized by Texas Code of Criminal Procedure Art. 26.04, to make the appointments in cases when necessary or where exigent circumstances exist. The MAC will oversee the indigent defense process, ensuring quality representation.

Currently, Travis County Criminal Courts utilizes a "wheel" system for indigent appointments. The Judges of the Criminal Courts are responsible for reviewing attorney applications and approving for the appropriate list. They also set the fee schedule and approve all payment vouchers. An annual review is conducted of the attorneys on the lists and the judges make the appropriate decisions about retention, removal, and reprimand. While this system was the model for many years for the rest of Texas, it is now considered outdated. It fails to meet several of the ABA Principles of a Public Defense Defense Delivery System. Most importantly, a defense function is to be independent of the judiciary. The MAC will allow the contracted entity to assume several functions previously handled by our judiciary: they will screen all applicants thoroughly and appoint the attorneys to the appropriate lists based on their skill and experience, they can provide supervision and mentoring to attorneys, and approve invoices. The MAC will develop extensive performance measures to evaluate attorney effectiveness. They will also have a dedicated investigator on staff and be able to appoint expert witness with consistency.

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

The County has to agree to a required cash match of 20% the first year (\$175,862); 40% the second year; 60% the third year; and 80% the fourth year of the grant. Following the completion period of this multi-year grant, the County would be responsible for funding 100% of a successful MAC program.

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

A County match is required, as explained in the section above. The first year match of \$175,862 can be funded internally by this department. The amount of \$175,000 has been set aside in allocated reserves for this purpose. This funding was part of a one time disbursement from the Texas Indigent Defense Commission for FY14. The remaining \$862 will be internally funded through the department's operating budget.

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

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

5. County Commitment to the Program Upon 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, this program will not end upon termination of the grant. This grant is structured to partially fund the program over a four year period. At that time, the department will request to incorporate the grant funded MAC program into the County Budget.

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

This program will place several of the important functions of indigent defense in the hands of a private contracted entity. It will help keep the judiciary more independent of the indigent defense system. It is also expected that the quality of indigent defense will improve with the new system, which allows for more oversight to the defense attorneys participating in the program, a unified point of contact for voucher payments, and greater utilization of expert witnesses.

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.

Our department is charged with providing an indigent defense system for the criminal courts in Travis County. As noted above, this program is expected to improved the quality and judicial independence of this system as indicated by our extensive performance measures. Our department will continue to make the indigent appointments and notify participants with our newly developed computer system, that is connected to the courts case management system and the jail systems. The "wheels" of defense attorneys will be supplied by the MAC.

		DC					CNTY				
Task	Definition	Measure	FY12	FY13	Projection FY14	Projection FY15	FY12	FY13	Projection FY14	Projection FY15	Data Source, What's included
Outputs											
Indigent Cases Disposed	The total number of cases disposed during one month	Monthly report detailing the number of disposed cases	7663	8623	8623	8623	16847	16385	16385	16385	*Non-capital, including appeals, from TIDC Expenditures report
Average Cost per Case by MAC	The attorney fees paid divided by the number of cases disposed annually	Report the average cost per case by year	\$457.00	\$442.00	\$527.00	\$527.00	\$152.00	\$168.00	\$184.00	\$184.00	Data from FACTS and IDA
Percent of Cases Receiving Appointed Counsel	Number of cases appointed divided by total cases assigned to the criminal courts	Report the number of appointed cases divided by the total cases	64%	76%	76%	76%	46%	47%	47%	47%	TIDC
Outcomes											
Days to Disposition (in jail)	The number of days from arrest to disposition for inmates that remain in jail continuously.	Report the average number of days between arrest to the disposition of the case.	131	124	125	119	41	43	43	39	Jail Data, FACTS, IDA
Days from Arrest to Release	The number of days from the arrest to the release from jail on bond, while the case is pending.	Report the average number of days that the inmate is in jail until released on bond.	20	20	22	17	3	3	3	2	Jail Data, Facts, IDA

Task	Definition	Measure	FY12	FY13	Projection FY14	Projection FY15	FY12	FY13	Projection FY14	Projection FY15	Data Source, What's included
Days from Appointment to First Contact with Defendant	The percent of cases where time from the order of appointment is received until contact is made with the defendant is within the statutory limits.	Report the percent of cases where the initial contact is made less than 1 working day after the order of appointment is received.	NA	NA	NA	95%	NA	NA	NA	95%	
Days from Appointment to Initial Interview Contact with Defendant (in jail only)	The percent of cases where the time from the date the order of appointment is received until the initial interview is made with the defendant in jail is within statutory limits.	Report the percent of cases where the initial interview is made less than 5 days after the order of appointment is received in a misdemeanor case and less than 10 days after the order of appointment is received in a felony case.	NA	NA	NA	95%	NA	NA	NA	95%	

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Task	Definition	Measure	FY12	FY13	Projection FY14	Projection FY15	FY12	FY13	Projection FY14	Projection FY15	Data Source, What's included	
Type of Disposition of Cases	The type of disposition (dismissal, guilty plea or Jury/Bench trial/12:45's) in each case assigned to the office(As a percent of all cases)	1)Dismissals	19.03%	20.21%	20.77%	25.00%	24.27%	23.89%	23.89%	28.00%	Facts, IDA	
		2) Guilty Pleas pursuant to a plea agreement	73.66%	73.16%	72.02%	67.00%	64.61%	64.20%	62.01%	62.01%	58.00%	Facts, IDA
		3) Jury/Bench Trials on Guilt/Innocence and Punishment	1.36%	1.21%	0.65%	2.00%	0.17%	0.13%	0.19%	0.19%	1.00%	Facts, IDA
		4) 12:45's	6.05%	5.46%	6.56%	6.00%	11.00%	11.79%	14.00%	14.00%	13.00%	Facts, IDA
Type of Convictions	The type of conviction handed down in each case (if found guilty) Report the number of cases where a defendant was convicted. Report the number of cases where a defendant was convicted for a lesser offense. (% of all convictions)	Diversions	2.0%	3.0%	7.0%	8.0%	8.8%	8.6%	9.4%	13.0%	Facts, IDA, For county includes: Pre-Trial Diversion, Deferred Prosecutions, and Deferred Disposition	
		Probation (Community Supervision)	9.8%	8.0%	6.8%	8.0%	5.1%	4.9%	4.1%	4.1%	7.0%	Facts, IDA
		Deferred Adjudication	14.0%	12.5%	10.5%	12.5%	4.2%	4.4%	4.4%	4.4%	6.0%	Facts, IDA
		Shock	0.2%	0.2%	0.2%	0.2%						Facts, IDA
		%Active Time (TDCJ,SJF, TCJ)	73.20%	75.30%	75.30%	71.0%	81.6%	81.8%	81.8%	81.8%	74.0%	Facts, IDA

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Task	Definition	Measure	FY12	FY13	Projection FY14	Projection FY15	FY12	FY13	Projection FY14	Projection FY15	Data Source, What's included
Acquittals	Cases assigned to the office where the jury/court finds the defendant not guilty at guilt/innocence	Report the number of cases where a defendant was found not guilty of any offense as a percent of all trials.	13.25%	5.48%	9.09%	10.00%	33.33%	10.00%	0.00%	15.00%	Facts, IDA
Use of Investigators	The total number of cases utilizing an investigator divided by the total number of cases.	Report the percentage of cases where an investigator was utilized	1.67%	1.64%	1.45%	2.50%	0.03%	0.03%	0.09%	1.50%	Facts, IDA
Use of Experts (not including investigators)	The total number of cases utilizing an expert divided by the total number of cases.	Report the percentage of cases where an expert was utilized	3.99%	5.06%	5.26%	5.26%	1.28%	1.39%	1.60%	1.60%	Facts, IDA



TEXAS INDIGENT DEFENSE COMMISSION
Statement of Grant Award

REVISED FY2015 Discretionary Grant

Grant Number: 212-15-D08
Grantee Name: Travis County
Program Title: Managed Assigned Counsel
Grant Period: 10/1/2014-9/30/2015
Grant Award Amount: \$717,516

The Texas Indigent Defense Commission (Commission) has awarded the above-referenced grant to Travis County (County) for indigent defense services. The authorized official named on the grant application must sign this Statement of Grant Award and return it to the Commission by **August 10, 2014**. The grantee will not receive any grant funds until this notice is executed and returned to the Commission. Funding is provided as listed in the categories in the table below:

Direct Costs:	
1) Personnel (Total Number of FTEs: 0)	
2) Fringe Benefits	
3) Travel and Training	
4) Equipment	\$28,815
5) Supplies	
6) Contract Services	\$850,494
7) Indirect Costs	\$14,069
Total Proposed Costs	\$893,378
Less Cash from Other Sources- County Match	\$175,862
Total Amount Funded by Commission	\$717,516

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, must comply with the terms of the grant as written in the Request for Applications issued on January 14, 2014, including the rules and documents adopted by reference in the Commission’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.
- The grant officials agree to follow the grant terms contained in the “Required Conditions and Report” contained in Attachment A which includes the final grant application.
- Any indigent defense plan documents submitted to the Commission must continue to meet all grant eligibility requirements.
- The judges hearing criminal and juvenile matters must amend the Indigent Defense Plan for their respective courts to include the program funded under this award and submit it to the Commission by December 31, 2014.

The authorized official for this grant program has read the preceding and indicates agreement by signing the Statement of Grant Award included below.

Signature of Authorized Official

Name & Title (must print or type)

Date

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Attachment A

Required Conditions and Reports

Method of Calculation

The budget appearing in the Statement of Grant Award was developed under the assumptions that the grant be based on a 12-month period. The schedule provides the county twelve months of funds at each of the original agreed upon funding levels. If the county has a delayed start in the first year (FY15), it may necessitate an adjustment in future years to allow the county to fully expend grant funds. The intention is to follow a declining schedule of 80 percent in the first year; then, 60 percent in the second year; then, 40 percent in the third year; and 20 percent in the final year of the Commission support. The grants will remain on a fiscal calendar (October to September), but future awards will reflect any needed modifications to implement this policy.

Program Requirements

In addition to the program requirements stated in the Request for Applications (RFA) these specific program requirements apply to this funded program. If the County contracts with a non-profit corporation, the County will ensure that the following conditions are satisfied and that the County's application included below is executed:

- The County will submit expense reports to obtain reimbursement of expended funds based on actual expenditures. The reimbursements will be proportional to the county's required match.
- The County will submit quarterly on-line progress reports according to the Timeline for Reporting and Fund Distribution schedule at the end of this document. The contract shall require that the non-profit corporation provide the data to the County needed to complete the report.
- The budget narrative contained in the original application is the approved actual cost whether the program is operated by the County or a non-profit corporation. ~~If the County selects a non-profit corporation to operate the program, the budget for the Travis County award will be moved to the Contract Services Line Item.~~ The County will require any proposer to itemize their budget to the county in its proposal as required in Article 26.047, Texas Code of Criminal Procedure.
- The County may contract for services under this agreement only if the contract contains a provision that the grant terms and conditions, including the positions and amounts budgeted, will be followed unless scope and / or budget adjustments are obtained from the Commission in accordance with Texas Administrative Code, Title 1, Sec. 173.306.
- Contracts with the proposed non-profit corporation under this grant must be provided to the Commission staff for review and comment prior to execution.
- The County shall submit to Commission staff the written plan of operation received from the non-profit corporation operating a program as required in Article 26.047, Texas Code of Criminal Procedure. The plan of operation must include: (1) a budget for the program, including salaries; (2) a description of each personnel position, including the program's director; (3) the maximum allowable caseload for each attorney appointed by the program; (4) provisions for training personnel of the program and attorneys appointed under the program; (5) a description of anticipated overhead costs for the program; (6) a policy regarding licensed investigators and expert witnesses used by attorneys appointed under the program; (7) a policy to ensure that appointments are reasonably and impartially allocated among qualified attorneys; and (8) a policy to ensure that an attorney appointed under the program does not accept appointment in a case that involves a conflict of interest for the attorney that has not been waived by all affected clients.
- The County shall require the non-profit corporation to prepare and submit a draft Policies and Procedures Manual for office operations. The County shall provide the manual to the Commission staff along with the 1st quarterly progress report. This manual must include but is not limited the minimum qualifications for attorneys on each level of wheel, the method of selection, reasons for deviating from the method of appointment, and the performance and practice guidelines for attorneys that receive appointments. If the manual is amended then the final version of the Policies and Procedures Manual shall be submitted in the on-line Final Progress Report for FY15.
- The County must develop and include in its contract with the non-profit corporation provisions to monitor the contract. These provisions must include a review of utilization and activity, reporting of financial data to evaluate the non-profit corporation's performance within the budget required by the grant. These provisions must include specific actions to be

taken if the County discovers that the contractor's performance does not meet the operational or performance terms of the contract. The County will report the results of monitoring activity each quarter in the on-line progress and expense reports.

- Equipment costs listed in the first year start-up budget will not be carried forward into subsequent years of funding.
- The contract must include the method for funding equipment to operate the non-profit corporation that does not require the start-up costs to be included in the contract beyond the first year.
- The County must provide a plan of data collection by the first progress report that includes a list of data elements that capture the work performed under this program or impact on the county's compliance with the Fair Defense Act. The County must submit data collection agreements from county offices or departments to provide this data to the program director on a regular basis to measure the impact of this program.

EDITED 2014 Travis County Discretionary Grant Application Narrative (Multi-Year Grant)

a. Application Form

Counties Represented: **Travis**

Fiscal Year: **2015**

State Payee Identification Number: **746000192**

Division To Administer Grant: **Travis County Criminal Courts**

Program Title: **Travis County Criminal Courts**

Requested Grant Amount: **\$717,516.00**

Financial Officer: **Nicki Riley**

Program Director: **Debra A. Hale**

Mailing Address: **P.O. Box 1748; Austin, TX 78767**

b. Introduction (Executive Summary)

Travis County seeks to improve the quality of representation to indigent adult defendants charged with a felony or misdemeanor by establishing a full-service managed assigned counsel program ("MAC"). The MAC would provide Texas a model, other than public defender, that utilizes all of the Principles of a Public Defense Delivery System. Through a contracted entity, indigent defendants would be provided with qualified attorneys and defense team members. The Courts will retain power, as authorized by Texas Code of Criminal Procedure Art. 26.04, to make the appointments in cases when necessary or where exigent circumstances exist. The MAC will oversee the indigent defense process, ensuring quality representation.

c. Problem Statement

The American Bar Association has released the Ten Principles of a Public Defense Delivery System indicating that Principle 1 is: "The public defense function, including the selection, funding, and payment of defense counsel, is independent." In Travis County, currently none of these functions are independent of the judiciary. Rather, Travis County's judiciary selects, requests funding and pays defense counsel.

ABA Principle 6 states that "defense counsel's ability, training and experience match the complexity of the case." While Travis County has adopted requirements to be on certain level of criminal cases, counsel are generally assigned randomly from the appointment list regardless of the complexity of a case. This may or may not impact counsel's ability to perform on a case, but it is certainly a concern as it could impact a defendant's quality of representation.

ABA Principle 10 states that "defense counsel is supervised and systematically reviewed for quality and efficiency according to nationally and locally adopted standards." This is likely one of the areas of greatest concern for the Travis County Judiciary.

d. Objectives

In order to mitigate against the problems discussed previously, Travis County proposed the following specific objectives:

Objective 1: Establish a non-profit entity, the Travis County Private Defender Office that will consist of an advisory committee, governing board, director and appropriate staff.

Objective 2: Implement a fully functional managed assigned counsel program dedicated to representing indigent adult

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defendants charged with a felony or misdemeanor criminal offense in Travis County - by January 1, 2015.

Objective 3: MAC will establish attorney, investigator and expert performance standards by October 1, 2014.

Objective 4: MAC will monitor compliance with established attorney, investigator and expert performance standards - by October 1, 2015 and annually thereafter.

Objective 5: For those individuals qualified to receive indigent representation, Court Administration shall notify the MAC of the client's need for counsel- within 1 working day of receiving defendant's request for attorney. Travis County Pretrial Services Department will remain responsible for the initial eligibility determination pursuant to the Travis County Fair Defense Plan ~~and~~ with subsequent review by MAC provided in the contract with MAC.

Objective 6: MAC will develop a system of on-call attorneys to handle urgent appointments when necessary. In the event of exigent circumstances and/or good cause, a judge may pursuant of Texas CCP Art. 26.04, designate an attorney from an approved list to represent the defendant and shall notify the MAC of such appointment.

Objective 7: MAC will develop a system of panels where attorneys are matched with cases based upon qualification, experience, and training. From these panels Court Administration will select an attorney from the appropriate panel on a rotating basis. An attorney will be appointed to all defendants referred by the court - within 1 working day of receiving information from the court.

Objective 8: Assigned defense counsel will make initial contact with the client - not later than the end of the first working day after the date on which counsel is appointed, pursuant to Travis County's Indigent Defense Plan.

Objective 9: Assigned defense counsel will conduct initial interview with the client - not later than 5 days after counsel receives notice of assignment of a client's misdemeanor case and not later than 10 days after counsel receives notice of assignment of a client's felony case, pursuant to Travis County's Indigent Defense Plan.

Objective 10: MAC will establish and monitor compliance with caseload limits for all panel attorneys to ensure adequate availability for all matters.

Objective 11: MAC will implement and monitor a policy to ensure that an attorney appointed pursuant to this system does not accept appointment in a case that involves a conflict of interest for the attorney that has not been waived by all affected clients.

Objective 12: MAC will employ a full time investigator to review requests for investigators and implement quality standards for appointed investigators. Attorneys will review requests for expert assistance and make a determination on those requests. Any attorney who disagrees with the MAC's decision then presents the request to the respective Judge via motion for final decision.

Objective 13: MAC will review and approve fee requests by counsel, investigators and experts.

Objective 14: MAC will conduct a survey of judges to determine their opinion of the quality of representation by attorneys being provided through the MAC - by October 1, 2015 and annually thereafter.

Objective 15: Court Administration will produce a monthly report of indigent defense funds for the MAC to present and review with the Oversight Committee.

Objective 16: MAC will produce an annual statistical report of activities in collaboration with Court Administration for submission to the Travis County Judiciary and Commissioners Court - by March 1, 2016 and annually thereafter.

e. Methodology or Project Design (Activities)

If awarded a grant to establish a managed assigned counsel program (MAC) for adult criminal cases, Travis County intends to follow the law and procedures in Article 26.047 of the Texas Code of Criminal Procedure and other applicable statutes.

