Travis County Commissioners Court Agenda Request

Meeting Date: 09/09/2014, 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. Contract amendment with Texas Department of Family and Protective Services for the Title IV-E Child Welfare Services Grant in the Health and Human Services and Veterans Service Department; and
B. Permission to continue the Residential Substance Abuse Treatment Program in the Juvenile Probation Department until a contract can be fully executed.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Item A is an amendment to an existing contract.

Item B is a request to continue the staffing associated with an existing grant program beyond the current grant end date while awaiting final contract approval.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

Item A requires a match which is provided by the budget for the staff associated with the program. No additional County funds are required.

Item B will be temporarily internally funded while awaiting final contract approval.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office	Jessica Rio
County Judge's Office	David Salazar

TRAVIS COUNTY

9/9/2014

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 #
Contracts												
A	158	Title IV-E Child Welfare Services*	10/01/14 - 09/30/15	$18,235	$72,594	$0	$0	$90,829	0.60	R	MC	12

**Amended from original.*

Permissions to Continue

	Dept.	Grant Title	Grant Term on Application	Personnel Cost	Operating Cost	Total Request	Filled FTE	PTC Expiration Date	PBO Notes	Auditor's Assessment	Page #
B	145	Residential Substance Abuse Treatment (RSAT) Program	10/01/14 - 09/30/15	$16,263	$0	$16,263	1.00	12/1/2014	R	MC	52

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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FY 2014 Grant Summary Report
Grant Applications 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
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
124	Veterans Commission Grant	01/01/15 - 12/31/15	$20,000	$0	$0	$0	$20,000	0.00	7/29/2014
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	7/29/2014
158	Parenting in Recovery II	09/30/13 - 09/29/15	$618,816	$333,209	$0	$0	$952,025	2.00	8/12/2014
158	Retired and Senior Volunteer Program (DADS)	09/01/14 - 08/31/15	$24,484	$0	$0	$0	$24,484	0.00	9/2/2014
			$32,769,076	$10,967,306	$325,208	$351,103	$44,412,693	82.03	

**Amended from original agreement.*

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FY 2014 Grant Summary Report
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
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		$137,388	1.00	10/22/2013

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Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Juvenile Drug Treatment Court-SAMHSA/CSAT	09/30/13 - 09/29/14	$227,670	$0	$0	$0	$227,670	0.00	10/22/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	$154,132	$0	$0	$0	$154,132	0.50	10/29/2013
145	The Eagle Soars program	09/01/13 - 08/31/14	$62,886	$15,722	$0	$0	$78,608	1.12	10/29/2013
145	Enhancing Services for Victims of Crime Program	09/01/13 - 08/31/14	$104,222	$0	$0	$0	$104,222	0.00	10/29/2013
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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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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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
194	Managed Assigned Counsel Program	10/01/14 - 09/30/15	$717,516	$175,862	$0	$0	$893,378	0.00	7/29/2014
158	Parenting in Recovery II*	09/30/13 - 09/29/14	$618,816	$333,209	$0	$0	$952,025	2.00	7/29/2014
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards*	04/01/13 - 03/31/15	$100,000	$0	$0	$0	$100,000	0.00	8/12/2014

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Grants Approved by Commissioners Court

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140	OVW FY10 Safe Havens: Supervised Visitation and Safe Exchange Grant Program*	10/01/10 - 06/30/15	$400,000	$0	$0	$0	$400,000	0.00	8/12/2014
158	Coming of Age (DADS)*	09/06/13 - 08/31/14	$24,484	$0	$0	$0	$24,484	0.00	8/12/2014
137	SCATTF - Sheriff's Combined Auto Theft Task Force	09/01/14 - 08/31/15	$647,796	$0	$270,101	$124,493	$1,042,390	11.00	8/19/2014
119	Underage Drinking Prevention Program	10/01/14 - 09/30/15	$171,408	$0	$35,951	$55,000	$262,359	3.00	8/19/2014
158	AmeriCorps	08/01/14 - 07/31/15	$295,662	$519,213	$0	$0	$814,875	31.00	8/19/2014
158	Comprehensive Energy Assistance Program (CEAP)	04/01/14 - 09/30/14	$691,860	$0	$0	$0	$691,860	7.00	8/19/2014
158	Low-Income Home Energy Assistance Act Weatherization Assistance Program (LIHEAP)*	01/01/14 - 12/31/14	$810,134	$0	$0	$0	$810,134	0.00	8/26/2014
123	Victim Coordinator and Liaison Grant	09/01/14 - 08/31/15	$42,000	$0	$0	$0	$42,000	0.00	9/2/2014
112	SAVNS Statewide Automated Victim Notification Service	09/01/14 - 08/31/15	$31,665	$0	$0	$0	$31,665	0.00	9/2/2014
			$22,282,258	$3,556,790	$385,216	$363,826	$26,588,090	178.55	

**Amended from original agreement.*

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

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC: Personnel Cost	Amount requested for PTC: Operating Transfer	Amount requested for PTC: Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct. 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
142	Drug Diversion Court	09/01/14 - 08/31/15	$5,279	$0	$5,279	1.00	10/31/2014	7/29/2014	No
145	Trauma Informed Assessment and Response Program	09/01/14 - 08/31/15	$8,930	$0	$8,930	0.50	11/30/2014	8/12/2014	No
145	Juvenile Accountability Block Grant (JABG) Local Assessment Center	09/01/14 - 08/31/15	$15,123	$0	$15,123	0.50	11/30/2014	8/12/2014	No
145	Enhancing Services for Victims of Crime	09/01/14 - 08/31/15	$15,475	$0	$15,475	1.00	11/30/2014	8/12/2014	No
145	Community Partners for Children Coordinator	09/01/14 - 08/31/15	$17,373	$0	$17,373	1.00	11/30/2014	8/12/2014	No
139	Travis County Adult Probation DWI Court	09/01/14 - 08/31/15	$57,505	$0	$57,505	4.00	11/30/2014	8/19/2014	No
124	Travis County Veterans Court	09/01/14 - 08/31/15	$37,308	$0	$37,308	2.00	11/30/2014	8/26/2014	No
119	Other Victim Assistance Grant (OVAG)	09/01/13 - 08/31/15	$7,000	$0	$7,000	1.00	10/31/2014	8/26/2014	No
119	Family Violence Accelerated Prosecution Program	09/01/14 - 08/31/15	$13,160	$0	$13,160	1.00	10/31/2014	8/26/2014	No

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

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC: Personnel Cost	Amount requested for PTC: Operating Transfer	Amount requested for PTC: Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
122	Family Drug Treatment Court	09/01/14 - 08/31/15	$5,583	$0	$5,583	1.00	9/30/2014	8/26/2014	No
	Totals		$1,020,466	$707,300	$1,727,766	146.17			

***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 #: 23940116

SAP #:

Check One:	Application Approval: ☐	Permission to Continue: ☐
	Contract Approval: ☑	Status Report: ☐
Check One:	Original: ☐	Amendment: ☑
Check One:	New Grant: ☐	Continuation Grant: ☑
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:	Title IV-E Child Welfare Services			
Grant Period:	From:	Oct 1, 2014	To:	Sep 30, 2015
Fund Source:	Federal: ☑	State: ☐	Local: ☐	
Grantor:	Texas Department of Family and Protective Services			
Will County provide grant funds to a sub-recipient?	Yes: ☐	No: ☑		
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: ☑	No: ☐		
Originating Grantor:	Social Security Administration			

Budget Categories	Grant Funds	County Cost Share	*Budgeted County Contribution #595010 (Cash Match)*	In-Kind	TOTAL
Personnel:	$ 6,790	$ 32,364	$ 0	$ 0	$ 39,154
Operating:	$ 8,080	$ 6,057	$ 0	$ 0	$ 14,137
Capital Equipment:	$ 0	$ 0	$ 0	$ 0	$ 0
Indirect Costs:	$ 3,365	$ 34,173	$ 0	$ 0	$ 37,538
Totals:	$ 18,235	$ 72,594	$ 0	$ 0	$ 90,829
FTEs:	0.10	0.50	0.00	0.00	0.60

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	☒	PL	
County Attorney	☒	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 Child Protective Services petitions filed (Stats provided annually)	457	415	415	415
2.	Average number of children in conservatorship per month	851	835	835	835
3.	Number of new children entering care	669	625	625	625
+ -	Measures for the Grant				
1.	Number of Title IV- E eligible youth in foster care served by the contract	102	100	100	100
	Outcome Impact Description	This ensures that youth in foster care receive all necessary services and support.			
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

PBO Recommendation:

HHSVS is requesting Commissioners Court approval of an amendment to the existing contract with the Texas Dept. of Family and Protective Services (DFPS) related to reimbursement for certain foster care expenditures made by the department. Travis County submits quarterly requests for reimbursement to DFPS and is required to submit annual updates to some of the contract attachments.

PBO recommends approval of the 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?

The Texas Dept. of Family and Protective Services (DFPS) pools certain foster care expenditures made by Texas counties in order to receive federal reimbursement money for the state under Title IV-E of the Federal Social Security Act. The counties, in turn, receive a percentage of this money based on their expenditures for foster care. Travis County submits quarterly requests for reimbursement to DFPS. These funds enhance an existing program.

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

The contract with DFPS requires Travis County to continue a Child Welfare Board; provide adequate funding for the care of any child in need of protective placement who is under the conservatorship of DFPS and not eligible for Title IV-E foster care or state-paid foster care and/or Medicaid; provide adequate funds for medical care not covered by Medicaid; and maintain total net child welfare expenditures at a sufficient level.

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.

The match is provided by the current budget for the Accountant Associate who puts together the Title IV-E billings. No additional county funds are required.

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

Yes.

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

No. The county would still have to spend money for foster care even if this reimbursement program were not available.

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 contract with DFPS will allow Travis County to recover some of the costs associated with providing foster care. The appropriate departmental output measures apply to this grant.

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: August 14, 2014

TO: Members of the Commissioners Court

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

SUBJECT: Title IV-E Child Welfare Services Contract Attachments

Proposed Motion:
Consider and take appropriate action to approve updated attachments for the FY'15 Title IV-E Child Welfare Services Contract with the Texas Department of Family and Protective Services.

Summary and Staff Recommendations:
The Title IV-E Child Welfare Services Contract is part of a mutually undertaken child welfare program by Travis County and the Texas Department of Family and Protective Services (DFPS). Travis County receives partial reimbursement for eligible expenditures related to children in foster care under the oversight of the Travis County Child Protective Services Board.

DFPS pools certain foster care expenditures made by Texas counties in order to receive federal reimbursement money under Title IV-E of the Federal Social Security Act. Title IV-E was established for the purpose of enabling each state to provide, in appropriate cases, foster care, adoption assistance and transitional independent living programs for children who otherwise would have been eligible for Aid to Families with Dependent Children (AFDC) assistance as the program existed on July 16, 1996. The

federal reimbursement rate determines the amount counties receive. This rate changes each fiscal year. The rate for Texas is currently 58.69%.

Travis County Health and Human Services and Veterans Service (TCHHSVS) can receive up to $18,235 in federal reimbursements during FY'15 depending on what it spends on Title IV-E eligible children. (This figure is based on an estimate of the amount of TCHHSVS staff time spent administering the Title IV-E program as well as the reimbursement for foster care maintenance expenditures and indirect costs.)

The Title IV-E contract automatically renews at the beginning of each fiscal year through 9/30/18. However, certain attachments to the contract have to be updated each year. TCHHSVS staff recommends approving the updated attachments.

Budgetary and Fiscal Impact:
This contract is required to establish a mechanism for reimbursement of certain eligible foster care expenditures. TCHHSVS prepares a claim for DFPS at the end of each quarter based on expenditures for Title IV-E eligible foster children in the county and sends it to the County Auditor for review. TCHHSVS then submits the claim to DFPS. The funds are sent to the county and certified to be used by the Child Protective Services Board to meet the needs of the growing foster care population.

Issues and Opportunities:
This contract allows Travis County to be reimbursed for a portion of its expenditures for those children in foster care who are Title IV-E eligible.

Background:
Travis County has submitted claims for reimbursement under this contract since FY'99.

Cc: Nicki Riley, CPA, CMA, Travis County Auditor
Patty Lennon, Financial Analyst, Travis County Auditor's Office
Mary Etta Gerhardt, Assistant County Attorney
Leroy Nellis, Acting Executive Manager, Planning and Budget Office
Aerin Pfaffenberger, Analyst, Planning and Budget Office
Cyd Grimes, C.P.M., Travis County Purchasing Agent

Contractor: Travis County CWS

DFPS Contract Number(s): 23940116

Fiscal Year Certified 2015

1. Please initial and date next to the appropriate box after reviewing the applicable section of the ICSQ being certified:

NL **FINANCIAL POSITION** - Review for changes to accounting procedures and financial stability. Provide updated financial statements and most recent audit.
☐ Section is not applicable

NL **GENERAL/ACCOUNTING CONTROLS** - Review the allocation plan included as an attachment to the ICSQ, if applicable; Chart of Accounts, information on contracts/programs administered; any changes to accounting system, etc.
☐ Section is not applicable

NL **CONTRACT DOCUMENTATION** - Review for changes to contract documentation requirements.
☐ Section is not applicable

NL **PERSONNEL** - Review for changes to personnel and payroll practices.
☐ Section is not applicable

NL **TRAVEL** - Review for changes to travel policy.
☐ Section is not applicable

NL **EQUIPMENT** - Review for changes to capitalization threshold and inventory.
☒ Section is not applicable

NL **SUBCONTRACTORS** - Review for changes in procurement and/or monitoring procedures.
☒ Section is not applicable

NL **STAFF/VOLUNTEERS** - Review for changes in procurement and/or monitoring procedures.
☒ Section is not applicable

NL **RELATED PARTY TRANSACTIONS** - Review for changes of related parties in organization and updated lease information.
☒ Section is not applicable

NL **TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION** - Review for changes of contract information.
☒ Section is not applicable

2. I have reviewed the Internal Control Structure Questionnaire and supporting documentation originally certified by our organization on 2-5-2013, and re-certify **one** of the following:

   ☐ The ICSQ and supporting documentation remains true and accurate, with no exceptions.

   ☒ The ICSQ and supporting documentation remains true and accurate, with the exception of changes indicated on the attached documents. (Please indicate the applicable contract number, corresponding ICSQ number and how changed.)

Signature of Authorized Representative

Title
Travis County Auditor

Nicki Riley
Printed/Typed Name

8-28-2014
Date

FOR DFPS ONLY:

I have reviewed the Internal Control Structure Questionnaire and supporting documentation submitted or certified by the organization on _____, and have determined that this ICSQ is being shared for the following contracts:_____.

☐ The ICSQ and supporting documentation remains true and accurate and can be shared through the following date_____.

Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

Summary

County:	**Travis County CWS**
Contract Number:	**23940116**
Budget Effective Date:	**10/1/2014-9/30/2015**

Cost Category		Estimated Total Expenses Allocable to Title IV-E	Total Anticipated Federal Reimbursement	Total Anticipated County Match
A. Administration				
A.1. Direct Personnel Salaries		$27,378.14	$4,935.73	$22,442.41
A.2. Direct Personnel Fringe Benefits		$11,775.81	$1,854.45	$9,921.36
A.3. Direct Personnel Travel		$436.80	$39.16	$397.64
A.4. Direct Materials and Supplies		$0.00	$0.00	$0.00
A.5. Direct Equipment		$0.00	$0.00	$0.00
A.6. Direct Other Costs		$0.00	$0.00	$0.00
Total Administration		*$39,590.75*	*$6,829.35*	*$32,761.41*
B. Training				
B.1. Title IV-E Training (75%)		$0.00	$0.00	$0.00
B.2. Title IV-E Fostering Connections Training (65%)		$0.00	$0.00	$0.00
B.3. Non-Title IV-E Training (50%)		$0.00	$0.00	$0.00
Total Training		*$0.00*	*$0.00*	*$0.00*
C. Supplemental Foster Care Maintenance (SFCM)				
Total SFCM		*$13,700.00*	*$8,040.53*	*$5,659.47*
D. Indirect Costs (if applicable)				
Indirect Cost Base	**$53,290.75**	*$37,538.00*	*$3,365.28*	*$34,172.72*
Grand Total		**$90,828.76**	**$18,235.16**	**$72,593.60**