1. Immediately upon notice that the County has been awarded the grant, an Oversight Committee ("Committee") will be formed to oversee the MAC contract. The Committee shall consist of the following persons or their designee: the presiding Judge of the Travis County District Courts or his or her designee, the presiding Judge of the Travis County Courts at Law or his or her designee, the Director of Criminal Courts Administration, the Director of Criminal Justice Planning, a Travis County Commissioner, the Director of the Mental Health Public Defender, and the Director of the Juvenile Public Defender Office. The Committee will be responsible for recommending to the Commissioners Court the appointment of the governmental entity, nonprofit corporation or bar association to operate the MAC. The Committee will also oversee the development of a contract between the two entities.

2. The Commissioners Court will appoint the selected entity by ~~August~~ September 1, 2014.

3. The appointed entity will make every attempt to hire an attorney director who meets at least the minimum qualifications for that position to begin employment on or about October 1, 2014.

4. The Director shall develop a written plan of operation including the information required in Article 26.047 of the Texas

Code of Criminal Procedure and any other requirements listed in the contract with Travis County by November 1, 2014.

5. The Director shall make every attempt to hire the staff needed so that they can begin employment on or about November 1, 2014.

6. The MAC shall begin operation on January 5, 2015 and provide quality defense services in those cases as needed.

7. The MAC shall provide annual statistical reports detailing information from the plan of operation and other requirements listed in the contract with Travis County by March 1, 2016 and annually thereafter.

8. The MAC shall provide performance reports for the discretionary grant as requested quarterly.

9. The County will develop and provide to the Commission staff a project plan to describe the current functionality of the operating software and identify specific features that will be added under this grant. The project plan must include a timeline for the activities. After the programming is complete the County will provide a detailed report identifying the new features added.

f. Evaluation

Task	Definition	Measure
Establish Oversight Committee	Presiding County Court at Law Judge <u>or his or her designee</u> , Presiding District Court Judge <u>or his or her designee</u> , Criminal Courts Administration Director, Criminal Justice Planning Director, County Commissioner, the Director of the Mental Health Public Defender, and the Director of the Juvenile Public Defender Office	Date of order establishing oversight Date of First Meeting of Oversight Committee (Copies of orders will be maintained as part of the grant file in the Administrative Office of the Courts; advisory committee meetings will be maintained in the Administrative Office of the Courts)
Selection of Private Defender entity	Travis County Commissioners Court, after recommendation by Advisory Committee	Will report date of recommendation and appointment by Commissioners Court
Job Descriptions Completed	Job descriptions for each position in the office will be developed.	Report date completed
Staff Hired	Director, Assistant Director, Supervising Attorney, Full Time Administrative Assistant, Investigator and Part-time Financial Analyst	Report indicating when each position is filled
Director Start Date	This position will set up the office.	Report the date employee is added to payroll
Software Setup	Set up case management and monitoring system.	Date software is functional.
Staff Start Date	Assistant Director, Supervising Attorney, Full Time Administrative Assistant, Investigator, and Part-time Financial Analyst	Report indicating the date each employee is added to payroll
Policies and Procedures Complete and Training Provided to Staff	A policy and procedure manual to identify basic office procedures, how office will function and various staff roles.	Date manual distributed to staff and staff trained.
Commence MAC Representation	Develop referral process from courts. Assist courts with submission of amendments to indigent defense plans if necessary.	Date that all plans are updated as necessary or contact made with the courts.

Begin Serving Defendants.	Office receives referral from court.	Report the date first case is received from court.
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Outputs

Task	Definition	Measure
Department Caseload	The number of active cases assigned to the MAC on the last business day of each month.	Monthly report detailing the department caseload.
Department Cases Disposed	The total number of cases disposed during one month	Monthly report detailing the number of disposed cases
Average Caseload Summary	Total number of cases referred divided by total number of MAC attorneys	Report average caseload for all attorneys by month.
Individual Attorney Caseload	The number of cases assigned to each attorney by the MAC on the last business day of each month.	Report the number of cases assigned for all attorneys.
Average Cost per Case by MAC	The attorney fees paid divided by the number of cases disposed annually	Report the average cost per case by year
Percent of Cases Receiving Appointed Counsel	Number of cases appointed divided by total cases assigned to the criminal courts	Report the number of appointed cases divided by the total cases
Percentage of Bench Appointments Made	Bench appointments divided by total number of appointments	Report bench appointments by court

Outcomes

Task	Definition	Measure
Days from Appointment to First Contact with Defendant	The number of days from the date the order of appointment is received until a contact is made with the defendant.	Report the average number of days between receipt of the order of appointment to the contact with defendant. Report the number of cases where the initial contact is made more than 1 working day after the order of appointment is received.
Days from Appointment to Initial Interview Contact with Defendant (in jail only)	The number of days from the date the order of appointment is received until the initial interview is made with the defendant in jail.	Report the average number of days between receipt of the order of appointment to the initial interview with incarcerated defendant. Report the number of cases where the initial interview is made more than 5 days after the order of appointment is received in a misdemeanor case and more than 10 days after the order of appointment is received in a felony case.
Days to Disposition (in jail)	The number of days from arrest to	Report the average number of days

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	disposition for inmates that remain in jail continuously.	between arrest of the case to the disposition of the case.
Days from Arrest to Release	The number of days from the arrest to the release from jail on bond, while the case is pending.	Report the average number of days that the inmate is in jail until released on bond.
Type of Disposition of Cases	The type of disposition (dismissal, guilty plea or Jury/Bench trial/12:45's) in each case assigned to the office	Report the number of: 1)Dismissals 2) Guilty Pleas pursuant to a plea agreement 3) Jury/Bench Trials on Guilt/Innocence and Punishment 4) 12:45's
Type of Convictions	The type of conviction handed down in each case (if found guilty)	Report the number of cases where a defendant was convicted. Report the number of cases where a defendant was convicted for a lesser offense.
Acquittals	Cases assigned to the office where the jury/court finds the defendant not guilty at guilt/innocence	Report the number of cases where a defendant was found not guilty of any offense.
Sentence Severity	The length of sentence handed down by case type (excluding capital)	Report the average sentence length by case type for convictions
Survey of Stakeholders	<p>Create a simple survey to be given to judges in Travis County. The survey should be conducted at the beginning of the grant period prior to services and annually thereafter. The survey should address the overall impressions of the quality of mental health indigent defense services from the office and from the private bar, as well as the impacts of such a case.</p> <p>Create a user survey to be distributed to clients of the office to gauge the overall satisfaction with representation.</p> <p>Judicial Trial Survey</p>	<p>Report any change between the pretest and post-test, as well as annual changes.</p> <p>Report level of client satisfaction with office representation.</p> <p>Report judicial satisfaction following jury trials regarding MAC representation</p>
Type of Bonds	The number of cases receiving each bond type divided by total appointed cases	Report the percent of cases receiving bonds by bond type (surety, personal, cash)
Use of Investigators	The total number of cases utilizing an investigator divided by the total number of cases.	Report the percentage of cases where an investigator was utilized
Use of Experts	The total number of cases utilizing an expert divided by the total number of cases.	Report the percentage of cases where an expert was utilized

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Timely Filings of Appellate Briefs	The total number briefs filed on time divided by total briefs filed	Report the percentage of briefs filed timely
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g. Future Funding

Assuming that the office proves effective at achieving the desired outcomes, Travis County will attempt to continue funding of the office out of general revenue after the grant expires, in accordance with state law. Travis County is committed to transitioning the indigent defense delivery system of the County to the managed assigned counsel system.

h. Budget Narrative and Budget Form

Travis County will contract with a local non-profit to form the Travis County Private Defender office. The following Budget outlines the costs that will be incurred under this contract as well as the additional costs for Software Programming and Capital Equipment. The 20% County Match will be spent on contracted services, not the individual line items listed below under the Non-Profit Contract Budget Detail.

	<u>Grant</u>	<u>20% County Match</u>	<u>Total</u>
OPERATING EXPENSES			
CONTRACT WITH NON-PROFIT	\$614,475	\$153,619	\$768,094
<u>Non-Profit Contract Budget Detail</u>			
Attorney - Director of the Managed Assigned Counsel Program	\$128,000	\$32,000	\$160,000
Attorney - Assistant Director of the Managed Assigned Counsel program	\$104,000	\$26,000	\$130,000
Supervising Attorney of the Managed Assigned Counsel program	\$88,000	\$22,000	\$110,000
Investigator	\$64,000	\$16,000	\$80,000
Administrative Assistant	\$40,000	\$10,000	\$50,000
Part-time Financial Analyst	\$28,000	\$7,000	\$35,000
SALARY EXPENSE	\$452,000	\$113,000	\$565,000
Fringe Benefits - Medical, Retirement, Long-Term Disability, Parking, etc.	\$83,248	\$20,812	\$104,060
Taxes @7.65% up to base salary of \$113,700	\$30,747	\$7,687	\$38,434
TOTAL PERSONNEL COSTS	\$565,995	\$141,499	\$707,494
<u>NON-PROFIT OPERATING EXPENSES</u>			
INSURANCE	\$3,200	\$800	\$4,000
Professional insurance coverage for Director and/or Board of Directors			
TRAINING AND PROFESSIONAL MEMBERSHIPS	\$8,400	\$2,100	\$10,500
Travel/training for professional development and memberships, including bar dues.			
PROFESSIONAL SERVICES	\$4,000	\$1,000	\$5,000
Accounting/Tax-CPA to file non-profit tax returns and other financial documents			
OFFICE SPACE¹	\$0	\$0	\$0
Office space provided by the Austin Bar Association through September 2015			
MENTORSHIP PROGRAM	\$24,000	\$6,000	\$30,000
Mentoring for new and current attorneys seeking to increase levels on the list.			
OFFICE SUPPLIES/MISC.	\$8,880	\$2,220	\$11,100
NON-PROFIT CONTRACT BUDGET TOTALS	\$614,475	\$153,619	\$768,094
SOFTWARE PROGRAMMING AND SUPPORT	\$65,920	\$16,480	\$82,400
IDA Software Programming for Attorney Portal			
TOTAL OPERATING EXPENSES	\$680,395	\$170,099	\$850,494
CAPITAL/EQUIPMENT	\$23,052	\$5,763	\$28,815

Funds for one-time office startup costs: Furniture = \$10,000, Telephones = \$1,800 and Computer/Office equipment = \$17,015

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2% Indirect Cost	\$14,069	\$0	\$14,069
GRAND TOTAL	\$717,516	\$175,862	\$893,378

¹ 1st year does not include rent and technology maintenance.

Travis County is aware of the requirement to have a policy and procedure in place to monitor contracts per TAC Rule 173.311.

Personnel Costs		\$0.00
	FTE's	0.00
	Salary	\$0.00
	Fringe Benefits	\$0.00
Travel and Training		\$0.00
Equipment		\$28,815.00
Supplies		
Contract Services		\$850,494.00
Indirect		\$14,069.00
Total		\$893,378.00
Required County Match		\$175,862.00
Total less County Match		\$717,516.00

Timeline for Reporting and Fund Distribution

Reports will be submitted on-line over the Internet.

Reporting Period	Type Report Due	Date Report Due	Fund Distribution Date
October 2014 through December 2014	Budget Status Report Progress report	January 15, 2015	January 2015
January 2015 through March 2015	Budget Status Report Progress report	April 15, 2015	April 2015
April 2015 through June 2015	Budget Status Report Progress report	July 15, 2015	July 2015
July 2015 through September 2015	FINAL Expense Report Final Progress Report and Conclusion. FINAL software development report	November 16, 2015	November 2015

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**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 type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Sheriff's Office / Law Enforcement	
Contact Person/Title:	Tracy J Miller, Planner	
Phone Number:	512.854.6923	

Grant Title:	SCATTF - Sheriff's Combined Auto Theft Task Force		
Grant Period:	From: <input type="text" value="09-01-2014"/>	To: <input type="text" value="08-31-2015"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Auto Burglary Theft Prevention Authority		
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:	\$ 647,796.00	\$ 132,330.00	\$ 137,771.00	\$ 124,493.00	\$ 1,042,390.00
Operating:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Equipment:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Indirect Costs:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals:	\$ 647,796.00	\$ 132,330.00	\$ 137,771.00	\$ 124,493.00	\$ 1,042,390.00
FTEs:	10.00	1.00	0.00	0.00	11.00

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

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

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Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ -	Applicable Departmental Measures				
1.					
2.					
3.					
+ -	Measures for the Grant				
1.					
	Outcome Impact Description				
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

PBO Recommendation:

The Travis County Sheriff's Office is requesting approval to submit the annual application to the Automobile Burglary and Theft Prevention Authority for the Sheriff's Combined Auto Theft Task Force Grant. The application is submitted on behalf of Travis County and 16 other Counties with the Sheriff of each County forming the advisory board of the program. Travis County has typically received roughly half of the award with the other counties receiving the remaining funds.

This application was originally approved by Commissioners Court on April 22, 2014. However the grantor contacted TCSO and indicated that the amount needed to be reduced to \$647,796 rather than the \$973,494. The application has been revised to match this new funding level.

The actual amount that Travis County will receive is approximately \$326,106 of the award and could vary slightly depending on the travel needs of the other agencies. Travis County's portion of the cost share is \$137,330 and portion of the county contribution is \$124,493. No additional funding is required to meet the Travis County match.

The program has been in existence for seventeen years. PBO recommends approval of this revised application.

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

The goal of the program is to reduce auto theft rates in the task force areas.

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

NA

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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.

Matching funds are from Travis County for one field agent's salary and fringe benefits and Travis County grant employees fringe benefits; plus the outside six County agents fringe benefits.

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

No - not allowable.

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.

NA

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

The Task Force has been in existence since 1995.

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 program has been very successful in combining multi-county efforts to combat auto theft rings and individuals in our part of the State of Texas.

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JAMES N. SYLVESTER
Chief Deputy

GREG HAMILTON

TRAVIS COUNTY SHERIFF

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

DARREN LONG
Major - Law Enforcement

WES PRIDDY
Major - Corrections

MARK SAWA
Major - Administration & Support

July 17, 2014

MEMORANDUM

TO: Honorable Sam Biscoe, County Judge
Honorable Ron Davis, Commissioner, Precinct 1
Honorable Bruce Todd, Commissioner, Precinct 2
Honorable Gerald Daughtery, Commissioner, Precinct 3
Honorable Margaret Gomez, Commissioner, Precinct 4

From: Tracy Miller, Planner 

Subject: Continuation of Grant
RE: Auto Burglary Theft Prevention Authority Grant

Attached are the acceptance documents for our ABTPA grant. The Commissioners Court passed this grant application on consent on April 22, 2014 (Item 20).

The grant is in the amount of \$1,042,390. We will receive \$647,796 from ABTPA for task force personnel salaries. The county match will be \$394,594.

We appreciate the support the Travis County Commissioners Court has given us in our effort to reduce crimes against people and property, which are so costly to our citizens.

xc: Alan Miller
Janice Cohoon



Safety, Integrity, Tradition of Service

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Automobile Burglary & Theft Prevention Authority Application for State Assistance

1. Applicant Information

a. **Legal Name:** Travis County

b. **Address**
Street or P.O. Box: PO Box 1748 **City:** Austin
County: **State:** Texas **Zip Code:** 78767

c. **Organizational Unit:** Travis County Sheriff's Office

d. **Contact Person:** Captain Cyril Friday
Telephone Number: 5128546923

2. **State Payee ID Number:** 746000192

3. **Type of Applicant** County
If "Other", please specify: N/A

4. **Type of Application:**
New Continuation Revision
If Revision, check appropriate box(es).
Increase Award Decrease Award Other (specify)
Increase Duration Decrease Duration
If "Other", please specify: N/A

5. **Title of Project:** Sheriff's Combined Auto Theft Task Force (SCATTF)

6. **Areas of Project Activities (Cities, Counties, States, etc.):**
Select a County: Bastrop County
Bell County
Blanco County
Caldwell County
Colorado County
Comal County
Gonzales County
Guadalupe County
Hays County
Jackson County
Lee County
Llano County
Milam County
Travis County
Wharton County
Wilson County

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Automobile Burglary & Theft Prevention Authority

Application for State Assistance

7. **Proposed Project:** **Start Date:** 9/1/2014 **Ending Date:** 8/31/2015

8. Is application subject to review by state executive order 12372 process?
YES, this application was made available to the Texas Review and Comment System (TRACS) for review on
Program is not covered by E. O. 12372
Program has not been selected by state for review
 NO

9. **Funding Summary:**

Total State Grant Funds Requested (ABPTA)	\$973,494
Cash Match:	\$432,433
In-Kind Match:	\$0
Total:	\$1,405,927

10. Is the applicant delinquent on any federal debt?
YES If "YES" attach an explanation NO

11. To the best of my knowledge and belief, all data in this application is true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

a. **Authorized Official:** Samuel T. Biscoe
b. **Title:** County Judge
c. **Telephone Number:** 5128549555

Signature of Authorized Official _____

Date _____

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Automobile Burglary & Theft Prevention Authority

Application for State Assistance

Item 1.

Does this assistance request require state, local, regional, or other priority rating?

Yes No

If "Yes" please complete

Name of Governing Body:

Priority Rating:

Item 2.

Does this assistance require state, or local advisory, education, or health clearance?

Yes No

If "Yes" please complete

Name of Agency or Board:

Item 3.

Does this assistance request require state, local, regional, or other planning approval? *

Yes No

If "Yes" please complete

Name of Approving Agency:

Item 4.

Will the assistance requested serve a federal installation?

Yes No

If "Yes" please complete

Name of Federal Installation:

Federal Population Benefiting from Project:

Item 5.

Will the assistance requested have an impact on the environment?

Yes No

Item 6.

Will the assistance requested cause the displacement of individuals, families, businesses or farms?

Yes No

If "Yes" please complete

Number of Individuals:

Families:

Businesses:

Farms:

Item 7.

Is there other related assistance on this project (previous, pending, or anticipated)?