***Estimated Federal Reimbursement for expenses based on Eligible Population Rate (EPR) during 3rd quarter of the preceding fiscal year:**	**17.930%**
Actual reimbursement will be based on EPR in effect for the county during the month in which expenses were incurred.	
*** Estimated Federal Reimbursement for Supplemental Foster Care Maintenance expenses based on Federal Medicaid Assistance Percentage (FMAP) rate in effect during preceding fiscal year:**	**58.69%**
Actual reimbursement will be based on FMAP rate in effect at the time reimbursement is made to contractor.	
Indirect Cost Rate, if applicable (attach a copy of the approved Certificate of Indirect Costs):	**70.440%**

Contractor Certification

Signature ***Date***

BY: *Samuel T. Biscoe, Travis County Judge*
Printed Name & Title

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Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

Administration
A.1. Direct Personnel Salaries

County: Travis County CWS

Contract Number: 23940116

Budget Effective Date: 10/1/2014-9/30/2015

Position or Title	A	B	C	D	E	F
	Monthly Salary	% of Time Spent on IV-E Activities	Number of Months of Service	Estimated Total Expense* (AxBxC)	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
Accountant Associate	$3,802.52	60%	12	$27,378.14	$4,935.73	$22,442.41
				$0.00	$0.00	$0.00
				$0.00	$0.00	$0.00
				$0.00	$0.00	$0.00
				$0.00	$0.00	$0.00
				$0.00	$0.00	$0.00
			Total Direct Personnel Salaries	$27,378.14	$4,935.73	$22,442.41

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

Administration A.2. Direct Personnel Fringe Benefits			
		County:	**Travis County CWS**
		Contract Number:	**23940116**
		Budget Effective Date:	**10/1/2014-9/30/2015**
Type of Fringe Benefits	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
FICA ($3,802.52 x 12 mos. X .062 x .6)	$1,697.44	$267.31	$1,430.13
Hospitalization ($810.5 per mo. X 12 mos. X .6)	$5,835.60	$918.99	$4,916.61
Life Insurance ($8.25 per mo. X 12 mos. X .6)	$59.40	$9.35	$50.05
Retirement ($3,802.52 x 12 mos. X .1367 x .6)	$3,742.59	$589.38	$3,153.21
Worker's Compensation ($3,802.52 x 12 mos. x .0016 x .6)	$43.80	$6.90	$36.90
Medicare ($3,802.52 x 12 mos. X .0145 x .6)	$396.98	$62.52	$334.46
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
Total Direct Personnel Fringe Benefits	$11,775.81	$1,854.45	$9,921.36

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

Administration A.3. Direct Personnel Travel			
		County:	**Travis County CWS**
		Contract Number:	**23940116**
		Budget Effective Date:	**10/1/2014-9/30/2015**
Type of Travel Expense Note: only include travel NOT related to personnel training	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
Travel to and from TDFPS Office (65 miles per mo. X 12 mos. X 56 cents per mile)	$436.80	$39.16	$397.64
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
Total Direct Personnel Travel	$436.80	$39.16	$397.64

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

Administration A.4. Direct Materials and Supplies			
		County:	**Travis County CWS**
		Contract Number:	**23940116**
		Budget Effective Date:	**10/1/2014-9/30/2015**
Materials and Supplies (description)	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
Total Direct Materials and Supplies	$0.00	$0.00	$0.00

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

Administration
A.5. Direct Equipment

County: **Travis County CWS**

Contract Number: **23940116**

Budget Effective Date: **10/1/2014-9/30/2015**

Equipment (description)	**Method Used** (rent/lease/ purchase)	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
Total Direct Equipment		$0.00	$0.00	$0.00

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

Administration A.6. Direct Other Costs			
		County:	**Travis County CWS**
		Contract Number:	**23940116**
		Budget Effective Date:	**10/1/2014-9/30/2015**
Other Costs (description)	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
Total Direct Other Costs	$0.00	$0.00	$0.00

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

B. Training
B.1. Title IV-E Training (75%)

County: **Travis County CWS**

Contract Number: **23940116**

Budget Effective Date: **10/1/2014-9/30/2015**

Training (Description and Title)	Registration* (amount allocable to Title IV-E)	Lodging* (amount allocable to Title IV-E)	Meals* (amount allocable to Title IV-E)	Transportation (amount allocable to Title IV-E)	Subtotal	Number of Employees Attending	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 75% FFP)	Anticipated County Match
NOTE: Form 9321 *Training Expense Documentation Form* must be submitted to DFPS for review/approval by Federal Funds prior to training.									
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
				Total Training			$0.00	$0.00	$0.00

* estimated amount allocable to Title IV-E

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

B. Training
B.2. Title IV-E Fostering Connections Training (65%)

County: **Travis County CWS**

Contract Number: **23940116**

Budget Effective Date: **10/1/2014-9/30/2015**

Training (Description and Title)	Registration* (amount allocable to Title IV-E)	Lodging* (amount allocable to Title IV-E)	Meals* (amount allocable to Title IV-E)	Transportation* (amount allocable to Title IV-E)	Subtotal	Number of Attendees	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 65% FFP)	Anticipated County Match
NOTE: Form 9321 *Training Expense Documentation Form* must be submitted to DFPS for review/approval by Federal Funds prior to training.									
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
				Total Training			$0.00	$0.00	$0.00

* estimated amount allocable to Title IV-E

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

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Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

B. Training

B.3. Non-Title IV-E Training (50%)

County: **Travis County CWS**

Contract Number: **23940116**

Budget Effective Date: **10/1/2014-9/30/2015**

Training (Description and Title)	Registration* (amount allocable to Title IV-E)	Lodging* (amount allocable to Title IV-E)	Meals* (amount allocable to Title IV-E)	Transportation* (amount allocable to Title IV-E)	Subtotal	Number of Employees Attending	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
NOTE: Form 9321 *Training Expense Documentation Form* must be submitted to DFPS for review/approval by Federal Funds prior to training.									
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
				Total Training			$0.00	$0.00	$0.00

* estimated amount allocable to Title IV-E

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE
August 2013

C. Supplemental Foster Care Maintenance (SFCM)			
		County:	**Travis County CWS**
		Contract Number:	**23940116**
		Budget Effective Date:	**10/1/2014-9/30/2015**
Other Costs (description)	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated FMAP)**	**Anticipated County Match**
Allowances		$0.00	$0.00
Clothing	$12,000.00	$7,042.80	$4,957.20
Gifts	$600.00	$352.14	$247.86
Graduation Expenses		$0.00	$0.00
Personal Items		$0.00	$0.00
School Supplies	$1,100.00	$645.59	$454.41
Reasonable Child Specific Travel		$0.00	$0.00
Total Direct Other Costs	$13,700.00	$8,040.53	$5,659.47

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Budget for Title IV-E
County Child Welfare Services Contract

Budget Narrative

County:	**Travis County CWS**
Contract Number:	**23940116**
Budget Effective Date:	**10/1/2014-9/30/2015**

Clearly describe each expense to be incurred and billed to this contract. Refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County

A. Administration

A.1. Direct Personnel Salaries

One Account Associate is responsible for handling the Title IV-E billings.

A.2. Direct Personnel Fringe Benefits

These are the fringe benefits associated with the Account Associate position.

A.3. Direct Personnel Travel

Mileage to and from TDFPS office for Account Associate.

A.4. Direct Materials and Supplies

None.

A.5. Direct Equipment

None.

A.6. Direct Other Costs

None.

B. Training

B.1. Title IV-E Training (75%)

None.

B.2. Title IV-E Fostering Connections Training (65%)

None.

B.3. Non-Title IV-E Training (50%)

None.

C. Supplemental Foster Care Maintenance (SFCM)

Expenditure estimates for clothing, gifts, and school supplies provided to Title IV-E eligible clients.

D. Indirect Costs (if applicable)

Travis County is applying an indirect cost rate of 70.44%.

Texas Dept. of Family and Protective Services

Risk Analysis Questionnaire

F502-Form 9105
July 2014

Legal Name of Contractor:	Travis County CWS	
Contract Number:	23940116	**FY 2015**
Please provide the person's name, title, and number to contact for questions or if additional information is needed:	Contact Name & Title: John C. Bradshaw, Contract Specialist Contact Phone Number: 512-854-4277	

Active Contracts & Payment Types

1. Do you currently have other active contracts with DFPS or any other entity either within or outside of Texas [Federal, State (ISD, University), County, or Private Business]?

   Yes ☒ No ☐

   If yes, please provide the contract number(s) and indicate which of the following payment types is utilized for the contract:

Fixed Price	Fixed price is a deliverables-based payment type for a contract with a firm agreed-upon price for the delivery of goods and services.
Cost Reimbursement	Payment type that reimburses contractors for actual, allowable, reasonable, and necessary expenditures incurred up to an approved amount and within the associated cost categories in the approved budget and budget narrative.
Fee For Service	Contractor is paid a standard fee per unit of service. Typically, rates are either negotiated with the individual vendor and apply only to that vendor or there is a uniform rate that is paid to all vendors providing the service. This rate-based payment type is used when an independent rate setting process does not exist for the contracted service.
Rate-Set Payments	Contractor is paid a set rate per unit of service. A rate setting process where the rate is approved by the Health and Human Services Commission (HHSC) or another agency with rate setting authority. The resulting rate is applied to the purchase of specifically defined units of service.
Blended Foster Care Rate	The blended foster care rate is the HHSC-developed rate equal to the weighted average rate across all placement types that DFPS pays under a Single Source Continuum Contract for each day of service provided to a child or youth in paid foster care.
Blended Foster Care Case Rate	The blended foster care case rate is the rate paid under a Single Source Continuum Contract for each day of service provided to each child or youth as measured against an established length of stay baseline formulated by HHSC for each defined age category or "strata" of children/youth.
Exceptional Foster Care Rate	An exceptional foster care rate applies to a limited number of situations and/or days under a Single Source Continuum Contract where a child requires extraordinary care.
Day (24 hour)	Usually for residential services. This is the rate paid to the provider for each 24-hour period that a DFPS client is in a provider's care.
Other	Any other payment type not defined above.

Contract Number	Payment Type
5382001372	Rate Based
4500000107	Rate Based
4400000918	Rate Based

Contract Number	Payment Type

RAI Factors #2 & #5

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Independent Audits

2. Is your business entity required to undergo an independent audit? ☒ Yes ☐ No

   If not, please explain:

3. How long has it been since your last independent audit (e.g., Annual Financial Statement audit, Compliance audit) was completed by an independent auditor, including other state/federal agencies such as the State Auditor's Office (SAO) or the Office of Inspector General (OIG)?

   ☒ Within 21 Months ☐ Within 22-34 Months ☐ 35 Months or More ☐ No Audit Completed

   Describe the type of audit completed, if applicable: Financial/A-133

RAI Factor #15

Related Party Transactions

4. Disclose the type of business transactions (compensated or not) that occur between your business entity and any related party.

   For purposes of this question, related party refers to:
   a) A member of the Board of Directors,
   b) Stockholders with >5% Ownership,
   c) Key Employees Paid Separately for Other Responsibilities (e.g., consulting services, not direct employees),
   d) Parent/Subsidiaries, or
   e) Organizations Under Common Ownership or Control.

   Transactions include business activities such as purchasing or leasing (e.g., a building, a computer, or a vehicle) and/or obtaining a service (e.g., legal services, accounting services, banking services).

Non-Compensated Services	☐ Yes ☒ No
Compensated, Non-Recurring Goods, Services, or Labor	☐ Yes ☒ No
Compensated, Recurring Goods, Services or Labor	☐ Yes ☒ No
Compensated Goods, Services, or Labor w/ Uniform Rate Uniform, Set Rate that Applies to All Contracts for the Service	☐ Yes ☒ No
Compensated Consulting or Management Services	☐ Yes ☒ No
Compensated Building Leasing	☐ Yes ☒ No
Compensated Transportation	☐ Yes ☒ No
For-Profit Affiliated with Non-Profit	☐ Yes ☒ No
Owned/Operated by Same or Related Entity	☐ Yes ☒ No
Parent/Subsidiary Relationship	☐ Yes ☒ No

RAI Factor #11

Subcontractors

5. Indicate the percentage of work performed by subcontractors for the contracted service (as allowable by the contract).

   ☒ No Subcontractor Involvement

   ☐ Subcontractors Account for 50% or Less of Work Performed

   ☐ Subcontractors Account for More than 50% of Work Performed

RAI Factor #9

Key Management Staff

For purposes of this question, key management staff may include individuals with titles such as: Executive Director, President, Sole Proprietor, Comptroller, Chief Financial Officer, Manager, or Program Director.

6. Has there been a change in any key management staff at your business organization within the past two years?

   ☐ Yes ☒ No

   If Yes, has the change been within the past 12 months? ☐ Yes ☐ No

7. Indicate whether or not key management staff have at least two years' worth of experience providing fiscal or programmatic components of the contracted service.

   Fiscal components refer to the financial aspect of the contract.

   Programmatic components refer to the service delivery side of the contract, such as ensuring that services are provided to clients, monitoring the quality of the service delivery, complying with the service provisions in the contract.

Executive Director, Sole Proprietor, President or Equivalent	☐ Less than 2 years with fiscal or programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal or programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal and programmatic components of federal and/or state contracted programs
Accounting Director, Comptroller, Chief Financial Officer, Business Manager, etc.	☐ Less than 2 years with fiscal or programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal or programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal and programmatic components of federal and/or state contracted programs
Program Director, Program Coordinator or Equivalent	☐ Less than 2 years with fiscal or programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal or programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal and programmatic components of federal and/or state contracted programs

RAI Factor #7

Direct Delivery Staff

8. Has there been a significant change in direct delivery staff at your business organization within the preceding year?

   ☐ Yes ☒ No

9. Please indicate the average level of experience that direct delivery staff at your organization have in providing the contracted service.

   ☐ 0 - 24 months ☐ 24 - 59 months ☒ 60 or more months

RAI Factor #8

Internal Controls

10. Does your business organization have any outstanding liabilities or litigations?

☐ Yes ☒ No

RAI Factor #10

CERTIFICATION

This form must be signed by an individual with documented signature authority, as designated by the business entity.

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION REPORTED HEREIN IS TRUE, CORRECT, AND COMPLETE.

Nicki R

Signature

8/28/14

Date

Nicki Riley

Printed Name

Travis County Auditor

Title

Texas Dept. of Family
and Protective Services

Signature Authority Designation

Form 2031
October 2013

All Contractors/Potential Contractors are required to fill out and submit this form.

Completion of this form designates signature authority for Contractor: Travis County

The Contractor may: (1) designate additional signature authority by including the additional signature authority's name and title; or (2) verify that the signature below is the only signature authority designated for contracting with DFPS.

☐ Additional Signatures provided (e.g., from the contractor's governing body)

☒ Signature used below is the signature authority for the Contractor

The Contractor understands that there is an ongoing duty to notify DFPS in writing of any change to signature authority during the term of the contract with DFPS. The Contractor verifies that the signature(s) below is a complete, true and correct representation of signature authority.

BY: Samuel T. Biscoe
Printed Name

Signature of Authorized Representative

Travis County Judge
Title of Authorized Representative

Date

Travis County
Legal Name of Contractor/Potential Contractor

23940116
Contract or Procurement Number

The Designated Signature Authority as referenced above has authorized the following person(s) listed below to also approve and sign on the contract functions as indicated. Please note that *both* the printed name and signature is required for each authorized individual.

Printed Name	Title	Function	Signature
Nicki Riley	Travis County Auditor	FFATA Certifications	

I certify that the person(s) indicated above are designated as "Authorized Official(s)" for the purpose stated and that the signatures are valid. I further understand that it is my responsibility to immediately notify the DFPS in writing of any changes to the above list.