Yes No

If "Yes" Explain:

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Automobile Burglary & Theft Prevention Authority

Organization: Travis County

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Budget Summary

Budget Categories	ABTPA Funds	Cash Match	In-Kind Match	Total
A Personnel (Salaries/Overtime)	\$647,796	\$91,954	\$0	\$739,750
A Personnel (Fringe Benefits)	\$0	\$302,640	\$0	\$302,640
B Contractual	\$0	\$0	\$0	\$0
C Travel	\$0	\$0	\$0	\$0
D Equipment	\$0	\$0	\$0	\$0
E Supplies & Direct Operating Exp.	\$0	\$0	\$0	\$0
F Indirect Costs	\$0	\$0	\$0	\$0
Totals (Sum of 7-8)	\$647,796	\$394,594	\$0	\$1,042,390

Source of Match	Amount
Travis County General Fund Benefits & 1 FTE	\$270,101
Other Counties Benefits	\$124,493

Source of Match Total **\$394,594**

Program Income	Amount

Schedule	In Kind Match	Amount
A		\$0
B		\$0
C		\$0
D		\$0
E		\$0
	In Kind Match Total	\$0

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Automobile Burglary & Theft Prevention Authority

Organization: Travis County

2015-T01-Travis C-00018
Version Date: 07/16/2014 14:09:57

Personnel: Task Force Sergeant

Title or Position	% of Salary	ABTPA Funds	Cash Match	In-Kind	Total
Task Force Sergeant	100%	\$101,027		\$0	\$101,027
Public Awareness Coordinator	100%	\$41,171		\$0	\$41,171
Field Agent - Bastrop	100%	\$48,922		\$0	\$48,922
Field Agent - Colorado	100%	\$35,951		\$0	\$35,951
Field Agent - Comal	100%	\$69,929		\$0	\$69,929
Field Agent	100%	\$54,272		\$0	\$54,272
-					
Guadalupe					
Field Agent - Hays	100%	\$63,353		\$0	\$63,353
Field Agent - Travis	100%	\$91,954		\$0	\$91,954
Field Agent - Travis	100%	\$91,954		\$0	\$91,954
Field Agent - Wharton	100%	\$49,263		\$0	\$49,263
Field Agent - Travis	0%	\$0	\$91,954	\$0	\$91,954
Field Agent - Bell	0%			\$0	\$0
Total Direct Salaries		\$647,796	\$91,954	\$0	\$739,750
Total Requested Amounts					

Narrative

TASK FORCE SERGEANT (40 hours / week, 100%):

- Oversees the daily operations and management of the Task Force. Direct liaison with all public entities.
- Oversees all Field Operations, which includes seizures and forfeitures (sales, etc.) by the Task Force members.
- Maintains the Confidential Informant files; supports operations; scheduling assignments; planning and schedules training.
- Strategic planning for resource deployment and organizational objectives.
- Makes official visits to Out-of-County agent offices.
- Helps the agents achieve their goals; maintain evaluations for all Task Force members. Provides guidance.
- Reviews all search warrants. Assists in all covert and overt operations; intelligence and information sharing.
- Works closely with the other 29-Auto Theft Task Forces within the State of Texas. Is actively involved with the ABTPA Board and TAVTI.

FIELD AGENTS (40 hours / week, 100%):

- Investigates criminal activity related to Auto Theft primarily, but not limited to their geographical area.
- Performs Salvage Inspections; Bait Vehicle Operations; locates Chop Shops; conducts training classes for Law Enforcement and for the public; performs covert and overt interdictions; plans and conducts surveillance operations for Burglary of Vehicles (BOV); writes search warrants.
- Investigates or assists with Insurance Fraud and Arson cases related to Auto Theft.
- Aids in the Public Awareness presentations and events.

PUBLIC AWARENESS COORDINATOR (40 hours / week, 100%):

Automobile Burglary & Theft Prevention Authority

Organization: Travis County

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Personnel: Task Force Sergeant

- Ensures the grant budget is being properly maintained and allocated. Responsible for meeting grant goals. Responsible for confirming that all grant paperwork is submitted in a timely manner.
- Gathers and prepares monthly statistics and quarterly reports. Filing of all paperwork related to but not limited to goals set forth through the grant.
 - Serves as a Notary.
- Conducts Public Awareness events throughout the 17-County area. Coordinates with local media for coverage of public awareness events and noteworthy Vehicle Crime articles.
- Webmaster for the www.scattf.org website.
- Prepares requisitions for all equipment, office and field supplies and clothing ordered for the Task Force. Receives all items and follows through with invoices to the proper departments, conducts and keeps track of all inventories.

OFFICE SPECIALIST, Sr (40 hours / weekly / 100%):

- Answering the office phones / direct calls to appropriate personnel / takes and relays messages.
- Opens and distributes incoming mail, prepares mail-outs and maintains the Task Force mailing lists.
- Responsible for all filing and responsible to keep the file room organized.
- Schedule all Task Force meetings. Keeps and distributes the minutes of all Task Force and Board of Governors meetings.
- Creates data bases and generates reports using spreadsheets.
- Assists with any and all travel / training requests and submittals.
- Responds to administrative questions and ensures necessary follow-up.
- Will review all cases as they are received and make notification to TCIC if the vehicle has been recovered since the initial report has been taken.
 - Will assist the Public Awareness Coordinator with events as necessary.

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Automobile Burglary & Theft Prevention Authority

Organization: Travis County

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Fringe/Overtime

Fringe Benefits	% or \$ Rate	ABTPA Funds	Cash Match	In-Kind	Total
Overtime	0	\$0	\$0	\$0	\$0
Total Overtime		\$0	\$0	\$0	\$0

Narrative

No overtime for this grant cycle.

Note: Your Total ABTPA Funds for Fringe Benefits may only be a maximum of 25% of your Total ABTPA Direct Salaries.

Fringe Benefits	% or \$ Rate	ABTPA Funds	Cash Match	In-Kind	Total
FICA		\$0	\$46,049	\$0	\$46,049
Retirement		\$0	\$99,294	\$0	\$99,294
Insurance		\$0	\$114,789	\$0	\$114,789
Other (Explain) unemployment, workers comp, certification, longevity		\$0	\$42,508	\$0	\$42,508
Total Fringe Benefits		\$0	\$302,640	\$0	\$302,640
Total Fringe/Overtime Budget		\$0	\$302,640	\$0	\$302,640

Narrative

Fringe Benefits are various benefits received by an employee in addition to his or her regular pay. Fringe Benefits for the SCATTF are paid by the county in which the investigator / employee works. These benefits are calculated and placed in the 'cash match' section of the grant. These benefits are medicare, workers compensation, unemployment, life insurance, longevity, certification and miscellaneous expenses requested by the requesting county such as a uniform stipend.

Upload additional information:

Grant Staff Only:

Check to disable 25% match error check.

Automobile Burglary & Theft Prevention Authority

Organization: Travis County

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Professional and Contractual Services: N/A

Description of Service	ABTPA Funds	Cash Match	In-Kind Match	Total
N/A				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total Professional & Contractual Services	\$0	\$0	\$0	\$0

Briefly describe any anticipated contractual arrangement and work products expected.
Describe basis for arriving at the cost of each line item.
Professional services (such as consultants, trainers, counselors, evaluators, etc.)
should be described by type of service, number of hours, rate per hour, and travel costs.
Currently not funded by ABTPA.

Upload additional information:

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Automobile Burglary & Theft Prevention Authority

Organization: Travis County

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Indirect Cost

	ABTPA Funds	Cash Match	In-Kind Match	Total
Indirect Costs				\$0
Total Indirect Costs				\$0

Currently ABTPA does not fund indirect costs, except for the Council of Government agencies. Applicants may not use option (A) without having an official cost allocation plan developed in accordance with OMB Circular No. A-87. The amount may be entered as ABTPA funds or cash match for those applicants having such an approved plan.

N/A

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Automobile Burglary & Theft Prevention Authority

Organization: Travis County

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Problem Statement & Historical Information

- a. Provide an assessment of the auto theft and burglary problem in the areas of coverage and existing activities that address the problem. Identify the target population and the geographical target area.

The SCATTF region is a hub of crossroads between Mexico and states north along the IH-35 corridor, US Hwy 59 to the East and West of IH-10 between San Antonio and Houston and US Hwy 290 East and West. In 1997 with the aid of the ABTPA Grant, Travis County initiated the first regional effort to combat auto-related criminal activity and has continued to focus on those efforts ever since. Total square mileage of the geographical area of the 17-Counties that are the Task Force equal 14,698 square miles. The target population, being made up of both urban (where more thefts occur) and rural (where theft rings and chop shops can go undetected more easily) is 2,487,129. Counties in the Task Force include: Bastrop, Bell, Blanco, Caldwell, Colorado, Comal, Fayette, Gonzales, Guadalupe, Hays, Lee, Llano, Milam, Travis, Wharton, Williamson and Wilson. The members of the Task Force continue to educate the citizens of the SCATTF jurisdictional areas and education is the most effective tool in the prevention of Auto Thefts and Vehicle Burglaries alike. See attached for additional information.

- b. Describe the extent to which this project will duplicate or overlap existing activities, and why that (if any) is necessary.

We often overlap with the Austin Police Department Interdiction Project. We both conduct VTR 68-A inspections, PR events, bait vehicle operations and on occasion some of our investigations overlap. APD works inside the city limits, while the Task Force works the unincorporated areas.

- c. Describe and document trends of the problem and the need that makes this grant necessary.

Our area is comprised of small rural Sheriff's Offices. Without our expertise, these agencies have no one to call upon. Most agencies have very limited manpower or experience in the Auto Theft or Vehicle Burglary fields. As VTR 68-A's are becoming more and more numerous each year (and DPS has stopped performing this service) the counties and local police departments far and wide have no one else to call but their local area Task Force. And in some areas of Texas, known as "no-mans" land, the thieves are getting bolder and bolder. Title fraud cases are on the increase as thieves are able to simply use a pen and paper to "steal" vehicles.

- d. Using the spreadsheet below, provide accurate statistical data for problem in project area. (e.g. cite 3 years of UCR data) Please provide all data that is available for your agency or agencies:

Vehicle Theft Data	Year 1	Year 2	Year 3
	2012	2011	2010
Number of Stolen Vehicles	394	458	536
Number of Recovered Vehicles	574	596	703

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Automobile Burglary & Theft Prevention Authority

Organization: Travis County

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Problem Statement & Historical Information

Number of Arrests	156	128	161
Number of Auto Theft Training Classes	11	15	12
Number of (other) Cases Worked	383	363	185

Theft from a Motor Vehicle Data	Year 1	Year 2	Year 3
	2012	2011	2010
Number of Burglaries of a Vehicle	1287	1187	1325
Number of Recovered Items	0	0	0
Number of Arrests	43	12	18
Number of (other) Value of recovered parts	31005	31240	13223
Number of (other) Value of stolen parts	918349	799044	1144794

Other Motor Vehicle Crimes	Year 1	Year 2	Year 3
	2012	2011	2010
68A Inspections	1346	884	819
Salvage Inspections	22	41	46
Number of Stolen Vehicle Inquiries	0	0	0
Number of (other) Vehicles	7598	10791	10191

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Proposed Objectives

a. Select the standard goal and describe the specific objectives of the project. Include any quantifiable data by which activities measure.

Auto Theft Goal

GOAL 1: REDUCE THE INCIDENT OF MOTOR VEHICLE THEFT.

Objective 1: Locate and shut down Chop Shops (5)

With investigative efforts, the officers of the task force will search out those who are stealing and dismantling motor vehicles and selling the parts for a profit. Our purpose here is to arrest and prosecute those who are caught in this type of criminal operation. This should help decrease the number of motor vehicle thefts within our 17 county region by shutting down these type of clandestine operations.

Objective 2: Conduct Salvage Inspections (15)

The seventeen county regions have more than 130 licensed salvage yard operations. There are also an indeterminate number of unlicensed operations within the combined jurisdiction. Every operation is fertile ground for disposal of stolen autos and component parts. These are also prime sites for obtaining VIN plates for use in clandestine chop shop re-identification schemes. By inspecting and regulating these businesses it keeps those who are not following the laws and dealing in stolen vehicle and parts in line with the proper laws and regulations.

The following is a list of the types of salvage inspections the SCATTF conducts:

- A. Unlicensed Salvage Yards F. Auto Auctions
- B. Licensed Salvage Yards G. 68-A Inspections for the public
- C. Auto Body / Repair Shops H. Used Car Lots
- D. Wrecker / Storage Yards I. Auto Crushers
- E. Garage and Mechanic Shops

Objective 3: Conduct Interdictions activities (100)

Major highways used to transport stolen vehicles through the State of Texas are within the SCATTF region. The task force provides interdiction on these roadways. The types of interdictions include working license and weight areas, stationary parking lots, boat ramps, hotel parking lots, mall parking lots, highways, truck stops etc. We also help with Operation Curb Side – working with Texas DOT Investigators to find unlicensed used car dealers. Task force members provided Highway Interdiction to identify stolen vehicles of heavy equipment also. By doing this is we recover stolen vehicles from all over the country, which not only gets the stolen vehicles back to its rightful owner or insurance companies, it also helps reduce the number of payouts by insurance companies to consumers when the stolen vehicles are located. Suspects are arrested which helps in decreasing thefts of motor vehicles. Overt Interdiction – SCATTF currently conducts special operations such as widespread auto interdiction, target interdiction and special assignments. Some of these special assignments include targeting particular areas where high levels of auto theft related criminal activity occurs.

Auto Burglary Goal

GOAL 2: REDUCE THE INCIDENT OF THEFT FROM A MOTOR VEHICLE.

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Proposed Objectives

Objective 1: Conduct Burglary of Vehicle operations (10)

Covert Operations – SCATTF implements covert operations throughout the area for the identification and apprehension of those involved in auto related criminal activity, recovery of property and prosecution of perpetrators in criminal auto burglary activity. The SCATTF will work additional day and nighttime surveillance in areas known to have a high number of incidents of auto burglaries. This should help in our goal to decrease burglaries of motor vehicles.

Objective 2: Training (4)

The members of the task force continue to educate the citizens and officers of the SCATTF jurisdiction. The most effective tool in the prevention of auto theft is education and the SCATTF has worked diligently and successfully over the past several years to educate the public and other law enforcement agencies in auto theft prevention techniques.

The Task Force also teaches classes in Basic Auto Theft Recognition and Specialized Auto Theft Recognition (Heavy Equipment, boats, ATV's, etc...). The Task Force uses a Field Training Program to assist incoming agents with their specialized training. The SCATTF understands that such training is necessary, although time intensive, in combating auto thefts in our area and will continue to provide the classes throughout the region.

The more the officers learn the more likely they will be able to identify or recognize a vehicle that has been altered or changed up and given a new identity. This will also help with the location of criminal operations and arrest of suspects involved in these crimes, as well as decreases these crimes in their communities.

Objective 3: Conduct game camera / sign board operations (5)

By the using sign boards in areas where burglary of motor vehicles are occurring we are not only notifying the criminals that we are using bait vehicles in the area or we are increasing patrols, but it also works as a public awareness to that neighborhood to let them know that they need to lock their vehicles and remove property from their autos. We have found that this is one of the best deterrents for decreasing auto burglaries. In one area we saw a 34% decrease in one month by using these sign boards. We have also worked with local cities that have been having BOV problems and the signs were deployed in those cities, in which they saw up to an 80 % decrease.

We use the game cameras in areas that stolen vehicles are being abandoned in an attempt to be able to identify the perpetrators of these offenses. Some of the subjects are using stolen vehicles to commit BOV crimes. By using these cameras we have been able to gain license plates of suspects, times of the day the criminals are dropping the cars in those areas which give us intelligence information on when we need to be in those areas. The purpose is to locate and arrest suspects.

Public Awareness Goal

GOAL 3: PUBLIC AWARENESS METHODS USED TO EDUCATE THE CITIZENS OF TEXAS AND TRAINING OF QUALIFIED PERSONNEL IN THE DETECTION AND PREVENTION OF AUTO BURGLARY & THEFT.

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Proposed Objectives

Objective 1: Public Awareness Events (100)

The Public Awareness Coordinator and Agents continue to enhance the task force's effectiveness by coordinating various auto theft awareness projects such as VIN etching, local neighborhood watches, joint projects with small agencies, radio and television promotions. By promoting public awareness with said items we can help reduce crimes in these areas. The key to decreasing some of these crimes is educating them through any resource we can.

Objective 2: Training (4)

The members of the task force continue to educate the citizens and officers of the SCATTF jurisdiction. The most effective tool in the prevention of auto theft is education and the SCATTF has worked diligently and successfully over the past several years to educate the public and other law enforcement agencies in auto theft prevention techniques.

The Task Force also teaches classes in Basic Auto Theft Recognition and Specialized Auto Theft Recognition (Heavy Equipment, boats, ATV's, etc...). The Task Force uses a Field Training Program to assist incoming agents with their specialized training. The SCATTF understands that such training is necessary, although time intensive, in combating auto thefts in our area and will continue to provide the classes throughout the region.

The more the officers learn the more likely they will be able to identify or recognize a vehicle that has been altered or changed up and given a new identity. This will also help with the location of criminal operations and arrest of suspects involved in these crimes, as well as decreases these crimes in their communities.

Objective 3: Reach 14,000,000 through media outreach, training and PR events

Through the efforts of the Public Awareness Coordinator and the agents, numerous VIN etching events are scheduled every year and have resulted in the task force reaching many small communities throughout the seventeen county areas. Sheriff's in our task force region have expressed appreciation to the Task Force for the Public Awareness Program events conducted and welcome more in the future. The Public Awareness Coordinator and agents continue to enhance the task force effectiveness by coordinating various auto burglary and theft awareness projects such as VIN Etchings, H.E.A.T. Registrations, local neighborhood watches, and joint projects with other agencies, radio, television, and newspaper promotions. The task force agents are very active in National Night Out as well. Education and public awareness are a major key in reducing these crimes.

Grantee Goals

GOAL 5: THE NUMBER OF PERSONS ARRESTED FROM MOTOR VEHICLE THEFT.

Objective 1: Warrant arrests (15)

When officers are out conducting field investigations, such as interdictions, salvage inspections, etc. and come across people who have outstanding criminal warrants they arrest them. These people arrested are usually associated with criminal enterprises that our task force is investigating.

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Proposed Objectives

Sometimes you may not be able to make a good criminal case on them but do to them having and outstanding warrant you are able to arrest them and shut down their operation.