BY: Samuel T. Biscoe, Travis County Judge
Printed or Typed Name & Title of Contract Signatory

Signature

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FFATA Certifications

The Federal Funding Accountability and Transparency Act (FFATA) certifications enumerated below represent material facts upon which DFPS relies when reporting information to the federal government required under federal law. If the Department later determines that the Contractor knowingly rendered an erroneous certification, DFPS may pursue all available remedies in accordance with Texas and U.S. law. Signor further agrees that it will provide immediate written notice to DFPS if at any time Signor learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. ***If the Signer cannot certify all of the statements contained in this section, Signer must provide written notice to DFPS detailing which of the below statements it cannot certify and why.***

Did your organization complete the CCR registration? ☒ Yes ☐ No

Enter Your Dun & Bradstreet (D&B) DUNS Number, and its parent if applicable: 030908842

Did your organization have a gross income, from all sources, of less than $300,000 in your previous tax year? ☐ Yes ☒ No ☐ N/A (if entity does not generate income)

If your answer is "Yes", skip questions "A", "B", and "C" and finish the certification.
If your answer is "No" or N/A, answer questions "A" and "B".

A. Certification Regarding % of Annual Gross from Federal Awards.

Did your organization receive 80% or more of its annual gross revenue from federal awards during the preceding fiscal year? ☐ Yes ☒ No

B. Certification Regarding Amount of Annual Gross from Federal Awards.

Did your organization receive $25 million or more in annual gross revenues from federal awards in the preceding fiscal year? ☐ Yes ☒ No

If your answer is "Yes" to both question "A" and "B", you must answer question "C".
If your answer is "No" to either question "A" or "B", skip question "C" and finish the certification.

C. Certification Regarding Public Access to Compensation Information.

Does the public have access to information about the compensation [17 CFR 229.402(c)(2)] of the senior executives (e.g., officers, managing partners, or any other employees in management positions) in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☐ No ☐ N/A (if entity reports through some other means, state how:)

If your answer is "No" you must provide compensation information to DFPS for FFATA reporting. If N/A, you may still be required to supply compensation information pending DFPS or federal awarding agency approval.

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FFATA Certifications

As the duly authorized representative (Signatory) of the Contractor named below, I hereby certify that the responses that I have provided to the questions in this certification form are true, complete and correct to the best of my knowledge.

Nicki Riley	(X) Nicki Riley
Printed Name of Authorized Representative	**Signature of Authorized Representative**
Travis County Auditor	8-22-2014
Title of Authorized Representative	**Date**
Travis County	23940116
Legal Name of Contractor	**Contract Number**

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TRAVIS COUNTY
AUDITOR'S OFFICE

NICKI RILEY, CPA
COUNTY AUDITOR

TRAVIS COUNTY
ADMINISTRATION
BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

Date: August 21, 2014

To: Charlah Love, Contract Manager
Texas Department of Family and Protective Services

From: Nicki Riley, Travis County Auditor

RE: Contract # 23940116
Changes in Internal Control Structure Questionnaire

Ms. Love,

The section numbers listed below reflect the changes referred to on page 2 of the Internal Control Certification. Copies of those changes follow this cover memo.

- Section I.1 – change from statutory basis of accounting to GAAP
- Section I.2 and I.3; Attachment I.2 and I.3 – performance periods updated
- Section II.A.2; Attachment II.A.2 – list of State contracts updated as of September 30, 2013
- Section II.A.6 – change in authorities
- Section II.A.11 – change in authorities
- Section II.A.15 – change in authorities
- Section II.A.26; Attachment II.A.26 – change in procedure
- Section II.D.42, 43, 44 – Item 41 states that if the answer is "no", please skip to Section II.E. Items 42, 43 and 44 were inadvertently answered "yes". The issue has been corrected.
- Section II.F.51, 52 – audit dates changed to most recent

Texas Dept of Family and Protective Services

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

Form 9007CIVE April 2011

Contractor Name: Travis County (CWS)- Title IV-E **Procurement Number:** _____

Fiscal Year: 2013 **Contract Number:** 23940116

Please refer to instructions at end of this questionnaire.

SECTION I: FINANCIAL POSITION

(This section should be answered about your organization as a whole.)

1.	Please indicate the accounting system in place (e.g., accrual, cash, or modified accrual). The County follows the statutory basis of accounting provided by the State in Chapter 2264, Texas Government Code, financial accounting and reporting. The county's system is set up in accordance with an accounting basis that complies with State financial laws and the State constitution and follows OMB A-87 & OMB A-133. ✓ Travis County follows GAAP	
2.	Does your organization complete yearly financial statements (e.g., Balance Sheet, Income Statement, Cash Flow)? ✓ *If yes:* *a. Please list the name(s) of the person(s) responsible for preparing the annual financial statements:* Nicki Riley, County Auditor ✓ *b. Please attach copy of your most current statements and mark as* ***ATTACHMENT# I-2*** ✓ *If no, please provide any manual or automated information maintained regarding your current financial position and mark as* ***ATTACHMENT #I-2.*** ✓	☒Yes ☐No ✓
3.	Are your accounting and financial system operations audited at regular intervals by an independent auditor (Certified Public Accountant)? Note that this is not referring to compliance monitoring performed by State Contract Managers. If yes: a. Attach an original, bound audit report and management letter (if applicable) as provided by the independent auditor. Mark as **ATTACHMENT #I-3.** ✓ b. Please indicate the frequency with which your accounting records are audited by an independent auditor. Yearly Audit – Atchley & Associates, LLP ✓ c. Please describe how independent audit results are shared with the governing body of your organization. A copy of the audited annual financial report is distributed to each member of the governing body. The annual report is officially received into the court's record through Commissioner's Court and also publisehd on the County Auditor's website. ✓	☒Yes ☐No ✓

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Attachment I.2

The document to support the requirement for the above referenced attachment is the Comprehensive Annual Financial Report (CAFR), Fiscal Year Ending September 30, 2013 for Travis County, Texas.

Attachment I.3

A copy of the CAFR, in PDF format, was emailed to Charlah Love of the Texas Department of Family and Protective Services on April 1, 2014.

Travis County Contracts with State Agencies
Fiscal Year Ending 9/30/2013

Attachment # II - A.2

Sum of Grant Value Grantor	Type	Contract Number	Total
OFFICE OF THE ATTORNEY GENERAL	Reimbursement	1225259	26,333
		1333285	42,000
		1335967	42,000
		OVAG #1444868	42,000
OFFICE OF THE ATTORNEY GENERAL Total			**152,333**
OFFICE OF THE GOVERNOR - CRIMINAL JUSTICE DIVISIO	Reimbursement	DC-12-A10-19747-05	119,185
		DC-13-A10-16043-12	132,585
		DC-13-A10-19747-06	137,388
		DC-13-A10-20672-05	229,112
		DC-13-A10-23397-04	186,000
		DC-14-A10-20672-06	228,460
		DC-14-A10-23397-05	185,919
		SF-13-A10-26368-01	230,318
		SF-13-A10-27367-01	78,147
		SF-13-J20-25772-01	192,666
OFFICE OF THE GOVERNOR - CRIMINAL JUSTICE DIVISION Total			**1,719,780**
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	Reimbursement	582-10-93249	229,104
		582-13-30092	422,266
		582-8-89964	37,000
		582-9-90416-03	2,221,790
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY Total			**2,910,160**
TEXAS DEPARTMENT OF MOTOR VEHICLES	Reimbursement	2014-T01-TRAVIS C-00008	641,481
		SA-T01-10069-12	649,914
		SA-T01-10069-13	641,481
TEXAS DEPARTMENT OF MOTOR VEHICLES Total			**1,932,876**
TEXAS DEPARTMENT OF STATE HEALTH SERVICES	Reimbursement	2012-040926	10,101
		CFS MISC-CPC FY14	63,923
TEXAS DEPARTMENT OF STATE HEALTH SERVICES Total			**74,024**
TEXAS DEPARTMENT OF TRANSPORTATION	Reimbursement	0914-04-255	6,000,000
TEXAS DEPARTMENT OF TRANSPORTATION Total			**6,000,000**
TEXAS JUVENILE JUSTICE DEPARTMENT	Advance Payment	TJJD-A-2013-227	477,799
		TJJD-C-2013-227	2,230,644
		TJJD-E-2006-227	145,895
		TJJD-E-2007-227	257,516
		TJJD-E-2009-227	20,586
		TJJD-E-2010-227	378,862
		TJJD-E-2011-227	352,707
		TJJD-E-2012-227	205,665
		TJJD-F-2013-227	376,416
		TJJD-H-2013-227	486,578
		TJJD-M-2013-227	153,725
		TJJD-O-2013-227	107,484
		TJJD-P-2013-227	75,330
		TJJD-S-2013-227	102,220
		TJJD-U-2013-227	225,000
		TJJD-V-2013-227	488,536
		TJJD-X-2013-227	137,481
		TJJD-Y-2013-227	901,639
		TJJD-Z-2013-227	558,600
		TJPC-V-2009-227	272,055
TEXAS JUVENILE JUSTICE DEPARTMENT Total			**7,954,738**
TEXAS PARKS AND WILDLIFE DEPARTMENT	Reimbursement	55-000005	1,000,000
TEXAS PARKS AND WILDLIFE DEPARTMENT Total			**1,000,000**
TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES	Reimbursement	23940116	6,182
		23380187	70,594
		23940106	148,210
Grand Total			**21,968,897**

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

SECTION II: INTERNAL CONTROLS

II. A. GENERAL/ACCOUNTING CONTROLS

(This section should be answered about your organization as a whole. When a question mentions "contracts," it is referring to any contract or grant you administer with funding received through DFPS or any other state or federal agency.)

1.	Has the county submitted a cost allocation plan to DFPS for review? *If no, please attach a description of your allocation process and mark as* ***ATTACHMENT #II-1.***	☐Yes ☒No ☐N/A
2.	Please attach a list of all of your contracts with state agencies, including DFPS. For each contract, include: state agency name, type of service provided, contract number, dollar amount, and payment method (e.g., cost reimbursement, fee for service). Mark as **ATTACHMENT #II-2.**	
3.	Does your organization maintain a separate ledger account for: a. Deposits for each source of funds?..... b. Disbursement of each source of funds?..... Please provide a copy of your chart of accounts, and a description of how your accounting system identifies contract revenues and expenditures separately, and mark as **ATTACHMENT #II-3.**	☒Yes ☐No ☒Yes ☐No
4.	Are costs and expenditures under budgetary control for: a. Total contract budget? ..... b. By budget category?	☒Yes ☐No ☒Yes ☐No
5.	Do all purchases require approval from an authorized individual in the requesting department?	☒Yes ☐No
6.	~~Indicate the name and title of individual(s) authorized to:~~	

SIGN CHECKS OR AUTHORIZE PAYMENTS	APPROVE PURCHASES (INCLUDING ON-LINE AND CREDIT CARD)	PREPARE PAYMENTS (CHECKS AND ELECTRONIC FUND TRANSFERS)	RECONCILE ACCOUNTS (INTERNAL ACCOUNTS TO BANK RECORDS)	CONTROL INVENTORY	RECEIVE CASH
Nicki Riley	~~Vicki Skinner~~ (delete)	Jason Niedwiedz	Sandy Hendrix	Bonnie Floyd	Rhonda Ambrose
County Auditor	~~Director of Administration~~ (delete)	Financial Analyst	Financial Analyst	Assist. Purchasing/ Commodities & Non-Prof. Services	Senior Financial Analyst
Dana Debeavoir	Kathleen Haas	Mike Crawford			
County Clerk	Financial Manager	Sr. Financial Analyst			

7.	Are all expenditures reconciled with your general ledger? If no, please explain.	☒Yes ☐No

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Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

	_____	
8.	How often are bank accounts reconciled to internal check registers? ☐Monthly ☐Quarterly ☒Other (please specify)_____	
9.	Is your accounting system automated? **If no, please skip to Question #17.**	☒Yes ☐No
10.	Please describe how your accounting system is secured and/or protected (e.g. location, the use of passwords, access limits, checks and balances). The accounting system is secured via passwords, which are changed every 90 days.	
11.	Please specify the name(s) and title(s) for the individuals with access to the accounting system to perform the following functions: Review Only: All County Auditor's employees; security limits at employee levels. Record Transactions: All County Auditor's employees; security limits at employee levels Update/Change: See attached changes Disbursements: Patti Smith, Chief Assistant County Auditor; Mike Crawford, Senior Financial Analyst; Sandy Hendrix, Financial Analyst; Jason Niedzwiedz, Financial Analyst Financial Reporting / Journal Entries: The Financial Reporting group and Grants group have the capability to update and change journal entries. Depending on the transaction being performed, some transactions can be posted by the auditor and then reviewed (signed off) by the grants or financial reporting manger. Some transactions run by the grants group are posted automatically and then reviewed (signed off) by the grants financial manager. Grants: DeDe Bell, Financial Manager; Michelle Gable, Financial Analyst; Janice Cohoon, Financial Analyst; Matt Naper, Financial Analyst; Jessie Mars, Financial Analyst; Patty Lennon, Financial Analyst; Rhett Perry, Financial Analyst. Financial Reporting: Nicki Riley, County Auditor; Kathryn Madden, Financial Analyst; Hannah York, Financial Analyst; Sharon Martindale, Financial Analyst; Adrien Yust, Financial Analyst; James Rannefield, Financial Analyst; James Marlett, Financial Analyst; Cameran Van Noy, Financial Analyst. Delete: Patti Smith, Chief Assistant County Auditor; Mike Crawford, Senior Financial Analyst; Hannah York, Senior Financial Analyst	
12.	Please explain the process (initiation, review, approval, etc.) for making updates, changes, deletions, and year end adjustments to the accounting system. Associate Auditors & Financial Analysts initiate the AP & Journal Entries. Financial Analysts review and audit, other Financial Analysts update and post those entries.	
13.	Are there controls to provide reasonable assurance that transactions are not lost,	☒Yes ☐No

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Travis County Child Welfare Service
Contract # 23940116

Internal Control Structure Questionnaire (ICSQ)

Section II.A.11 – changes in authorities

Review Only: All County Auditor's employees; security limits at employee levels.

Record Transactions: All County Auditor's employees; security limits at employee levels.

Update/Change:

- Disbursements: Patti Smith, Chief Assistant County Auditor; Mike Crawford, Senior Financial Analyst; Sandy Hendrix, Financial Analyst; Jason Niedzwiedz, Financial Analyst; Melinda Grahmann, Chief Assistance County Auditor.
- Financial Reporting/ Journal Entries: The Financial Reporting group and Grants group have the capability to update and change journal entries. Depending on the transaction being performed, some transactions can be posted by the auditor and then reviewed (signed off) by the grants or financial reporting manager. Some transactions run by the grants group are posted automatically and then reviewed (signed off) by the grants financial manager.
- Grants: DeDe Bell, Financial Manager; Michelle Gable, Financial Analyst; Janice Cohoon, Financial Analyst; Matt Naper, Financial Analyst; Jessie Mars, Financial Analyst; Patty Lennon, Financial Analyst; Rhett Perry, Financial Analyst; Cynthia Sales, Financial Analyst.
- Financial Reporting: Nicki Riley, County Auditor; Kathryn Madden, Financial Manager; Sabrina Bullard, Financial Analyst; Sharon Martindale, Financial Analyst; Adrien Yust, Financial Analyst; James Rannefeld, Financial Analyst; Cameron Van Noy, Financial Analyst.
- Delete: Patti Smith, Chief Assistant County Auditor; Mike Crawford, Senior Financial Analyst; Sabrina Bullard, Financial Analyst.