Objective 2: Work motor vehicle theft cases (600)

These are cases the Agents of this task force work that are either assigned to them by the Task Force or their home agency or it is a case that one of the counties they are in charge of covering is asking them to investigate. Through these investigations criminals are arrested, vehicles are recovered which in term helps decrease the number of crimes associated with motor vehicle theft.

Objective 3: Recover stolen vehicles (500)

These are the number of vehicles this task force has recovered over the year. They recover them while doing their investigations, through their agencies, and in the urban and rural counties they cover. Some are recovered whole, and some are dismantled. When dealing with recovered vehicles, you normally have a suspect associated with it, which can lead to an arrest which can lead to a decrease in thefts.

b. Describe how the project will impact the stated problem.

The expertise of the Task Force is well known both inside and outside the 17-County region and is called upon routinely for assistance. We are quickly becoming experts in counterfeit or fraudulent dealer license plates and fraudulent titles as well. We will continue to accomplish all of this through training of Law Enforcement agencies and working to educate the public through public awareness campaigns.

c. Describe proposed plan for auto theft crime prevention, education and training.

VIN etchings, HEAT registrations, neighborhood meetings, Lions and Rotary Clubs, mock citations, stuff brochures in billings, etc. Hold Auto Theft, Salvage Inspections and Highway Interdiction classes for Law Enforcement throughout the state.

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Automobile Burglary & Theft Prevention Authority

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Functions Of Proposed Project

The functions of the project should:

Identify the service needs to be met by the project and the applicant's experience or qualifications.
Describe how this project will cooperate/coordinate activities with other appropriate agencies/projects.
Describe in what way (if any) is this project innovative and what methods taken to assure that the project demonstrates cross-cultural awareness in all project activities and in its staffing and training.

This is a multi-agency task force. This unit is among one other task force within this 17-county region who specializes in motor vehicle theft investigations and its investigators are trained experts in this field. The smaller surrounding counties have no one to call upon but our Task Force; they depend on us for assistance and guidance in our areas of expertise. All officers are trained in cultural awareness.

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Evaluation Design

The program evaluation should indicate how the applicant will assess the success of the project and the extent to which the strategy achieved the project's goals and objectives.

a. Describe the design of a plan for local evaluation of this project.

An important aspect in evaluating a program of this magnitude is whether the participating agencies (Sheriff's) perceive the program as one that is worthwhile. We will continue to host bi-yearly Board of Governor's meetings to discuss agenda items relevant to this project and receive feedback. Minutes are recorded and all present are invited to speak on any item of interest.

b. Cite relevant data that will be used to measure the effectiveness of this project.

We keep monthly statistics to track the progress of the unit and to monitor the counties, our region and the state as a whole; to ensure we are continuing to make a difference in the fight against Auto Thefts and Burglary of Vehicles.

c. Describe the mechanism to evaluate the programs progress.

We will continue to track our monthly, quarterly and yearly statistics. We will ensure our goals are reached each year (for example knowing how many public relations events or salvage inspections have been conducted). We will also use feedback from our bi-yearly Board of Governor's Meetings.

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Automobile Burglary & Theft Prevention Authority

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Designation of Grant Officials

Project Title: Sheriff's Combined Auto Theft Task Force
Organization Name Travis County
Address PO Box 1748
 Austin, TX 78767
 Phone: (512) 854-9735
 Fax: (512) 854-7410
Federal Tax ID 17460001922021
ABTPA Funds Requested \$973,494
 New Continuation

Project Director
 Prefix Mr. First Name: Cyril Last Name: Friday
 Title Captain Business Address: PO Box 1748 | Collier Building
 City Austin State: Texas Zip: 78767
 Phone 512-854-9776 Fax: 512-854-7410 E-Mail: cyril.friday@co.travis.tx.us
Alternate Signature Name Senior Planner Tracy Miller
 Phone 512-854-6923

Project Manager
 Prefix Mr. First Name: Tommy Last Name: Wooley
 Title Sergeant Business Address PO Box 1748 | Collier Building
 City Austin State Texas Zip 78767
 Phone 512-854-7423 Fax: 512-854-7410
 E-Mail: tommy.wooley@co.travis.tx.us
Alternate Signature Name Lieutenant Jason Jewert
 Phone 512-854-7401

Financial Officer
 Prefix Ms. First Name Nicki Last Name Riley
 Title County Auditor Business Address PO Box 1748
 City Austin State Texas Zip 78767
 Phone 512-854-9125 Fax 512-854-9164 E-Mail nicki.riley@co.travis.tx.us
Alternate Signature Name Auditor Paul Lyon
 Phone 512-854-9125

Authorized Official
 Prefix Mr. First Name Samuel Last Name Biscoe
 Title County Judge Business Address PO Box 1748
 City Austin State Texas Zip 78767
 Phone 512-854-9555 Fax 512-854-9535 E-Mail sam.biscoe@co.travis.tx.us
Alternate Signature Name Judge's designee (we do not know)
 Phone 512-854-9555

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Automobile Burglary & Theft Prevention Authority

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Americans w/ Disabilities Act (ADA)

The Grantee hereby assures and certifies compliance with Subchapter II, Part A of the Americans with Disabilities Act (ADA), 42 U.S.C., Sections 12131-12134, and Department of Justice ADA regulations, 28 CFR Part 35.

✓ I have read and understood the instructions provided.

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Non-Supplanting Certification

I certify that the programs proposed in this application meet all the requirements of the Texas Civil Statutes, Article 4413(32a), §6(a)(7), (a) Texas Civil Statutes, Article 4413(32a), §6(a)(7), requires that state funds provided by this Act shall not be used to supplant state or local funds. Public Law 98-473 requires that federal funds provided by that Act shall not be used to supplant state or local funds.

I further certify that ABTPA funds have not been used to replace state or local funds that would have been available in the absence of ABTPA funds. The certification shall be incorporated in each grantee's report of expenditure and status of funds referred to under §57.3(6) of this title (relating to Adoption by Reference).

✓ I have read and understood the instructions provided.

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Automobile Burglary & Theft Prevention Authority

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Compliances

The attached digest of your grant application represents the Automobile Burglary & Theft Prevention Authority Board's approved amount. The digest represents budgeted amounts only and does not approve any items that conflict with the participating agency's personnel, procurement, travel, or local government code policies and procedures.

The grantee will be responsible in determining that the following requirements are being met prior to the release of funds:

1. Salaries are in accordance with local policy of the participating agencies.
2. Personnel are classified in accordance with the needed qualification for the position.
3. Fringe Benefits are in accordance with local policy of the participating agencies.
4. Travel Policy is in accordance with the travel policy of the participating agencies.

✓ I have read and understand the instructions provided.

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Equal Employment Opportunities (EEO)

Agencies that employ fewer than 50 people are not required to file an equal opportunity program in accordance with 28 CFR 42.301 etseq., Subpart E.

Agencies that employ 50 or more people and has received or applied to the Automobile Burglary & Theft Prevention Authority for total funds in excess of \$25.000 are considered to have formulated an equal employment opportunity program in accordance with 28 CFR 42.301 et seq.

This agency employs fewer than 50 people.

✓ No Yes

If yes above, please provide the office of record.

Name

Title

Address

City

State

Zip Code

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Automobile Burglary & Theft Prevention Authority

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Assurances

ASSURANCES CERTIFICATION

I certify that the programs proposed in this application meet all the requirements of the Texas Automobile Burglary & Theft Prevention Authority Program, that all the information presented is correct, and that the applicant will comply with the provisions of the Automobile Burglary & Theft Prevent Authority and all other federal and state laws, regulations, and guidelines. By appropriate language incorporated in each grant, subgrant, or other document under which funds are to be disbursed, the undersigned shall assure that the applicable conditions above apply to all recipients of assistance.

✓ I have read and understand the instructions provided.

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Automobile Burglary & Theft Prevention Authority

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Independent Annual Audit Certification

The grantee assures compliance by itself and its applicable sub-recipients (contractors) with the Single Audit Act Amendments of 1996, P.L. 104 - 156 and, particularly, with the requirements of OMB Circular A-133 as follows (check one):

- ✓ 1. Grant(s) expenditures of \$300,000 or more in federal funds-
An annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
- 2. Grant(s) expenditures of \$300,000 or more in state funds-
An annual single audit by an independent auditor made in accordance with the Uniform Grant and Contract Management Standards (UGCMS).
- 3. Grant(s) expenditures of less than \$300,000 in federal funds-
Exempt from the Single Audit Act. However, ABTPA may require a limited scope audit as defined in OMB Circular A-133.
- 4. Grant(s) expenditures less than \$300,000 but \$50,000 or more in state funds. A program-specific audit.
- 5. Grant(s) expenditures less than a total of \$50,000 in state funds-
Financial Statements audited in accordance with Generally Accepted Audited Standards (GAAS).

NOTE: Grantees exempt from the Single Audit Act requirements (i.e. those expending less than \$300,000 in total federal financial assistance) are prohibited from charging the cost of a Single Audit to a Federal award.

Regardless of items checked above, the grantee should, within 60 days following the date of the grant award, furnish the following information:

- 1. The identity of the organization conducting the audit.
- 2. Approximate time audit will be conducted.
- 3. Audit coverage to be provided.

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Interagency Review and Approval

Prior to expending grant funds, the grantee is required to submit a copy of the interagency agreement between the grantee and each agency of the task force receiving ABTPA grant funds, for review and approval.

The interagency agreement must include the following:

(a) A detailed budget including personnel, travel, equipment, and other operating expenses that are to be reimbursed with grant funds (refer to Schedules in Grant Application where appropriate); and,

(b) A copy of the Assurance Certification from each agency, other than grantee, receiving ABTPA funds. Attach signed certification to agreement. (In lieu of having the Certification signed, the list of Assurances, or reference to them, may be included in the body of the Interagency Agreement.)

Upload the Interagency Agreement below:

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Automobile Burglary & Theft Prevention Authority

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Cooperative Working Agreement

Prior to the release of funds by ABTPA, the grantee (or its contractor who operates the grant program, if applicable) shall provide to ABTPA signed Cooperative Working Agreements. A Cooperative Working Agreement is required between the grantee (or its contractor who operates the grant program, if applicable) and each significant external organization who collaboration and cooperation is essential in achieving the goal of the grant project and in carrying out the work plan described in the Program Narrative Section of the grant application. The format and content of such and Agreement should follow substantially the following example:

This is to certify that the objectives of the (insert name of the applicant organization) grant application for fiscal year 2015 funding by the Automobile Burglary and Theft Prevention Authority have been reviewed and that it is mutually agreed to cooperate to whatever extent is necessary in carrying out the work plan described in that application.

The Following Paragraph Is Applicable Only When The External Organization Has Personnel Assigned To The Program Described In The Grant Application.

Additionally, (Name of cooperating organization or agency) is cognizant of the rules and regulations governing the operation of the grant and agrees to abide by any and all such rules or special conditions relating to the application.

✓ I have read and understand the instructions provided.

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District Attorney Contract

An example of a District Attorney Contract can be found here.

Upload the District Attorney Contract (if required) below:

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Law Enforcement Training

Regional Academies

- a. Within 14 days after completion of each training school, the grantee shall submit to the Automobile Burglary and Theft Prevention Authority (ABTPA) a completed copy of the "Report of Training" form as required by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). The grantee must indicate which students completed the training school and list the agency each student represented.
- b. The training academy providing services may be appropriately licensed by TCLEOSE. Any training course paid for with ABTPA funds may result in participants receiving credit hours from TCLEOSE.
- c. Peace officer training courses shall be open to all local peace officers as defined in the Texas Code of Criminal Procedure, Article 2.12, on an equal basis. Reserve law enforcement officers, law enforcement radio dispatchers, and jailers are eligible for training provided by ABTPA grant funds.
- d. Funding for Basic Peace Officer Certification courses will be limited to the TCLEOSE-mandated contact hours for each trainee, unless grantee provides adequate justification for additional hours.

Upload Report of Training form below:

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Procuring Consultants And Professional Services

To secure the professional services and/or the consultant services described in the approved grant budget, the following requirements shall apply:

a. **Fees and Arrangements.** The grantee shall consult and observe the guidelines stated in Section I, Financial and Administrative Requirements; Professional or Consultant Services.

b. **Procurement Procedures**

1. **Purchases up to \$250** may be made on a spot purchase basis, without comparative pricing.
2. **Purchases between \$1000 and \$2,500** require a minimum of three oral bids, based on identical specifications. The purchaser (grantee) is required to maintain records for audit that show the name, telephone number, date, and bid amount of each source contacted.
3. **Purchases between \$2,500 and \$5,000** require that written invitations for bid, using identical specifications, be mailed to a minimum of three prospective suppliers. Such invitations must clearly state the deadline for receipt of written bids. The purchaser (grantee) is required to maintain records for audit that include copies of all invitations and all written responses thereto (including original signatures thereon).
4. **Purchases above \$5,000** require formal newspaper advertising soliciting bids. The purchaser is required to maintain records for audit that include copies of the advertisement(s) and all written responses thereto (including original signatures thereon).
5. When the required services/supplies and/or the required skills are so unique that the purchaser cannot identify a minimum of three prospective sources – when the cost exceeds \$1,000 – the purchaser (grantee) shall seek guidance from the ABTPA. In such cases, the grantee shall provide to the ABTPA a letter containing all relevant facts and a proposed course of action.
6. **Audit organi**
zations and individual independent auditors typically will not respond to an “invitation for bid,” with precise specifications stipulated by the purchaser. In such cases, the purchaser should extend an “invitation for proposal” which permits the prospective supplier to develop the specifications of the engagement/purchase and to quote a relevant cost. It is then incumbent upon the purchaser to select the lowest cost proposal which meets the organizational needs.
7. In all instances, prior to the delivery of services, a written contract should be executed to secure professional and/or consultant services. An example can be found here.

c. **Grantor Agency Approval.** Following the solicitation of bids and prior to the execution of a contract, the grantee shall obtain ABTPA approval, by providing the ABTPA with a letter containing the following:

1. a brief narrative description of the specific procurement procedure (cited herein) that was used;
2. a copy of the newspaper advertisement, if that method is required by the applicable procurement procedure (cited herein);
3. a draft copy of the proposed contract;
4. a list of vendors or practitioners from whom bids or quotes were solicited;

✓ I have read and understand the instructions provided.

///

Automobile Burglary & Theft Prevention Authority

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ABTPA Standard Form Contract Between Grantee and Third Party

- a. This contract is in aid of ABTPA Grant No. 2015-T01-Travis C-00018, titled: Sheriff's Combined Auto Theft Task Force (SCATTF) (Title of the grant in question as it appears on the face of the Statement of Grant Award).
- b. The GRANTEE AGENCY is responsible for closely monitoring the SERVICE PROVIDER and the exercise of reasonable care to enforce all terms and conditions of the grant.
- c. Requirements of the UGMS promulgated pursuant to Chapter 783 of the Texas Government Code are adopted by reference as part of this contract, including the contract provision as in Section 36, Common Rule of OMB Circular No. A-102. The GRANTEE AGENCY SHALL:
- d. The **SERVICE PROVIDER** will furnish the following services: (Describe in detail.)
- e. Payment for the above specified services shall be made as follows: (Describe in detail.)
- f. Billing for the above specified services shall be provided in the same manner as it would be provided to institutional purchasers in the absence of a grant and shall consist of a brief specified statement of the service or other item provided and the basis for the billing rate.
- g. In the event of a default of the **SERVICE PROVIDER**, the **GRANTEE AGENCY** may cancel or suspend the contract and the **SERVICE PROVIDER** shall be entitled to recover for all services provided or materials delivered prior to the cancellation date (or unused materials may be returned) or shall repay any funds advanced for services not yet rendered.
The **SERVICE PROVIDER** shall comply with all licenses, legal certifications, or inspections required for the services, facilities, equipment, or materials, and all applicable state and federal laws and local ordinances. Failure to comply with this requirement shall be treated as a default.
- i. This contract shall automatically terminate on the grant expiration date or any extension thereof granted by the ABTPA. All services billed under this contract must be within the grant period.
- j. Enumerate any additional provisions desired by the parties or which the ABTPA may direct to be added by specific instruction.

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Justification for Non-Competitive Procurement

Format/Outline

PARAGRAPH 1:

Brief description of the program and for what purpose it is being contracted

PARAGRAPH 2:

Explanation of why it is necessary to contract non-competitively, to include the following:

- a. Expertise of the contractor
- b. Management
- c. Responsiveness
- d. Knowledge of the program
- e. Experience of contractor personnel

PARAGRAPH 3:

Time Constraints

- a. When contractual coverage is required and why
- b. Impact on program if dates are not met
- c. How long would it take another contractor to reach the same level of competence (equate to dollars if desired)

PARAGRAPH 4:

Uniqueness

PARAGRAPH 5:

Other points that should be covered to substantiate the request

PARAGRAPH 6:

Declaration that this action is in "the best interests" of the agency

Upload Justification for Non-Competitive Procurement below:

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THE STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION

WHEREAS, the Travis County Commissioners Court finds that it is in the best interest of the citizens of Travis County that the Sheriff's Combined Auto Theft Task Force be operated for a seventeenth year; and

WHEREAS, the Travis County Commissioners Court has considered the proposed application for financial assistance to be submitted to the Auto Burglary Theft Prevention Authority, a division of the Texas Department of Motor Vehicles, and,

NOW, THEREFORE, BE IT RESOLVED, that the Travis County Commissioners Court approves submission of the grant application for the Sheriff's Combined Auto Theft Task Force to the Auto Burglary Theft Prevention Authority.