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

	duplicated, or added before and/or after data entry and editing?	
14.	Are there controls to provide reasonable assurance that transactions with errors are rejected from further processing (e.g., prevented from updating the files/database)?	☒Yes ☐No
15.	Is the data entered into the accounting system verified? *If yes, please specify whom (name and title) is/are responsible for verifying the data, and how the verification is done.* Month End Reports, Patti Smith – Chief Assistant County Auditor, Mike Crawford – Senior Financial Analyst	☒Yes ☐No See Attached Changes
16.	What, if any, additional internal controls and approvals are in place within the organization to ensure payments made are valid and authorized? Items are required to be received in SAP, automated accounting system, prior to processing the payments.	
17.	Are all checks pre-numbered and accounted for? If no, please explain. _____	☒Yes ☐No
18.	a. Are all disbursements (excluding petty cash) made by check? If no, what other means does your organization use to make disbursements? EFT / Direct Deposit b. Is a check register (disbursement journal) used to record disbursements and maintain balances? If no, how are disbursements and balances tracked? _____	☐Yes ☒No ☒Yes ☐No
19.	Are all disbursements approved prior to payment? If no, please explain. _____	☒Yes ☐No
20.	Is there any additional review or special approval required for payment transactions (check or electronic disbursement) that exceed a specific dollar amount? *If yes, please specify the dollar limit(s), name(s) and title(s) of responsible staff.* _____	☐Yes ☒No
21.	Does your organization have a system for tracking: a. Voided checks?..... b. Credit card transactions?..... c. Other electronic transactions?	 ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☐N/A

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Travis County Child Welfare Service
Contract # 23940116

Internal Control Structure Questionnaire (ICSQ)

Section II.A.15 – changes in authorities

Month End Reports: Melinda Grahmann – Chief Assistant County Auditor

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

	If no, please explain.	
22.	If a check-signing machine is used, are the facsimile signature plates safeguarded? If no, please explain.	☒Yes ☐No ☐N/A
23.	Are unused checks safeguarded and in the custody of a person who does not manually sign checks, control the use of facsimile signature plates or operate the facsimile signature machine? Please indicate name and title of person who has custody of unused checks. Unused checks are stored at the Auditor's Office. The custody of the key to the unused check closet is with Jason Niedzwiedz, Financial Analyst and he has one of the two facsimile signature plates. The other facsimile signature plate is with the Treasurer's office, Senior Financial Analyst – Rhonda Ambrose.	☒Yes ☐No
24.	Are the following practices prohibited: a. The drafting of checks to "CASH"? ..... b. The signing of blank checks? ..... If no, please explain.	☒Yes ☐No ☒Yes ☐No
25.	Are purchase orders/requisitions controlled in such a way that they can all be accounted for (e.g., by sequential pre-numbering, by entry in a register)? *If yes, please attach an explanation of your purchase orders/requisition controls and mark as **ATTACHMENT #II-25.***	☒Yes ☐No ☐N/A
26.	Are supporting documents (e.g., service authorizations, invoices, receipts, approvals, receiving reports, canceled checks) maintained with each disbursement and clearly referenced for easy location and retrieval? *If yes, please attach an explanation and mark as **ATTACHMENT #II-26.** The attachment should describe your process for maintaining supporting documentation, such as:* • *How supporting records are kept and filed (e.g., filed by check number, month of payment, etc.);* • *How documents are marked when paid to prevent duplication of claims, and* • *How authorizations are maintained internally.* procedure change - attachment changed	☒Yes ☐No
27.	Do supporting documents accompany checks for the check signer's signature?	☒Yes ☐No
28.	Are invoices marked to identify allocation of payment?	☒Yes ☐No
29.	Does your organization have procedures to identify costs and expenditures not allowable under federal and/or state regulations? *If yes, please attach an explanation of your system for identifying unallowable*	☒Yes ☐No

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Attachments II-26

- All supporting documents (invoices, receipts, approvals, receiving reports, cancelled checks, etc.) are scanned and stored based on the dates scanned in the auditor's office file room. The supporting documents from prior fiscal years are stored at an offsite storage location.

- To prevent duplication of claims, Travis County employs the use of an image application called Open Text. Invoices are scanned into the application, which interfaces with the county's accounting system and attaches to the SAP invoice receipt.

- All authorizations are maintained internally in SAP and the levels of access controlled at the user level.

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

36.	Is the amount being paid to each employee based on documentation of actual hours worked?	☒Yes ☐No
37.	a. Is your organization current with your payroll taxes?..... b. Does your organization pay payroll taxes directly? ..... If no, please explain and indicate name of withholding agent. _____	☒Yes ☐No ☒Yes ☐No
II. C. TRAVEL		
38.	Are travel expenditures be substantiated by travel vouchers, travel logs or other supporting documentation? If no, please explain. _____ *If yes, please submit a copy of your travel policy, a blank travel voucher and a blank travel log. Mark as **ATTACHMENT II-38.***	☒Yes ☐No ☐N/A
II. D. EQUIPMENT		
39.	a. Please specify the level of capitalization (dollar amount) used by your organization. $5,000.00 b. Please provide your organization's definition of equipment: **Fixed & Tangible assets used for the benefit of the county for more than one year from date asset first rendered service.**	
40.	Does your organization conduct a physical inventory of capital equipment purchased with federal funds? If yes, how often? Annually	☒Yes ☐No
41.	Has DFPS funds been used (in whole or in part) to purchase equipment or controlled assets (e.g., computers, furniture, cameras, camcorders, laser disc (DVD) players, TVs)? **Note:** Contractors should review the Comptroller's State Property Accounting User Manual at https://fmx.cpa.state.tx.us/fmx/spa/classcodes/control.php for the most current listing of controlled assets. Contractors must add these items classified as controlled assets to their inventory list based on the noted acquisition costs. **If no, please skip to Section II.E. Subcontractors.**	☐Yes ☒No
42.	Are inventory records maintained that include: item description, serial number, funding source(s), acquisition cost, acquisition date and inventory number? *Please attach a blank inventory form and mark as **ATTACHMENT #II-42***	☐Yes ☐No

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43.	Are all equipment items and controlled assets tagged for the purpose of internal tracking and inventory?	☐Yes ☐No
44.	Does your organization have policies regarding the documentation required for equipment that has been disposed of? If yes, please attach a copy of your equipment disposal policy and mark as ***ATTACHMENT #II-44.***	☐Yes ☐No

II. E. SUBCONTRACTORS

If your organization does not subcontract DFPS services, or does not intend to subcontract DFPS services, mark N/A ☒ here and skip to Section II.F. Title IV-E Child Welfare Services Contract Information.

45.	Please describe how your organization selects subcontractors. _____	
46.	If your organization has state contracts for $100,000 or more, is a good faith effort made to subcontract with Historically Underutilized Businesses (HUBs)? If no, please explain. _____	☐Yes ☐No ☐N/A
47.	Does your organization maintain a written subcontract agreement with each subcontractor? If no, please explain. _____ *If yes, does each subcontract agreement include:* *a. All parties to the contract?* *b. A Statement/Scope of Work?* *c. When services are to be performed?* *d. Rates of pay?* *e. A measurable method of payment?* *f. A description of contract performance requirements?* *g. A requirement for and description of monitoring to be conducted?* *h. Reference or include all terms required by contract?* *i. A termination clause?* If no for any of the above, please explain. _____	☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No
48.	Does your organization have procedures to monitor that subcontracted services are being delivered and subcontractors are being paid as required by contract(s)? *If yes, please attach a copy of your subcontractor monitoring procedures and mark as* ***ATTACHMENT #II-48.***	☐Yes ☐No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

SECTION II. F: TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION

This section pertains only to any **County Title IV-E Child Welfare Services Contracts** with DFPS and *does not* pertain to any **Title IV-E County Legal Services Contract** with DFPS. For purposes of this Section, the terms County and County Child Welfare Board are synonymous.