RESOLVED this 29th day of July, 2014

TRAVIS COUNTY COMMISSIONERS COURT

Samuel T. Biscoe, Travis County Judge

Ron Davis
Commissioner, Precinct One

Bruce Todd
Commissioner, Precinct Two

Gerald Daughterly
Commissioner, Precinct Three

Margaret Gomez
Commissioner, Precinct Four



TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #: 90CU0039-07-01

SAP #: 800334

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:	512-854-4277	

Grant Title:	Parenting in Recovery II		
Grant Period:	From: <input type="text" value="Sep 30, 2013"/>	To: <input type="text" value="Sep 29, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	U.S. Dept. of Health and Human Services/ Administration for Children and Families		
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:	\$ 90,245	\$ 78,380	\$ 0	\$ 0	\$ 168,625
Operating:	\$ 528,571	\$ 254,829	\$ 0	\$ 0	\$ 783,400
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 618,816	\$ 333,209	\$ 0	\$ 0	\$ 952,025
FTEs:	1.00	1.00	0.00	0.00	2.00

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

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

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 clients receiving substance treatment services	492	450	450	450
2.	Number of families involved with child welfare completing service plan goals	136	125	125	125
3.	Number of new children entering care	669	624	624	624
Measures for the Grant					
1.	Percentage of children who had an initial occurrence and/or recurrence of substantiated/indicated child maltreatment within 6, 12, 18 and 24 months after enrolling in the RPG program	5%	35%	35%	35%
Outcome Impact Description		Reduces the number of incidences of child maltreatment in our community.			
2.	Percentage of children identified as at risk of removal from the home who are able to remain in the custody of a parent or caregiver through case closure	65%	50%	50%	50%
Outcome Impact Description		Reduces the number of children placed in the foster care system due to parental substance abuse.			
3.	Percentage of parents or caregivers who were able to access timely and appropriate substance abuse treatment as calculated by number of days between program entry and treatment entry (10 days)	88%	80%	80%	80%
Outcome Impact Description		Parents and caregivers with early access to substance dependence treatment are projected to have improved outcomes as it relates to establishing and maintaining sobriety.			

PBO Recommendation:

Health and Human Services and Veterans Service is requesting Commissioners Court approval to carryover \$137,816 in unspent funds from a previous grant year in the Parenting in Recovery grant from the US Department of Health and Human Services.

The total FY 2014 grant funds will increase from \$481,000 to \$618,816, and the required County match will increase from \$259,000 to \$333,209. The department plans to internally fund the match by using a portion of the Substance Abuse Clinical Manager's salary and benefits, along with General Fund dollars allocated for substance abuse treatment and recovery supports in existing contracts.

The department submitted an FY 2015 budget request to continue the work of the Family Drug Treatment Court once the PIR grant program ends, in September 2014.

PBO recommends approval and ratification of this grant contract amendment.

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?

For the past six years, Parenting in Recovery (PIR) has been used to fund services as part of the Family Drug Treatment Court (FDTC) collaboration with the District Attorney's Office, District Court and these primary community partners:

- Department of Family and Protective Services – Child Protective Services
- Austin Recovery
- CASA
- Foundation Communities
- ATCIC
- Private Attorneys
- SafePlace
- Communities in Recovery
- Manos de Cristo
- Lone Star Circle of Care.

The PIR funds help to provide a flexible, comprehensive continuum of services for families involved with the FDTC as a result of methamphetamine or other substance dependence. The primary objective is to keep families together in the community while they receive an individualized set of interventions and supports that promote sustained recovery and independent functioning.

The initial five-year grant ended on 9/29/12. TCHHSVS applied for and received a competitive two-year extension of funding through 9/29/14.

The US Dept. of Health and Human Services has approved a request to add \$137,816 in unspent FY'13 grant funds to the \$481,000 already awarded for FY'14. This increases the total grant funds for FY'14 to \$618,816.

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

Approval of the carryover request by the U.S. Dept. of Health and Human Services raises the match required for FY'14 to \$333,209. TCHHSVS will meet the match with \$254,829 of the General Fund money allocated for substance abuse treatment and recovery supports in the ATCIC SAMSO and ATCIC System of Care contracts as well as \$78,380 of the Substance Abuse Clinical Manager's salary and benefits. The long-term goal of the PIR grant is program sustainability. The role of TCHHSVS in this sustainability is to provide a portion of the substance abuse treatment and recovery support dollars and provide staff expertise as it relates to substance abuse by funding a Substance Abuse Clinical Manager position.

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 is using \$254,829 of the General Fund service dollars mentioned above as well as \$78,380 of the Substance Abuse Clinical Manager's salary and benefits to provide the \$333,209 match.

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

TCHHSVS did not include any indirect costs in the budget included with the original application as it was under the impression that Travis County did not have a federally approved indirect cost rate. All of the carryover funding is required to complete treatment for 21 of the participants enrolled in the PIR program. TCHHSVS is aware of the PBO request that all grant applications include an amount for indirect costs unless specifically prohibited by the grantor and will try to comply with this request in future grant applications.

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. As mentioned in the response to question 2, the long-term goal of the PIR grant is program sustainability. This program relies heavily on local resources to support substance abuse and recovery supports for sustainability after the grant ends. TCHHSVS staff and grant partners have identified a sustainability plan for the FDTC that was presented to the Commissioner's Court in November 2013. It includes pledged continued match from local agencies and County Departments post grant. Funding from Austin Recovery for FDTC clients that are accepted into the Family House program of Austin Recovery. Utilization of existing HHS/VS funds for recovery supports and a request to allocate additional County funds to the FDTC for substance abuse treatment, recovery supports, and clinical staff.

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

NA

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 services provided by the PIR grant are in line with other services offered by the Office of Children's Services within TCHHSVS. The relevant departmental performance measures are included in this summary.



**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: July 15, 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: Ratify Carryover Award from the U.S. Department of Health and Human Services for FY'14 Parenting in Recovery grant

Proposed Motion:

Consider and take appropriate action to ratify the carryover award of \$137,816 from the U.S Department of Health and Human Services for the FY'14 Parenting in Recovery grant.

Summary and Staff Recommendations:

Travis County Health and Human Services and Veterans Service (TCHHSVS) serves as the lead agency for a regional partnership (known as the Parenting in Recovery project) that includes Austin Recovery, Foundation Communities, Texas Department of Family and Protective Services, Austin Travis County Integral Care, Travis County Family Drug Treatment Court and Workforce Solutions. The Parenting in Recovery (PIR) project provides a flexible, comprehensive continuum of services for families in the child welfare system as a result of methamphetamine or other substance dependence. The primary objective of the project is to keep families together while the parents receive an individualized set of interventions and supports that promote sustained recovery and independent functioning.

On 3/4/14, the Commissioners Court approved an application by TCHHSVS to the U.S Department of Health and Human Services (USDHHS) to use \$137,816 in unspent FY'13 PIR grant funds to complete treatment and provide recovery supports for 21 families in FY'14. USDHHS approved this request on 6/13/14 and sent a revised notice of award that does not require a signature. TCHHSVS is using \$88,202 of the carryover funds in an amendment to the FY'14 ATCIC System of Care contract. This amendment needs to be on the 7/29/14 agenda in order to be effective August 1. To that end, TCHHSVS is requesting the court ratify the carryover funds because the \$88,202 has already been encumbered for the amendment.

TCHHSVS staff recommends approving this request.

Budgetary and Fiscal Impact:

The original FY'14 PIR grant was \$481,000. The \$137,816 in carryover funds brings the total to \$618,816.

Issues and Opportunities:

Children are put at risk when one or both parents have a substance dependence problem. The cost of maintaining an addiction diverts a family's financial resources from providing basic needs such as food, clothing, and housing. Parental substance dependence is a key factor underlying the abuse or neglect experienced by many of the children entering foster care. The PIR project is designed to keep families together by providing treatment and recovery support services.

Background:

The Administration for Children and Families within the U.S. Department of Health and Human Services provides grants for regional partnerships designed to enhance the safety of children who are in an out-of-home placement or are at risk of being put in an out-of-home placement due to a parent's or caretaker's methamphetamine or other substance dependence.

Cc: Nicki Riley, CPA, CMA, Travis County Auditor
Janice Cohoon, Financial Analyst, Travis County Auditor's Office
Mary Etta Gerhardt, Assistant County Attorney
Leroy Nellis, Acting County Executive, Planning and Budget Office
Aerin Pfaffenberger, Analyst, Planning and Budget Office
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: ACYF - Children's Bureau		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 90CU0039-07-01	4. AMEND. NO. 1
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: Carryover Request		7. AWARD AUTHORITY: Prom S & S Fam. Sec. 437 (f) title IV-B42 U
8. BUDGET PERIOD: 09/30/2013 THRU 09/29/2014		9. PROJECT PERIOD: 09/30/2007 THRU 09/29/2014		10. CAT NO.: 93.087
11. RECIPIENT ORGANIZATION: Travis County 100 N Interstate 35 Austin, TX 78701-4138 Grantee Authorizing Official: Samuel Biscoe , Travis County Judge			12. PROJECT / PROGRAM TITLE: Targeted Grants: Methamphetamine and other Substance Abuse	

13. COUNTY: Travis	14. CONGR. DIST.: 25	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Laura Peveto Prevention and Intervention Manager	
------------------------------	--------------------------------	--	--

16. APPROVED BUDGET:		17. AWARD COMPUTATION:		
Personnel.....	\$ 68,096.00	A. NON-FEDERAL SHARE.....	\$ 333,209.00	35%
Fringe Benefits.....	\$ 22,149.00	B. FEDERAL SHARE.....	\$ 618,816.00	65%
Travel.....	\$ 2,800.00	18. FEDERAL SHARE COMPUTATION:		
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 618,816.00	
Supplies.....	\$ 300.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 137,816.00	
Contractual.....	\$ 518,930.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD..	\$ 481,000.00	
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:		
Other.....	\$ 6,541.00	\$ 0.00		
Direct Costs.....	\$ 618,816.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		
Indirect Costs.....	\$ 0.00	\$ 3,481,000.00		
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:		
In Kind Contributions.....	\$ 0.00	Additional Costs		
Total Approved Budget.....	\$ 618,816.00	22. APPLICANT EIN:	23. PAYEE EIN:	24. OBJECT CLASS:
		746000192	1746000192A5	41.45

25. FINANCIAL INFORMATION:					DUNS 030908842	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	90CU003906	7521512	2-G996440	(\$137,816.00)		
	90CU003907	7521512	2-G996440	\$137,816.00		

26. REMARKS: (Continued on separate sheets)

This amendment approves grantee's request dated March 4, 2014 to apply the unobligated balance from the 06 year to the 07 year in the amount of \$137,816. In the event that the actual unobligated balance is less than the estimated amount, no additional Federal funds will be made available to off-set the deficit.

27. SIGNATURE - ACF GRANTS OFFICER Robin Bunch	DATE: 06/13/2014	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Mr. Joseph Bock - Associate Commissioner		DATE: 06/13/2014

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: ACYF - Children's Bureau		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 90CU0039-07-01	4. AMEND. NO. 1
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: Carryover Request		7. AWARD AUTHORITY: Prom S & S Fam. Sec. 437 (f) title IV-B42 U.:
8. BUDGET PERIOD: 09/30/2013 THRU 09/29/2014		9. PROJECT PERIOD: 09/30/2007 THRU 09/29/2014		10. CAT NO.: 93.087

11. RECIPIENT ORGANIZATION:

Travis County

Reporting Requirements

- Starting with awards issued in fiscal year 2013, ACF will require use of the SF-428 (Tangible Personnel Property Form) and the SF-429 (Real Property Status Report). The reporting frequency will be on an annual basis at the end of each fiscal year. If the report is not applicable, submission is not required. Fillable forms are available at <http://www.acf.hhs.gov/grants-forms>

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS). This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award. This includes requirement in Parts I and II of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to the <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>. This grant is subject to the requirements set forth in 45 CFR Part 87. This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. Initial expenditure of funds by the grantee constitutes acceptance of this award.

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**TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET**

Contract #:

SAP #:

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input checked="" type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Pretrial Services-Drug Court	
Contact Person/Title:	Rosie Ramon-Duran	
Phone Number:	854-7601	

Grant Title:	Drug Diversion Court		
Grant Period:	From: <input type="text" value="Sep 1, 2014"/>	To: <input type="text" value="Aug 31, 2015"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor		
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 (Cost Match)	In-Kind	TOTAL
Personnel:	\$ 64,996.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,996.00
Operating:	\$ 64,990.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,990.00
Capital Equipment:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Indirect Costs:	\$ 2,599.72	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,599.72
Totals:	\$ 132,585.72	\$ 0.00	\$ 0.00	\$ 0.00	\$ 132,585.72
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
1420150001 <i>Sept</i>	\$ 5,279.00	\$ 0.00	\$ 5,279.00	1.00	
<i>1420150001 Oct</i>	<i>5,279.00</i>		<i>5,279.00</i>	<i>1.00</i>	
Department	Review	Staff Initials	Comments		
County Auditor	<input checked="" type="checkbox"/>	<i>RP</i>			
County Attorney	<input type="checkbox"/>				

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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 people assessed for eligibility to participate in the program	240	233	250	250
2.	Number of new enrollments in the program	164	83	84	84
3.	Number of participants that have graduated from the program	113	138	83	83
Measures for the Grant					
1.	Provide intensive case management for African American participants	24	9	35	35
Outcome Impact Description		On a monthly basis, at least 35 African American participants will receive treatment and counseling services while prosecution is deferred for their drug charge.			
2.	Provide intensive case management for dually diagnosed participants	18	15	20	20
Outcome Impact Description		On a monthly basis at least 20 dually diagnosed participants will receive treatment and counseling services while prosecution is deferred for their drug charge.			
3.					
Outcome Impact Description					

PBO Recommendation:

The Pretrial Services Department is requesting permission to continue the Drug Diversion Court Grant Program until the forthcoming agreement is fully executed. The department indicates that it anticipates renewal of the grant for FY 2015. This permission to continue will fund the position associated with the grant until October 31, 2014, or until a new agreement is in place (whichever date is earlier). The department will internally fund the costs using vacancy savings within the department. Upon awarding and approval of the grant contract for FY 2015, the General Fund will be reimbursed for eligible expenses.

PBO recommends approval.

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

The Criminal Justice Division (CJD) of the Governor's Office announced the availability of ongoing funds for eligible drug court programs. Eligible applicants are counties in Texas that have incorporated the ten essential characteristics as outlined in section 469.001 Health and Safety Code. This grant is available to jurisdictions to improve the delivery of services or to enhance the existing Drug Court Program with additional services that will allow the Travis County Drug Court to more fully meet the goals of the Drug Court Program. The purpose of the grant is to enhance the resources available to the Travis County Drug Court by upgrading supervision services provided to offenders to increase the likelihood of successful graduations, thereby reducing further criminal activity and reliance on the state correctional system, community supervision or local jails.

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

The County is not obligated to maintain the expenditure level requested in the grant.

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

A 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.

Yes, this grant allows 2% indirect cost reimbursements.

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 Drug Court program will not discontinue upon discontinuance of grant funding. If grant is not awarded, the department may request to incorporate the grant funded FTE into the County Budget. If, however, funding for enhanced treatment and case management services is unavailable, the department would reduce the static capacity, which could create a waiting list for potential participants and discontinue services for specialized population (or look for other funding sources).

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

The Travis County Drug Court program is not a new program. We are seeking to enhance services for the two specific target populations.

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 ongoing grant will allow the Drug Court program to continue to serve two specific populations in need of drug treatment services. A specialized population of up to 35 African American offenders will continue to receive intensive case management and treatment coordination services through the grant funded Chemical Dependency Counselor. Due to the need for specialized mental health services, 20 dually diagnosed individuals will continue to receive intensive case management services from Austin Travis County Integral Care (MHMR).



**Travis County Drug Diversion Court
S.H.O.R.T. Program**

a division of Pretrial Services & Adult Probation Department

PO Box 1748 Austin, TX 78767

2201 Post Road So. Bldg. Austin, TX 78704

512-854-4646 & 512-854-4200

512-854-4643 Fax

Charles Robinson, Director
Rosie Ramon-Duran, Assistant Director
Sharon Caldwell-Hernandez, Program Administrator

TO: Victoria Ramirez, PBO
Budget Analyst

FROM: Rosie Ramon-Duran
Rosie Ramon-Duran
Assistant Director

THROUGH: Larry Spacek
Larry Spacek
Financial Analyst, Sr.

SUBJECT: Request Permission to Continue the Drug Diversion Court Grant

DATE: July 15, 2014

Pretrial Services is requesting permission to continue the Drug Diversion Court grant (#800311) through October 2014. Any expenses incurred during this period will likely be reimbursed by the grant once approved.

Please review this item and place it on the **July 29, 2014** Commissioner's Court agenda for their consideration and signature.

Thanks you for your attention to this request.

CC: Jennifer Kraber, Attorney VII
Rhett Perry, Financial Analyst, County Auditor

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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 type="checkbox"/>	Status Report: <input checked="" 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 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, 2015"/>	
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:	<input type="text"/>		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 356,474	\$ 0	\$ 0	\$ 134,873	\$ 491,347
Operating:	\$ 193,526	\$ 0	\$ 0	\$ 48,460	\$ 241,986
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	532	400	400
2.	Percentage of drug-free babies born to participants while in TCFDTC program (TCFDTC Measure)	100%	100%	90%	90%
3.					
Measures for the Grant					
1.	Number of children served	40	92	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:

HHSVS is requesting Commissioners Court approval of the submission of a semi-annual status report to the US Department of Justice on the Travis County Family Drug Treatment Court - Children's Continuum grant. The grant was awarded in FY 2011, with Travis County and other community child welfare partner organizations providing the required cash and in-kind resource matches for the grant.

This three-year grant program provides children aged 0-5 with parents participating in the Travis County Family Drug Treatment Court with a continuum of care from early identification of a child's needs to immediate intervention and continued monitoring.

PBO recommends approval of this status report as it is a requirement of this grant that provides care for those children who are the most vulnerable due to child welfare involvement and parental substance abuse.

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, were not provided with a consistent assessment nor were they connected to an easy to navigate continuum of services. The result had 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 will continue to enhance the operation of the TCFDTC by allowing early identification of a child's needs, immediate intervention, and monitoring. 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. Additionally, this grant will fund 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.

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

Travis County will provide \$28,012 to be used for child services and \$33,437 in county staff time and office space as an in-kind match. CASA of Travis County will provide \$107,436 as an in-kind match by paying 75% of the Child Advocate's salary. Mauney and Associates will provide \$8,640 as an in-kind match in form of reduced fees for Parent Coaching services. ATCIC will provide an in-kind match of \$5,808 in the form of a reduced MSO fee 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 will explore the possibility of including indirect costs in future grant applications in light of the request from PBO that all grant applications include indirect costs unless specifically prohibited by the grantor.

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: July 17, 2014

TO: Members of the Commissioners Court

FROM: 
Sherri E. Fleming, County Executive for
Travis County Health and Human Services and Veterans Service

SUBJECT: Status report for the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Family Drug Court Program, on the Travis County Family Drug Treatment Court – Children's Continuum grant.

Proposed Motion:

Consider and take appropriate action to approve submission of a semiannual status report to the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Family Drug Court Program, on the Travis County Family Drug Treatment Court – Children's Continuum grant.

Summary and Staff Recommendations:

Travis County received a \$550,000 grant, known as The Children's Continuum, from the U.S. Department of Justice 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 managed 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.

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. The result had 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. The Children's Continuum grant continues to allow early identification of a child's needs and immediate intervention and monitoring.

The U.S. Department of Justice requires Travis County to submit semiannual status reports for the The Children's Continuum grant. These reports must be approved by the Travis County signing authority who is Judge Sam Biscoe. Travis County Health and Human Services and Veterans Service staff recommends approving this report.

Budgetary and Fiscal Impact:

The \$550,000 grant requires a cash and in-kind match totaling \$183,333 over a three year grant period. A recently approved no-cost one-year extension means the grant now ends on 9/30/15 instead of 9/30/14. Travis County is currently in year three of the grant with the extension period beginning on 10/1/14.

Issues and Opportunities:

The Children's Continuum grant continues to enhance the well-being of children whose parents are involved with TCFDTC as well as improve 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: Nicki Riley, CPA, CMA, Travis County Auditor
Janice Cohoon, Financial Analyst, Travis County Auditor's Office
Mary Etta Gerhardt, Assistant County Attorney
Leroy Nellis, Acting County Executive, Planning and Budget Office
Aerin Pfaffenberger, Analyst, Planning and Budget Office
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office

OJJDP FY 2011 Family Drug Court Program Output Measures January 1st 2014 to June 30th 2014
 Travis County Children's Continuum

Output Measure	Projected Outcome	Outcome for 01/01/2014 – 06/30/2014	Comments
Number of families served.	24 families	35 families	There are a total of 41 TCFDTC/CC participants; 6 are couples which reduces the CC count to the 35 families. Of these 41 participants: 33 were enrolled prior to this reporting period; and 8 were enrolled during this reporting period.
Percent of families served by an evidence-based program or practices intervention model.	90%	80%	EBP as it relates to 28 families out of the 35 served in the reporting period. Seeking Safety: 10 Nurturing Program: 15 (individuals) EMDR: 3 Oxford House: 0 Child-Parent Psychotherapy: 12 CBT-TF: 3
Average length of program stay	334 days	376 Days	14 participants at 5265 days
Percentage of participants who successfully complete the program.	40%	17%	Total discharges 14: 2 – successful 10 – unsuccessful 2 – neutral (not part of the percentage calculation)
Percentage of participants who reoffend through drug offenses.	5%	2%	1 participant had a new drug offense this reporting period. Total number of CC participants is 41 for this reporting period.
Percentage of participants who reoffend through child protection offenses.	5%	2%	1 participant had a RTB finding on a CPS referral during the reporting period. Total number of CC participants is 41 for this reporting period.
Percentage of children reunited after being removed from the home and placed in temporary placement.	50%	61%	N = 73 children that received services this reporting period. 21 children (of this 73) were in out of home care at some time during the reporting period. Of the 21: 2 children were in foster care and 19 were in relative or fictive kin placement. 13 of the 21 children were reunified during the reporting period. Of those reunited 3 were re-removed in less than 30 days due to parental relapse.

OJJDP FY 2011 Family Drug Court Program Output Measures January 1st 2014 to June 30th 2014
Travis County Children's Continuum

Output Measure	Projected Outcome	Outcome for 01/01/2014 – 06/30/2014	Comments
Percentage of children in permanent placement	75%	86%	N = 73 - 63 of the 73 children are in their expected permanent placement as of the end of this reporting period.
Percentage of parents whose parental rights were terminated for their child(ren)	30%	2%	Of the 41 participants during the reporting period one had parental rights terminated post unsuccessful discharge from FDTC
Number of system level initiatives implemented (by type)	5	6	<ol style="list-style-type: none"> 1) Trauma-Informed Court (Ongoing) 2) Evaluation to include case studies and cost analysis (In process) 3) Created separate dockets for men and women (Done) 4) Sustainability post grants (ongoing) 5) Review of FDTC structure and process post grant (ongoing) 6) Shared case management responsibilities among DCT members with one person being point for each family (new form) – (Done)
Number of professionals receiving training	60 per quarterly training/1 conference attendee a year	1 Community Trg w/ 51 participants 3 DCT members attended NADCP conference	3 DCT members attended the NADCP training (Judge, ADA, and Child Protective Services caseworker). 2 DCT members attended TADCP (Judge, Substance Abuse Community Partner). 1 quarterly training was held on Controversies in Addiction Therapy – Medication Assisted Recovery (51 attended); 1 presentation on the FDTC to local Attorneys (30 attended); and 1 training for DCT members and volunteers on Medication Assisted Therapy (32 attended)
Number of unique services provided to children.	30 unique services provided per year	53	For this reporting period 37 children received unique services with 10 receiving multiple services. The services provided included: behavioral therapy (3); speech therapy (1), physical therapy (2), occupational therapy (2), pro-social skills group (3), play therapy (2),

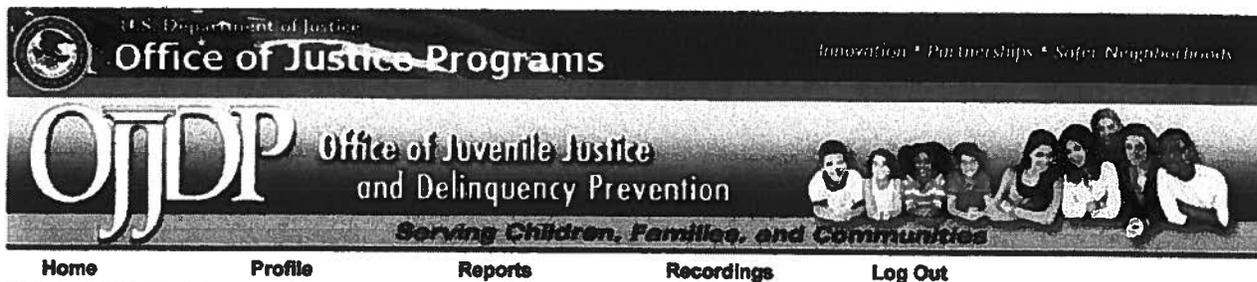
OJJDP FY 2011 Family Drug Court Program Output Measures January 1st 2014 to June 30th 2014
 Travis County Children's Continuum

Output Measure	Projected Outcome	Outcome for 01/01/2014 – 06/30/2014	Comments
			parent/child psychotherapy (19), tutoring/mentoring (2), infant massage (3), family therapy (7), CBT-TF therapy (5), EMDR therapy (1); Individual therapy (3) .
Number of ASQ screenings completed on children.	40	28	This includes 15 initial screenings and 13 post screenings.
Number of psychological and/ or developmental assessments completed on children.	15 assessments recommended and 15 completed	14	No children were identified during this reporting period that required a psychological assessment. The program completed 12 CANS assessment during the reporting period on children between 5-17 years of age. 1 child received a speech assessment and 1 child received a behavioral assessment.
Percentage of parents who demonstrate improvement in AAPI-2 rating.	85%	67%	16 clients were administered the AAPI-2 during the reporting period: 6 participants have taken pre-test only; 2 are in the process of completing the pre-test; and 1 is in the process of completing the post-test. 6 participants completed both a pre and post test. Of these 4 improved their AAPI-2 scores while engaged in the service. Only two participant's scores declined after participation in the service.
Percentage of children who demonstrate improvement in achieving developmental milestones.	90%	100%	13 Children received exit ASQ-SE during this reporting period. 12 of the 13 children showed improvement in their scores/achieving developmental and emotional milestones. One child scored above at entry and normal at exit – not consider clinically significant and not calculated as part of the percentage.
Number of parents who participate in insight-oriented psychotherapy	15	20	For this period parents participated in Child-Parent Psychotherapy; EMDR; and Family Therapy.
Number of parent/child visits supported by the	50 (revised down to reflect	2	This position was filled on 5/12/2014. The first 30 days of her employment

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OJJDP FY 2011 Family Drug Court Program Output Measures January 1st 2014 to June 30th 2014
 Travis County Children's Continuum

Output Measure	Projected Outcome	Outcome for 01/01/2014 – 06/30/2014	Comments
Case Aide	actual service need)		focused on orientation, training, data entry and file management. Supervision of visits did not occur until the end of June. It is expected that this number will increase in the next reporting period.
Number of transportations provided by Case Aide to medical/behavioral health appointments	50	11	This is not an unduplicated count of children but the number of times this service was provided to a family during the reporting period. This position was filled on 5/12/2014. The first 30 days of her employment focused on orientation, training, data entry and file management. Transportations did not occur until the end of June. It is expected that this number will increase in the next reporting period.
Child advocate is present at FDTC activities.	300	589	Grant Related Subcommittee Mtg – 6 Drug Court Management Mtg – 12 Drug Court Staffing – 24 Drug Court Hearings – 493 CPS Hearings – 54 The project underestimated this outcome measure in the grant application.



Family Drug Court 2011-DC-BX-0010 January to June 2014 Switch Grant Program

Award Information Summary [Return to Home Screen for Travis County](#)

Edit Award Info Select Measures Enter Data [REDACTED]

Your Data Has Been Saved.

Measure Selection Status: Complete Data Status: In progress

Family Drug Court Indicator		June 30, 2014
1.	Number of enrolled parents or guardians served during the reporting period Output	
	A. Number of enrolled parents or guardians carried over from the previous reporting period	33
	B. New admissions during the reporting period.	8
	C. Total of enrolled parents and guardians served during the reporting period (A+B)	41
2.	Number of additional family members served during the reporting period Output	
	A. Number of additional family members carried over from the previous reporting period	60
	B. New admissions during the reporting period	13
	C. Total (A+B)	73
3.	Number of enrolled parents or guardians with whom an evidence-based program or practice was used Output	
	A. The number of enrolled parents or guardians served using an evidence-based program or practice	29
	B. Total number of enrolled parents or guardians served during the reporting period	41
	C. Percent (A/B)	70.73
4.	Number (by type) of services provided to enrolled parents or guardians Output	
	A. Number of enrolled parents or guardians assessed as needing substance use counseling/services during the reporting period.	12
	B. Number of enrolled parents or guardians enrolled in substance use counseling/services during the reporting period	18
	C. Number of enrolled parents or guardians assessed as needing mental health services during the reporting period	8
	D. Number of enrolled parents or guardians enrolled in mental health services during the reporting period	26
	E. Number of enrolled parents or guardians assessed as needing housing services during the reporting period	7
	F. Number of enrolled parents or guardians who successfully found housing during the reporting period	6
	G. Number of enrolled parents or guardians assessed as needing other services during the reporting period	8
	H. Number of enrolled parents or guardians enrolled in other services during the reporting period	33
5.	Number (by type) of services provided to additional family members Output	
	A. Number of additional family members assessed as needing substance use counseling/services during the reporting period.	0
	B. Number of additional family members enrolled in substance use counseling/services during the reporting period	0
	C. Number of additional family members assessed as needing mental health services during the reporting period	4
	D. Number of additional family members enrolled in mental health services during the reporting period	30
	E. Number of additional family members assessed as needing housing services during the reporting period	0
	F. Number of additional family members who successfully found housing during the reporting period	0
	G. Number of additional family members assessed as needing other services during the reporting period	2
	H. Number of additional family members enrolled in other services during the reporting period	14
6.	Number of drug/alcohol tests performed on enrolled parents or guardians Output	

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A. Number of drug and alcohol tests performed on enrolled parents or guardians during the reporting period	720
B. The number of positive tests recorded	20
C. Percent (B/A)	2.78
12. Average length of program stay for enrolled parents or guardians Output	
A. Total number of parents or guardians who exited the program regardless of reason for exit during the reporting period	14
B. Total number of days in the program for parents or guardians who exited the program regardless of reason for exit during the reporting period	5,265
C. B/A	376.07
13. Number of children placed in out of home care Output	
A. Number of children served during the reporting period	73
B. Number of children placed in out of home care during the reporting period	13
C. Percent (b/a)	17.81
14. Average length of stay for children in out of home care Output	
A. Total number of days between entering and exiting out of home care during the reporting period	1,033
B. Number of children placed in out of home care during the reporting period	13
C. Average (A/B)	79.46
15. Number of children reunited after being removed from the home and placed in temporary placement Output	
A. Number of children removed from their parents' or guardians' home during the reporting period.	13
B. Number of children reunited with their parents or guardians after being removed from the home.	3
16. Number of parents or guardians whose parental rights were terminated Output	
A. Number of parents or guardians whose parental rights were terminated during the reporting period	1
B. Number of parents or guardians in the program	41
C. Percent (A/B)	2.44
17. Number of children in permanent placement Output	
A. Number of children awaiting permanent placement during the reporting period	10
B. Number of children in permanent placement during the reporting period	63
7. Number of enrolled parents or guardians arrested for technical violations Short Term Outcome	
A. Number of enrolled parents or guardians arrested for a new technical violation during the reporting period	1
B. Number of enrolled parents or guardians with a technical violation during the reporting period	1
C. Number of enrolled parents or guardians tracked for technical violations during the reporting period	41
D. Percent of arrests for technical violations (A/C)	2.44
E. Percent of technical violations (B/C)	2.44
8. Number of enrolled parents or guardians arrested for technical violations Long Term Outcome	
A. Number of enrolled parents or guardians arrested for a new technical violation 6-12 months after exiting the program	0
B. Number of enrolled parents or guardians with a technical violation 6-12 months after exiting the program	0
C. Number of enrolled parents or guardians tracked for technical violations 6-12 months after exiting the program	23
D. Percent of arrests for technical violations (A/C)	0
E. Percent of technical violations (B/C)	0
9. Number of enrolled parents or guardians arrested for new drug offenses Short Term Outcome	
A. Number of enrolled parents or guardians arrested for a new drug offense during the reporting period	1
B. Number of enrolled parents or guardians tracked for drug offenses during the reporting period	41
C. Percent (A/B)	2.44
10. Number of enrolled parents or guardians arrested for new drug offenses Long Term Outcome	
A. Number of enrolled parents or guardians arrested for a new drug offense 6-12 months after exiting the program	4
B. Number of enrolled parents or guardians tracked for drug offenses 6-12 months after exiting the program	23
C. Percent (A/B)	17.39
11. Number of enrolled parents and guardians who successfully exit the court Short Term Outcome	
A. Number of enrolled parents and guardians who exited the court having completed all requirements during the reporting period.	2
B. Total number of enrolled parents and guardians who exited the court during the reporting period (either successfully or unsuccessfully).	12
C. Percent (A/B)	16.67
18a. Substance use (Parents/Guardians) Short Term Outcome	
A. Number of parents or guardians served during the reporting period with the noted behavioral change	23
B. Total number of parents or guardians receiving services for target behavior during the reporting period	41
C. Percent (A/B)	56.10

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18a. Substance use (Parents/Guardians) Long Term Outcome	
A. Total number of parents or guardians who exited the program 6-12 months ago who had the noted behavioral change	4
B. Total number of parents or guardians who received services for the target behavior and who exited the program 6-12 months ago	23
C. Percent (A/B)	17.39
18b. Social competence (Parents/Guardians) Short Term Outcome	
A. Number of parents or guardians served during the reporting period with the noted behavioral change	7
B. Total number of parents or guardians receiving services for the target behavior during the reporting period	41
C. Percent (A/B)	17.07
18b. Social competence (Parents/Guardians) Long Term Outcome	
A. Total number of parents or guardians who exited the program 6-12 months ago who had the noted behavioral change	4
B. Total number of parents or guardians who received services for the target behavior and who exited the program 6-12 months ago	23
C. Percent (A/B)	17.39
18h. Employment status (Parents/Guardians) Short Term Outcome	
A. Number of parents or guardians served during the reporting period with the noted behavioral change	16
B. Total number of parents or guardians receiving services for target behavior during the reporting period	41
C. Percent (A/B)	39.02
18h. Employment status (Parents/Guardians) Long Term Outcome	
A. Total number of parents or guardians who exited the program 6-12 months ago who had the noted behavioral change	4
B. Total number of parents or guardians who received services for the target behavior and who exited the program 6-12 months ago	23
C. Percent (A/B)	17.39

For more information contact ojidp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

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IMPLEMENTATION/MANAGEMENT

The Children's Continuum (CC) has been serving the children of parents enrolled in the Travis County Family Drug Treatment Court (TCFDTC) since February 2012. CC supports two full-time positions: a Child Therapist and a Case Aide; a Court Appointed Special Advocates (CASA) position at 25% (the position is full-time dedicated to the grant – 75% is considered match); flexible funding to support therapeutic services to the children and parents; and training to enhance the knowledge of the partners and community. The CC is part of two other grants that support the TCFDTC: a Governors' Grant that funds the Drug Court Coordinator and an Administration of Child and Family Services – Children's Bureau Regional Partnership Grant (RPG) called Parenting in Recovery (PIR) which provides service dollars for TCFDTC parent participants. The PIR grant is currently funded as a two-year extension grant; which allows for an additional child therapist and an Attorney ad Litem for the children whose parents have an open lawsuit with TCFDTC.

The funding status for the FDTC will be changing during the next reporting period:

- PIR grant will conclude on September 29th, 2014. The site will pursue a no-cost extension to primarily complete the evaluation requirements of the grant. There will be minimal service dollars available for participant services under this no-cost extension. The limited service dollars will be exclusively used to fund substance abuse treatment.
- Governor's Grant is an annual grant that the site has successfully applied for and received each year since 2007. It is expected that grant will be received for 2014-15 fiscal year. The amount of the grant varies each year but averages around \$135,000.
- Children's Continuum grant will be continued into a fourth year with an approved one year no-cost extension. This extension will focus solely on funding positions to support the FDTC (therapist, case aide, and CASA). The grant will no longer fund services nor trainings for the FDTC participants and members.
- Travis County HHS/VS has submitted a budget request to the Commissioner's Court to fund essential services and positions for the FDTC. The funding is a collaborative effort between the partners and the County. If fully funded the FDTC will have these resources available to serve the participants:
 - \$320,000 in funding for substance abuse treatment
 - \$160,000 in flexible funding for recovery supports
 - Therapist (previously funded by PIR grant)
 - Attorney ad Litem for the children (previously funded by PIR grant)

In the last six months (January – June 2014), the site has maintained all the administrative oversight required to successfully manage the grant. These include:

- Monthly management meetings are held for the CC grant management team which includes Child Therapists, Case Aide (position vacant for the majority of this reporting period), Drug Court Coordinator, PIR Project Director, and TCHHS/VS CC project manager. The purposes of these meetings are to review grant implementation, fidelity, service provision, design, data collection and management, and reporting.
- Travis County Auditor site reviews of grant funded contracts occur between Sept – Dec.

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Enhancement Grant
2011-DC-BX-0010
Semi-Annual Report: January – June 2014

- Match is continuously collected and reported for the grant. The site is fully confident that it will meet its match obligation by the end of the no-cost period. The site has expended \$28,522 in services and supports for children and their families enrolled in FDTC and all eligible costs will be reported as match to the grant during the next reporting period. The site will continue to report these primary match sources: positions (Judge, County staff), CASA, and administrative fees through ATCIC contract.
- There have been no turnovers in key grant management staff.
- Status of the Grant funded positions.
 - Child Therapist remains employed by Austin Travis County Integral Care. This position continues to conduct assessments, develop plans of care, refer children to additional services, provide intensive services to children/parent/caregiver, and attend collaborative meetings.
 - Case Aide position is employed by Travis County Health and Human Services and was vacant for the majority of this reporting period. The position was filled on May 12th, 2014. This position manages the following duties: 1) provides both transportation and supervision of parent/child visits; 2) collects and updates data requirements for the grant and records management; and 3) provides oversight of the expenditure of match funds to meet concrete/basic needs of children/youth and their families. These duties were temporarily assumed by CPS staff and the Drug Court Coordinator during the period the position was vacant.
 - Child Advocate remains employed by CASA of Travis County. This position provides advocacy and support to the children and families of the FDTC. CASA currently has two supervisors that are dedicated to the FDTC and share responsibilities. One position is partially funded by the grant and the other is funded by CASA resources. The outputs reported by this site on CASA include all contributions/time to the FDTC.
- Status of Direct Services for Children's Continuum Grant participants:
 - Children Demographics
 - 74 children identified during the reporting period:
 - received a paid service or support
 - received a therapeutic support (there is duplication between the children)
 - Age
 - 10 under age 1
 - 28 1-3 years of age
 - 13 4-6 years of age
 - 23 7-14 years of age
 - Gender
 - 35 Females
 - 39 Males
 - Race/Ethnicity
 - 2 Multi-Racial
 - 14 Black/African American

- 28 Hispanic/Latino
- 30 Caucasian/White
- Specialized Children Services – all Eligible Children:
 - Receive a screening using the ASQ- SE or the CANS (depending on the age of the child) and a follow-up assessment, if indicated. In the last reporting period 12 CANS were completed and 28 ASQ-SE were done.
 - Receive individualized service planning including a social history, individualized services from the therapist, service referrals (as applicable), and medical home/wellness appointments.
 - Have the opportunity to participate in Child-Parent Psychotherapy (CPP), Trauma Focused Cognitive Behavior Therapy (CBT-TF), Eye Movement Desensitization and Reprocessing (EMDR), play therapy, individual and family therapy as needed.. These services were provided to 37 children during the reporting period.
 - Are provided with referrals to community resources for specialized services not covered by insurance (Medicaid). The primary services authorized during this reporting period were pro-social skills acquisition group, tutoring/mentoring, and infant massage.
 - Are provided with referrals to community providers for insurance covered services such as physical, occupational and speech therapy.
- Parent Coaching Services
 - Mauney and Associates continues to be the primary service provider for the 1:1 parent coaching services using the Nurturing Parenting Program and administering pre/post AAPI tests to the participants. We have recently expanded the providers of this service to include an independent provider and both of the therapists that serve FDTC have been trained and certified in the Nurturing Parenting Program. This service is initially funded through the PIR grant (12 sessions) and any additional sessions required by the participant are funded by CC grant.
 - CC has funded 45 sessions for 8 participants from January – June 2014.

BUDGET

A GAN and one year no-cost extension was submitted and approved by the grantor. This allowed the site to direct the budget surplus to funding grant positions supporting the FDTC for an additional 4th year.

The site is currently processing October 2013 – June 2014 invoices for payment for the service contract with ATCIC – totaling \$9,788. The delay in payments is a result of the contract not being executed until April 2014 and required resubmissions to meet payment requirements. The contracts funding the positions have been executed and payments are current. The County supported case aide position was vacant until May 12th, 2014 which increased the surplus in that budget line item. The site sent 3 FDTC members to the NADCP Conference in May 2014 these costs are in the process of being allocated to the grant.

The site believes that the current GAN approved budget accurately reflects the sites current and projected budget status. There is a possibility of less than 10% line item alterations to the budget. Any changes of this nature will be reported to the grantor.

The site will continue monitoring the match submission to ensure compliance with the grant application. CC management team put into place a method to ensure expanded expenditure of concrete service dollars as match to the grant (pending report a potential \$28,522); as well as, expanding the personnel match (including Judge time to FDTC). These two adjustments along with current match should ensure full compliance with this requirement.

STATUS OF GRANT GOALS

Enhanced functioning and well-being of children

To date the CC has provided 117 ASQ-SE pre and post screenings, which resulted in 27 developmental assessments; 35 CANS assessments; 92 children receiving Child-Parent Psychotherapy(CPP)/EMDR/Family Therapy/Play Therapy/CBT-TF/Individual Therapy, and 41 children received 143 (duplicated count) unique therapeutic supports. These supports included mentoring, tutoring pro-social acquisition group, behavioral aide, therapeutic camp, social integration activity, and infant massage. 15 children also received traditional developmental therapy such as speech, occupational and physical therapy. Additionally, the child therapist developed individualized plans, identified and linked to medical homes (when necessary), and referred to community services. The 32 pre/post ASQ-SE completed thus far, all demonstrated improvement in the children's functioning. CC grant also provided 97 parent/child visits and 83 transports to medical/behavioral health appointments (position vacant during reporting period until May 12th, 2014). The site has developed a system that ensures each eligible child's service needs are identified early and then supports are put into place to improve/enhance functioning. The children along with their enrolled FDTC parent are reviewed monthly at a case management meeting, where status updates, progress monitoring and additional service identification occurs. During this reporting period this process has been further enhanced to have a point person identified for each family who monitors service acquisition and completion and provides updates at the case management meetings. The CC continues to see that providing holistic service provision to the parent and child that address their individual needs but also focuses on the establishment and/or repair of the parent – child relationship is critical to overall success for families.

Improved capacity of parents to safely care for their children through improved parent/child relationships

The TCFDTC continues to provide an array of services and supports to the participants that include: substance abuse treatment, housing and basic needs supports, parent training, therapeutic services and other individualized services. The CC grant has supported the site in broadening the scope of intervention to include services and supports to the children, increased services to the parents and interventions directed at improving the parent/child relationship. The current interventions being used to improve capacity are: the expanded sessions under The Nurturing Parenting Program; individualized therapy to severely traumatized parents– EMDR;

child/parent psychotherapy; and family therapy. The continuing goal is to improve the parent/child relationship and the skill and coping ability of the parent. This requires a flexible approach to services that includes individual services for the child, individual services for the parent and integrated services for both the parent(s) and their child(ren). Through the CC and the TCFDTC, the service need is identified early, the therapist engages the parent and provides the service at a time and location that works for the parent's schedule and the length of the service provision is based on the progress of the parent/child relationship. These services have shown to be impactful in improving the child's behaviors, parental capacity and repairing/strengthening the parent/child relationship. This is critical for the long-term stability of the families served by this project.

Establishment of a continuum of screening, development, therapeutic and non-traditional services for children

The maintenance and refinement of a continuum of services for the children continues to be a key focus area for the grant. Our community continues to successfully ensure that the children are enrolled in a health insurance program (Medicaid primarily); have a medical home; and receive wellness check-ups and immunizations. The TCFDTC has a partnership with Lone Star Circle of Care, a federally qualified health center, to provide services to drug court participants and their children. The site continues to serve children 0-17 whose parents are eligible drug court participants. The screening tools were expanded from the ASQ-SE to include the CANS (used primarily with children 5 and older). These tools have been successful in both determining potential developmental delays and emotional, behavioral, and coping issues. The infrastructure is now in place to provide a variety of services to the children ranging in age from 0-17. The primary services for the children ages 0-3 continue to be child/parent psychotherapy, developmental screenings for services (speech, physical, occupational) and infant massage. The services for the children ages 4-17 can include the aforementioned services but may also include pro-social groups, therapeutic camps, mentor and tutoring services, CBT-TF, EMDR, and enrichment activities. The services vary based on the individual need of the child, the status of the parent/child relationship and the skills of the parent. The team continues to promote coordination between child/family therapists and the parent trainers to promote consistent messaging, limit duplication of services, and individualize the interventions. Additionally, the child/family therapists have completed training and are now certified providers of The Nurturing Parenting Program and trainers for ATCIC staff. They are integrating the various curriculums of The Nurturing Parenting Program to enhance the educational experience for the parents and have begun using the curriculum specifically designed for families with substance abuse issues. The child/parent therapists have created two physically inviting, safe therapy environments – one for the parent and one for the children. They are completing training on and have purchased tools to do sand tray work with the children.

DATA REPORTING

This site continues to track required reporting data through the use of multiple databases and excel spreadsheets.

For the site selected measures, there are twelve measures that this site is currently under or over reporting; all other measures for the year are within +/- 10% of the stated measurement goal.

- Number of families served was projected at 24 and the site is currently serving 35. The current plan for the site is to serve between 30 to 35 families at any time with approximately 50 individuals being served in a year. A significant portion of these participants are carried over from one fiscal year to the next due to length of the program. The project is operating at or above capacity at 35 families.
- Percentage that successfully complete program is projected at 40% and is being reported at 17%. The completion is a "snapshot in time" and when you average the rate over the grant period the percentage is 50%. This rate is based on 12 discharges that occurred during the reporting period – 2 of which were successful and 10 unsuccessful. To provide a perspective on the unsuccessful discharges here is a review of the participants' circumstances at discharge:
 - 2 unsuccessful discharges occurred when each person was in phase 4 but the DCT did not discharge them as successful because they could not demonstrate 12 step attendance or a sponsor. In both cases the children remained in the custody of a parent.
 - A couple was unsuccessful as they kept returning to heroin use and were not able to make it past phase 2. Mo had multiple inpatient treatment episodes. The children remained in the care of relatives.
 - A couple was discharged unsuccessfully after 3 months in the program. The parents continued to use K2 and never engaged seriously in treatment. The children remained in care of relatives.
 - A mother was unsuccessfully discharged after 9 months. She had two treatment stays, relapsed and then disappeared. Her child is in a foster/adopt placement.
 - A mother was unsuccessfully discharged after 12 months. She moved out of city and disengaged in services and supports. The child remained in her care and she resided with relatives. CPS case was dismissed.
 - A mother was unsuccessfully discharged after 16 months. She had a difficult time participating in drug court. She had multiple treatment episodes; relapses; excessive deceit; two contempt hearings; and an extended jail placement. She relapsed on methamphetamines. The children remained with their maternal grandmother who is pursuing adoption.
 - A father was unsuccessfully discharged after 4 months and 2 treatment episodes. He continued to use alcohol and denied he was an addict. He has a very serious mental illness and physical health problems. The mother of the child remains in FDTC.

Despite the unsuccessful discharges of these participants all but one child remained in the care of either relatives or the parents themselves. The program was not able to move the parent to recovery but was able to in all cases support a permanent living arrangement for the children.

- Percentage of children being reunited after being removed is projected at 50% and is being reported at 61%. For this reporting period there were 21 children who were in out of home placement and 13 were reunited. It should be noted that of the 21 children in out of home

care 19 were in relative placement. This site has underreported this measure in the past and this measure will continue to vary based on the individual circumstances of each family.

- Percentage of children in permanent placement is projected at 75% but is reported at 86%. The site has consistently done well on this measure because of the design – children are in the care of their parent or mostly placed with a relative/fictive kin who can be considered a permanent placement option for the child.
- Percentage of parents whose parental rights were terminated to their children. The projected outcome is 30% and this reporting period it is 2% and previously it has been 0%. The majority of the children served remains in the care of their parent or is with relatives where adoption is not pursued by the caretakers.
- Number of unique services provided to children is projected at 30 a year and the site provided 53 this reporting period. This increase is partly attributable to the site having 2 child/family therapists. This number includes both grant and insurance paid services along with individualized services provided by the two child therapists.
- Number of assessments projected as 15 per year and the site completed only 2 (12 were the CANS). This is because the child/family therapists through the assessment tools are able to identify service needs without further testing. These additional assessments will be done when therapeutically indicated.
- Percentage of parents who demonstrate improvement in the AAPI-2 rating is projected at 85% but is reported at 67%. This is a “snapshot in time” and the average percentage for this measure over the two grant years is 85%. This percentage is based only on 6 participants as the others had not completed the post test.
- Number of parents who participate in insight oriented psychotherapy is projected at 15 and the report is 20 for this reporting period. This has increased due to having 2 child/family therapist providing services to the participants.
- Number of parent/child visits and transportations to medical/behavioral health appointments is projected at 50 for both and reported as 2 and 11 for the reporting period. This underreporting is due to a vacancy in this position and a slight underutilization/over projection of this service need since a majority of the children are placed with their parents or with relative/fictive kin, who can facilitate visits. The position was filled in May 2014.
- Child advocate present at FDTC activities is projected at 300 and reported at 589. This site underestimated the amount of meetings and hearings attended by CASA personnel semi-annually. The projected output is more realistically 475 – 525.

Long-Term Outcomes are reported in the DCTAT. This site reports on the combined long-term outcomes of both successful and unsuccessful discharges. This can skew the appearance of the long-term success of the drug court participants. In the section below the data is reported on separately and it shows that successful discharges out performed those who were unsuccessfully discharged from the TCFDTC.

For the current reporting period the site had 23 discharges within the last 6-12 months, of those, 16 were successful, 1 Neutral¹ and 6 were unsuccessful.

- **Regarding the Successful Discharges:** 2 relapsed; 9 were lost to follow up; 1 is deceased; and 4 completed a phone interview. **Of the 4 persons interviewed all reported no drug or alcohol use; demonstrated continued social competence and were successfully employed.**
- **Regarding the Neutral Discharge:** this person was lost to follow-up.
- **Regarding the Unsuccessful Discharges:** None completed a phone interview but information was available from reliable sources on their current functioning. **All 6 persons had further involvement with either the criminal or child welfare systems.**

Below are interpretations of how the site will define the data set and/or explanation for the current reporting numbers for the DCTAT required data. *Please note there are minimal changes to this section and it is repeated for ease of comparison each reporting period. The additional information included is current output numbers for selected measures.*

Definitions

- *Percentage of children in permanent placement* – This site defines permanent placement for any reporting period as that placement which the child is expected to reside in permanently and will report a child in a permanent placement who meets that criteria regardless of the legal status of the case.
- *Percent of families served by an evidence-based program or practices intervention model* – These are the evidence-based practices that this site will be reporting on: Seeking Safety; Nurturing Parenting Program; EMDR; Oxford House; Child-Parent Psychotherapy; and CBT-TF
- *Percentage of parents whose parental rights were terminated* – the site will report this occurrence for any parent who is open with TCFDTC. This reported number will most often be 0%, as rarely does termination of parental rights occur while someone is a TCFDTC participant. Termination usually occurs during the final course of the CPS case, after a participant has been unsuccessfully discharged from the TCFDTC program.

Explanation for selected measures:

- *Number of families served.* This measure will include all TCFDTC participants who are eligible for CC services and who actually received services through CC. Please note that during the reporting period that they are found eligible they may or may not utilize specific grant services under CC. Participants will be counted as carry-over if they were reported on in the prior period regardless of whether they accessed services in the current reporting period.

¹ Neutral discharge as defined by the TCFDTC is when a participant does not successfully complete all the phases of drug court because the lawsuit is dismissed with final orders.

- *Average length of program stay.* This will be an average of those eligible participants who received CC services and were closed to services during the reporting period. Please note that the current average length of participation is over a year.
- *Percentage of participants who reoffend through child protection offenses.* This refers to enrolled families who receive another CPS referral that is found reason to believe.
- *Percentage of children reunited after being removed from the home and placed in temporary placement.* For this site this refers to children being returned to the care of the parent after placement with a relative through a safety placement or to actual placement in foster care. This site does not routinely work with children who are placed in foster care and then reunited with their parents, although this may occur occasionally.
- *Number of unique services provided to children.* These are traditional and non-traditional services provided to the children. This is reported on the number of services provided not on the unique child. This means that every unique service is reported and this will not be an unduplicated count of the children.
- *Percentage of children who demonstrate improvement in achieving developmental milestones.* This is derived from contrasting the pre and post ASQ-SE scores that are administered to each child. This measure may be impacted when families are abruptly discharged from the TCFDTC.
- *Number of parents who participate in insight-oriented psychotherapy* – this will be measured by Child-Parent Psychotherapy (CCP); CBT-TF; EMDR (all EBPs); family therapy that are provided by a grant funded child therapist
- *Long Term Outcome Measures* are completed on those individuals who have been previously discharged (prior reporting period) from TCFDTC either successfully or unsuccessfully. The prior discharges are used for reporting so they can be in the community for a longer period of time before reporting on their long-term outcomes.
 - *Substance use* – this is measured four ways: 1) either by self-report gathered by telephone interview; 2) review of Child Protective Services court reports where the statuses of UAs are recorded; 3) review of criminal history that suggests arrest for drug possession or manufacturing or other drug/ alcohol related offense such as public intoxication; 4) reports from close relatives or friends of the participant who have intimate knowledge of substance use. This site attempts to obtain this information via method #1 first and only if this is not available (the participant is lost to follow up), does this site utilize other ways to measure this outcome (#2-4) to get the most accurate information.
 - *Social competence* – this is measured through a telephone interview where these questions are asked: Do you have permanent housing?; Are you currently parenting your children full-time?; Are you still involved in a recovery program?; Have your relationships with others gotten worse, stayed the same, or improved since discharge from the drug court program? If a person responds affirmatively in 3 out of the 4 questions they are deemed to be socially competent. As with measuring substance use, if social competence can be measured through the use of CPS court reports or other data sources, this site will rely on those sources if the client is lost to follow up. Since social competence is measured by more specific questions of which answers are

not as discernible through outside sources, it is less likely that this information can be obtained without direct report from the participant.

- o *Employment* – this is measured through a telephone interview where a participant is asked if they are employed (full or part time). As with measuring substance use, if employment status can be measured through the use of CPS court reports or other data sources, this site will rely on those sources if the client is lost to follow up.

Also please note that the TCFDTC is providing a subset of total data for the CC grant. The site is only reporting on those children and parents who were eligible and received actual services as designed by the CC grant. CC N is a subset of the total N served by the TCFDTC. This will result in smaller numbers and could "skew" the data interpretation. Additionally, the total findings for this site will differ from those of CC.

ACHIEVEMENTS & CHALLENGES

Challenges

- Our community has seen a decrease in available sober housing. This has resulted in participants discharging from treatment into less supportive housing environments and possibly contributing to relapse.
- The FDTC has multiple Judges assigned to the court which has negatively impacted consistency, competency, relationship building with participants and overall accountability.
- A successfully discharged father overdosed and died in June 2014. This had a significant impact on the DCT.
- Our substance abuse partner for 90 days of women/children treatment is moving campuses to a more remote, less accessible location. The transition has disrupted treatment and focus on 12 step work and recovery.
- The site has experienced more relapses and unsuccessful discharges during the last six to eight months.

All of these challenges has put stress on the FDTC and forced the DCT to carefully review their practice and procedures to see where improvements can be made in the project design.

Achievements

- The DCT had created a Trauma Informed subcommittee and is evaluating practices and procedures to improve the sites competence in this area
- Site was selected by NCSACW and CFF to do a Trauma-Informed Care Walkthrough which will be held on September 3-4th, 2014
- DCT members agreed to improve the case management procedures for each family by identifying a point person who is responsible for monitoring and informing the team of their progress on service acquisition and completion.
- Portions of the sustainability plan are being implemented in preparation for 2014-15

CHILDREN'S CONTINUUM IN ACTION

In this section of the report, a brief synopsis of the impact of the services rendered through the grant is provided.

Family A

The following is a story of how 3 children have experienced progress and success through participating in the Children's Continuum. The mother shall be called Angel and the children called Max, Abel and Bella for the purposes of this story. This family has a rare story because Angel actually came forward to CPS about her 10 pill a day Norco habit and begged for help. She was 7 months pregnant at the time. When the rehabilitation facility wouldn't take her due to the risk of detoxing while pregnant, she went to a hospital and demanded to be helped despite being turned away several times. Her baby was born healthy and negative for all substances a month after she enrolled in drug court.

Max was 3 when his mother joined drug court. His relationship with his mother was strained due to her emotional unavailability from substance use and trauma associated with his conception. Through participation in Child-Parent Psychotherapy, their relationship has improved dramatically. Max was also assessed during his time in our program and found to be in need of speech therapy and occupational therapy as well as participation in a pro-social skills group. He has been receiving these services as well as behavioral support at daycare and Max appears happier, better adjusted and more engaged with his peers.

Abel was 18 months old when his mother joined drug court. He was very delayed developmentally and was started in physical therapy, occupational therapy and speech therapy through ECI. He is also now followed closely by a neurologist and gastroenterologist. He is receiving the help he requires to make developmental progress. Angel is now able to leave him with childcare staff for short periods and seek support in her care for Abel's physical needs.

Bella is now almost 2 years old and is developmentally on target and did not require any specialize services.

Their mother is set to graduate from drug court very soon and is actively participating in the recovery community and caring for her children. The support she has received from parent coaching and therapy has helped her find the confidence to take on the daunting tasks associated with caring for 2 children with special needs and a baby.

Family B

The following is the story of two children who have experienced progress and success through funding by the Children's Continuum (CC). The children shall be called Lillian and Chris and their mother shall be called Jackie for purposes of this report. Lillian was approximately 24 months old and Chris was 10 years old when their mother joined the TCFDTC program. Jackie was referred to the program by Child Protective Services due to an 11 year history of drug abuse including several years abusing cocaine. Jackie has had multiple previous CPS cases and has experiences times of sobriety during her CPS cases. Jackie admitted that she has a significant

trauma history including physical abuse and neglect as a child and domestic violence with past paramours. Jackie also has a mental health diagnosis of Bi Polar I Disorder.

Since the age of 4 Chris has lived with Jackie's sister, Linda. Chris joins Jackie on the weekends and extended weeks during the summer break. Lillian joined Jackie for her initial inpatient treatment program. About six weeks into her initial in patient program Jackie was unsuccessfully discharged for arguing with other clients. Lillian was placed with Jackie's sister, Linda. Lillian exhibited behaviors such as aggression and regression in toilet training. Jackie was readmitted to the women's only program at the same treatment facility. During this separation, the CC therapist provided therapeutic visitation for two hours per week at the treatment facility. In these sessions Jackie was able to support Lillian's emotional needs by utilizing Filial Therapy and Child-Parent Psychotherapy. Once Jackie successful discharged her in patient program, Lillian returned to the full-time care of Jackie at their residence. The CC therapist continued to provide Child-Parent Psychotherapy as well as Nurturing Parenting Program. In the following months Jackie was able to gain a greater understanding of how to nurture self and how to respond to her children in a more nurturing approach. Chris receives individual therapy through a community counseling center paid for by the Children's Continuum. Jackie has taken responsibility for taking him to his therapy appointments and fully supports this service. He has also joined a baseball little league. He has been able to make new friends on his team and experience a team sport for the first time.

Through the use of these services, Lillian's aggression has decreased and is now fully toilet trained. During sessions Lillian tells Jackie and the therapist what she is feeling without provocation and asks for what she needs. The CC Therapist and Jackie have also begun focusing on nutrition and Jackie has started learning how to cook for the first time in her life. Child-Parent Psychotherapy sessions will continue in order to provide continued support to Jackie's relationship to both of her children. Jackie has also remained sober throughout this time period. She has a goal to obtain her GED and has been engaging in GED classes for the past several months. Jackie has also discovered the Dual Recovery program and meetings which have been able to support her recovery as well as mental health diagnosis.

These synopses demonstrate the immediate impact the CC grant services can have on the functioning of the children and their parents. This grant provides the necessary services to ensure that the children are functioning optimally and the parent is able to successfully manage their behavior while maintaining their independence and sobriety.

Program Timeline – Updated June 2014

Month/Yr	Project Goal	Related Objective	Activity	Expected Completion Date	Current Status
1 - G 1	Grant Award Implementation	Complete Internal County processing of grant award	Grant Certification Set-up Budget line items – County system Meeting with partners and community	Completed	Completed – January 2012
1 - G 1	Grant Award Implementation	Introduce the grant award to the FDTC team		Completed	Completed – 4 meetings held with partners/community btwn Oct-Dec 2011
1 - G 1	Grant Award Implementation	Child therapist position funded by grant ASQ tool to complete assessments Allocate funding for therapeutic services for children Case aide position funded by grant	Complete sub-recipient contract with ATCIC to include funding for: child therapist; purchase ASQ materials; therapeutic services for children Travis County post case aide position	Completed	Contract completed December 2011 ASQ materials purchased Ther Svs in SOC Contract Posted November 2011
1 - G 1	Grant Award Implementation	Child Advocate as a part of FDTC	Complete sub-recipient contract with CASA for the employment of a Advocacy Specialist	Completed	Contract completed December 2011 Person identified Oct 2011 and began supporting grant immediately.
1 - G 1	Grant Award Implementation	Parent coaching services	Amend SOC contract to include grant funds for payment of Parent coaching services	Completed	Contract amended November 2011
1 - G 1	Grant Award Implementation	Staff Training	Develop Training Schedule for first quarter	Completed	Training Committee was formed and a training schedule was developed for second and third quarter of Grant Year 1.
2 - G 1	Grant Award Implementation	Parent coaching services	Authorize 12 Parent Coaching Services per eligible participant Monitor service provision	Ongoing grant expectation for all 3 years	Service is being provided and the amount of sessions varies per individual need.
G1-G3	Grant Award Implementation	Child Therapist ASQ Materials Case Aide	ATCIC hires child therapist Purchases ASQ materials TC hires case aide	Completed	Therapist continues in the position. Case Aide hired; Position vacant and new hire May 2014
2 - G 1	Grant Award Implementation	Grant funded positions fully understand their job duties and responsibilities	Train child therapist on grant design and implementation Train Case Aide on grant design and implementation	Completed	Both positions were filled in January 2012. Therapist completed training in January. Case Aide completed training in February 2012.

Month/Yr	Project Goal	Related Objective	Activity	Expected Completion Date	Current Status
2-G1	Grant Award Implementation	Reporting and Evaluation requirements of grant	Establish tracking system for grant reporting Add new measures to database	Completed	Tracking system has been established for the measures in grant submission and for the DCTAT measures.
2-G1	Grant Award Implementation	Match Funds for Grant	Establish system to track grant match contributions quarterly	Completed	Site is closely monitoring match contributions to ensure full match is met.
2-G1	Grant Award Implementation	Children to receive services under the grant	Develop a list of children that could be served under the grant Develop referral protocol to child therapist	Completed	List was completed December 2011. List will be continuously revised and is reviewed monthly at both case management and CC meetings.
2-G1	Grant Award Implementation	Children to receive services under the grant	Develop a referral protocol for Case Aide Create case file to include documentation of services provided by Case Aide	Completed	Referral protocol has been established. Case file has been established.
3-G1	Grant Award Implementation	Forms associated with grant design services provided by child therapist	Create child file that includes assessment, plan of care, contacts, service provision	Completed	Forms have been established for CC and were revised after case record review.
3-G1	Grant Award Management	Children receiving grant design services: Assessments, Plan of Care, Referrals, therapeutic services	CC Child therapist begins assessments of eligible children and complies with the grant design	Completed	Children are receiving grant design services: Assessments, Plan of Care, Referrals and Therapeutic Services
G1-G3	Grant Award Implementation	Parent/Child Visitation Transportation to Child Appointments	Case Aide provides transportation and supervision of Parent/Child visits Case Aide provides transportation to appointments	Ongoing grant expectation for all 3 years	Parent / Child Visitation and Transportation have occurred. Except for when position was vacant or in training.
3-G1	Grant Award Implementation	Staff Training	Identify Staff to attend National Drug Court Training Complete necessary TC forms	Completed	3 DCT members attended in May 2014 (Judge, ADA, CPS Caseworker)
G1-G3	Grant Award Management	Staff Training	Provide Staff Training per grant guidelines	Ongoing grant expectation for all 3 years	51 attendees community trg; 32 DCT specific training
G1-G3	Grant Award Management	Child Advocate as part of FDTC	Child Advocate participates in FDTC staffing, meetings, and hearings	Ongoing grant expectation for all 3 years	Child advocate began serving immediately upon award - October 2011.

Month/Yr	Project Goal	Related Objective	Activity	Expected Completion Date	Current Status
G1-G3	Grant Award Management	Grant compliance	Quarterly Meetings to review: grant compliance, design success, troubleshoot issues, monitor budget	Ongoing grant expectation for all 3 years	Complied with but meetings are occurring monthly, not quarterly
G1-G3	Grant Award Management	Children Services	Child Therapist receive new assessments each month	Ongoing grant expectation for all 3 years	Child Therapist is receiving new referrals as new parents are enrolled in drug court (does not occur every month)
G1-G3	Grant Award Management	Children Services	Child Therapist provides grant designed services: assessments, 90 day case management; builds intensive caseload	Ongoing grant expectation for all 3 years	To date in G3 the project has opened for services 116 children
4-G1	Grant Award Management	Semi-Annual Reports for grant	Complete data input on all performance measures	July and January	All required reports have been submitted.
5-G1	Grant Award Management	Grant oversight by lead agency	Develop a schedule to monitor sub-recipient contract, review files, and monitor grant compliance	Completed	Grant manager will do site visits and file audits each September.
6-G1	Grant Award Management	Partner collaboration with grant	Child Therapist will work with partners to ensure a smooth system of collaboration regarding children services and produce a flow chart	Completed but will be monitored for updates and/or system improvement.	System in place; subcommittee developed to monitor progress
7-G1	Grant Award Management	Grant compliance	Collect grant match documents from internal and external partners	Information will be collected in September and April.	Grant Manager and County Auditor will facilitate the process
G1-G3	Grant Award Management	Children Services	Monitor budget expenditure per grant requirements and complete GANs as required	Ongoing grant expectation for all 3 years	GANs will be submitted as needed; site submitted GAN which was approved along with a no-cost 1 year grant extension
G1-G3	Grant Award Management	Children Services	Monitor grant design implementation and effectiveness and update/alter as indicated and submitted the required GANs	Ongoing grant expectation for all 3 years	Program GAN was submitted and approved in GYr3
G1-G3	Grant Award Management	Children Services	Continue Child Therapist service provision per grant design	Ongoing grant expectation for all 3 years	Child Therapist Laurie Ruddy Grant Manager
G1-G3	Grant Award Management	Children Services	Continue Case Aide service provision per grant design	Ongoing grant expectation for all 3 years	FDTC Coordinator Grant Manager

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Grant Year	Project Goal	Related Objective	Activity	Expected Completion Date	Current Status
G1-G3	Grant Award Management	Child Advocate as part of FDTC	Child Advocate participates in FDTC staffing, meetings, and hearings	Ongoing grant expectation for all 3 years	Laura Wolf Child Advocate
G1-G3	Grant Award Management	Staff Training	Provide Staff Training per grant guidelines	Ongoing grant expectation for all 3 years	Multiple trainings to the DCT and the community focusing on children and substance abuse service issues.
G1-G3	Grant Award Management	Completion of Semi-Annual Reports for grant	Complete data input on all performance measures and submit required reports	Ongoing grant expectation for all 3 years	Grant Management Team
G1-G3	Grant Award Management	Grant compliance	Collect grant match documents from internal and external partners	Ongoing grant expectation for all 3 years	Laura Peveto Janice Cohoon
G1-G3	Grant Award Management	Grant compliance	Monthly Meeting to review: grant compliance, design success, troubleshoot issues, monitor budget	Ongoing grant expectation for all 3 years	Grant Management Team meets twice a month – One meeting focus on general FDTC mgmt and the second meeting is specific to child/parent services
G1-G3	Grant Award Management	Grant Oversight	Lead agency monitor grant compliance of contracts through file monitoring and fiscal review	Annually	Laura Peveto Janice Cohoon
G1-G3	Grant Award Management	End of Grant Year One Reporting	Grant reports are due Semi-Annually in July and January	January 31 st , 2014 July 31 st , 2014	January report submitted on-time; July will be submitted on 7/30/14
G3	Grant Award Management	Service Improvement	Prepare written report regarding grant compliance based on monitoring activities – submitted with performance data semi-annually.	Ongoing grant expectation for all 3 years of grant	Laura Peveto
G1-G3	Grant Award Management	Grant compliance	End of Grant Yr 1 Meeting to review: grant compliance, design success, troubleshoot issues, monitor budget and review results of monitoring activities – this is done monthly.	Monthly	Grant Management Team
G1-G3	Grant Award Management	Staff Training	Identify Staff to attend National Drug Court Trg Complete necessary TC forms to facilitate attendance at conference	May 2014	Grant Management Team 3 DCT members attended this conference (Judge; ADA; CPS caseworker)

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Grant Year	Project Goal	Related Objective	Activity	Expected Completion Data	Current Status
G2-G3	Grant Award Management	Sustainability	Begin identifying services and supports currently funded by the grant that will be sustained; explore funding sources and methodology; consider applying for a one year extension.	Ongoing process – funding being identified to maintain services provided by grant	Grant Management Team Budget proposal submitted pending approval by Commissioner's Court
G4	Grant Award Management	Children Services	Continue Case Aide service provision per grant design	Ongoing grant expectation for all 4 years	FDTC Coordinator Grant Manager
G4	Grant Award Implementation	Parent/Child Visitation Transportation to Child Appointments	Case Aide provides transportation and supervision of Parent/Child visits Case Aide provides transportation to appointments	Ongoing grant expectation for all 4 years	Parent / Child Visitation and Transportation will continue to occur as part of the 4 th grant year.
G4	Grant Award Management	Staff Training	Provide Staff Training per grant guidelines	Ongoing grant expectation for all 4 years	Site will continue to offer quarterly trainings to the community and DCT specific trgs as needed
G4	Grant Award Management	Child Advocate as part of FDTC	Child Advocate participates in FDTC staffing, meetings, and hearings	Ongoing grant expectation for all 4 years	Child advocate began serving CC immediately upon grant award – October 2011. Managed by Laura Wolf and Child Advocate Supervisor
G4	Grant Award Management	Children Services	Continue Child Therapist service provision per grant design	Ongoing grant expectation for all 3 years	Child Therapist Laurie Ruddy Grant Manager
G4	Grant Award Management	Children Services	Monitor budget expenditure per grant requirements and complete GANs as required	Ongoing grant expectation for all 4 years	Site operating on a 1 year no-cost extension. GAN may be needed if significant under spending in Yr 3 that changes the GAN previously submitted and approved
G4	Grant Award Management	Children Services	Monitor grant design implementation and effectiveness and update/alter as indicated	Ongoing grant expectation for all 4 years	Grant Management Team Drug Court Team
G4	Grant Award Management	Completion of Semi-Annual Reports for grant	Complete data input on all performance measures and submit required reports	Ongoing grant expectation for all 4 years	Grant Management Team
G4	Grant Award Management	Service Improvement	Prepare written report regarding grant compliance based on monitoring activities – submitted w/ performance data semi-annually.	Ongoing grant expectation for all 4 years of grant	Laura Peveto

Grant Year	Project Goal	Related Objective	Activity	Expected Completion Date	Current Status
G4	Grant Award Management	Grant compliance	Collect grant match documents from internal and external partners	Ongoing grant expectation for all 4 years	Laura Peveto Janice Cohoon
G4	Grant Award Management	Grant compliance	Monthly Meeting to review: grant compliance, design success, troubleshoot issues, monitor budget	Ongoing grant expectation for all 4 years	Grant Management Team will meet twice a month – One meeting focus on general FDTC mgmt and the second meeting is specific to child/parent services
G4	Grant Award Management	Grant Oversight	Lead agency monitor grant compliance of contracts through file monitoring and fiscal review	Annually	Laura Peveto Janice Cohoon
G4	Grant Award Management	Sustainability	Implement sustainability plan during year 4 of the grant	Ongoing process – funding is being identified to maintain services provided by grant	Grant Management Team