49.	If administrative costs will be claimed, has the county submitted an administrative budget to DFPS for review and approval?	☒Yes ☐No ☐N/A
50.	Does the County Child Welfare Board have a process that Caseworkers must follow in order to obtain assistance from the County Child Welfare Board for a Foster Child? If yes, is the above policy a written (published) policy? *If yes, please attach a description of the process or a copy of the written policy and mark as **ATTACHMENT #II-50.***	☒Yes ☐No ☒Yes ☐No
51.	Has/have the county Title IV-E contract(s) been audited by county internal or external auditors? If yes, please enter date of last audit. County fiscal year ~~2011~~ 2013	☒Yes ☐No
52.	Do the region and the county conduct an annual review of the county Title IV-E contracts? If yes, please enter date of last review. County fiscal year ~~2011~~ 2013 **Note**: An annual review of the contract is specified in the contract.	☒Yes ☐No
53.	How does the Child Welfare Board pay for supplemental child-care expenses? *Please provide a description of the process used to pay supplemental child care expenses, including the name and/or position of responsible person/staff and mark as **ATTACHMENT #II-53.***	
54.	What back-up documentation does the county maintain to support Title IV-E reimbursements? *Please provide a description of the required documentation and mark as **ATTACHMENT #II-54.***	
55.	Who maintains the documentation within the county (e.g., Child Welfare Board, County Auditor)? Provide the name of the county Department or name and/or position of responsible person/staff. Travis County Health and Human Services and Veterans Service Travis County Auditor'sOffice	
56.	Who, within the county, signs the County Title IV-E Claims Voucher (Form 4116 – State of Texas Purchase Voucher Quarterly Billing)? Please provide the name and/or position of the responsible person/staff. County Executive for Travis County Health and Human Services and Veterans Service	
57.	How does the county ensure the County Title IV-E Claims Voucher is reconciled with the county's general ledger? All valid Purchase Orders are logged on a spreadsheet and reviewed for proper payment against the General Ledger prior to the quarterly billing.	
58.	Does the county have a process to ensure that all expenditures claimed are allowable?	☒Yes ☐No

TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #:

SAP #:

Check One:	Application Approval: ☐	Permission to Continue: ☑
	Contract Approval: ☐	Status Report: ☐
Check One:	Original: ☑	Amendment: ☐
Check One:	New Grant: ☐	Continuation Grant: ☑
Department/Division:	Juvenile Probation/Residential Services	
Contact Person/Title:	Lisa Eichelberger/Business Analyst III	
Phone Number:	512-854-7054	

Grant Title:	Residential Substance Abuse Treatment (RSAT) Program			
Grant Period:	From:	Oct 1, 2014	To:	Sep 30, 2015
Fund Source:	Federal: ☑		State: ☐	Local: ☐
Grantor:	Office of the Governor, Criminal Justice Division			
Will County provide grant funds to a sub-recipient?		Yes: ☐		No: ☑
Are the grant funds pass-through from another agency? If yes, list originating agency below.		Yes: ☑		No: ☐
Originating Grantor:	United States Department of Justice			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	$ 122,915.00	$ 62,841.00	$ 0.00	$ 0.00	$ 185,756.00
Operating:	$ 65,595.00	$ 0.00	$ 0.00	$ 0.00	$ 65,595.00
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:	$ 188,510.00	$ 62,841.00	$ 0.00	$ 0.00	$ 251,351.00
FTEs:	2.00	0.90	0.00	0.00	2.90

Permission to Continue Information					
Funding Source (Cost Center)	Personnel Cost	Operating Cost	Estimated Total	Filled FTE	PTC Expiration Date
1450430001	$ 16,263.00	$ 0.00	$ 16,263.00	0.00	Dec 1, 2014
	$ 0.00	$ 0.00	$ 0.00	0.00	

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

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 RSAT participants served	121	149	127	150
2.	Total number of RSAT participants with length of stay of 180 days or more	n/a	53	19	54
3.	Total number of RSAT discharges	79	111	83	112
4.	Total number of RSAT discharges with length of stay of 180 days or more	n/a	34	11	34
5.	Percent of RSAT participants successfully discharged	91%	87%	85%	89%

+	-	Measures for the Grant			
1.	Number successful in completing program and passing drug tests (successful discharges)	72	97	71	100
	Outcome Impact Description	Determined by the number of participants entering the RSAT program and the number of offenders who have completed the program and remained drug free throughout the duration of program			
2.	Total number of treatment beds supported by non-grant funds, but enhanced with grant funded services.	98	98	102	102
	Outcome Impact Description	The number of beds we have to service youth with mental health or substance abuse treatment who will be provided contractual treatment services paid by the grant. This will also include expanded services for cognitive behavior therapy training, vocational training, etc.			
3.	Number of RSAT discharges entering an Aftercare Program	31	53	30	49
	Outcome Impact Description	Treatment is available for youth in the Intermediate Sanctions Center on a daily basis. Upon completion of the RSAT programming, a percentage of students enter into Aftercare Programming with some level of supervision provided.			
4.	Number of RSAT discharges entering an Aftercare Program after 180 days	n/a	15	4	16
	Outcome Impact Description	Treatment is available for youth in the Intermediate Sanctions Center on a daily basis. Upon completion of the RSAT programming, residents with a length of stay greater than 180 days enter into Aftercare Programming with some level of supervision provided.			
5.	Total number of treatment beds supported by grant funds and continue receiving grant support	34	34	22	22
	Outcome Impact Description	The number of beds we have to service youth with mental health or substance abuse treatment who will be provided contractual treatment services paid by the grant. This will also include expanded services for cognitive behavior therapy training, vocational training, etc.			

PBO Recommendation:

The Juvenile Probation Department is requesting Commissioners Court permission to use General Fund dollars to continue funding the Travis County employees who work with the Residential Substance Abuse Treatment program in the department until a grant contract is fully executed. Commissioners Court approved the application for this grant on March 25, 2014.

The Juvenile Probation Department General Fund budget will fund these grant expenses until the grant contract is received and executed. The total amount requested is $16,263. This funding option will last until December 1, 2014. The grant contract is expected to be received shortly and will be on the Court's agenda for approval once received by the department. Once a contract is approved, these expenses will be reclassified to the grant budget and the funds will be returned to the Juvenile Probation Department General Fund budget.

PBO recommends approval of this request.

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

Travis County Juvenile Probation Department is requesting continuation funding from the OOG Criminal Justice-Residential Substance Abuse Treatment Fund in the amount of $188,510 to continue services provided to juveniles determined to have co-occurring mental health and substance abuse issues. The match of $62,841 is internally funded through a portion of one counselor position.

The goal of the Residential Substance Abuse Treatment program is to provide safe, secure, effective, individualized treatment for dually-diagnosed (co-occurring) juveniles in our residential facility. The financial resources that have been secured will support the cost of vocational/educational curriculum and supplies, 1 full-time Counselor, 1 full-time RTO Senior, and contractual substance abuse provider and/or mental health services.

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

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

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

A 25% match has been calculated. The positions indicated by the match will work directly with the Substance Abuse Units and/or provide Drug/Alcohol Education Groups; the .90 represents a portion of salary and benefits for one existing chemical dependency counselor.

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

There is no provision in this grant for indirect costs.

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

The program will not discontinue upon exhaustion of the grant. The Department intends to request subsequent year continuation funding through proposals submitted to the Federal and State government, as well as private foundations. Only after all other resources are exhausted will the County be given the opportunity to consider investment in the proposed program as well as other areas of the Residential Division of the Juvenile Probation Department.

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

N/A

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

It has been determined that several significant barriers interfere with successful re-integration into the community. These barriers include but are not limited to educational deficiencies, substance abuse problems compounded with mental health concerns, and/or lack of social/life skills. The ability to demonstrate success with this population is contingent upon the services, treatment, and activities available to these youth.

The Travis County FY 2012 Community Plan for the Coordination of Criminal Justice and Related Activities, section on Juvenile Justice, Priority C states that Travis County is in need of services and programming for youth with mental health/co-occurring disorders and substance abuse problems. Substantive resources are required to counter the predictability of juvenile and young adult offenders becoming further entrenched in the criminal justice system.

Successful re-entry into our community is in alignment with TCJPD's mission of public safety, while effectively addressing the needs of juveniles, families, and victims of crime. We intend to reach youth at risk of remaining chemically dependent and who may have co-occurring disorders. Providing residential substance abuse services and other ancillary services will empower these youth to begin a new life as law-abiding, productive citizens.

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

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

ESTELA P. MEDINA
Chief Juvenile Probation Officer

TO: Aerin Toussaint, PBO
Budget Analyst

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

THROUGH: Lisa Eichelberger
Lisa Eichelberger
Business Analyst III

SUBJECT: Request Permission to Continue the Residential Substance Abuse Treatment (RSAT) Program

DATE: August 21, 2014

On March 25, 2014, Commissioners' Court approved the grant application to continue the Residential Substance Abuse Treatment (RSAT) Program grant for FY 2015. Although approval of the application by the Office of the Governor, Criminal Justice Division appears likely, the contract may not be fully executed by the grant's start date of October, 2014. Our Department is requesting approval to continue the Residential Substance Abuse Treatment (RSAT) Program until a fully executed grant to continue is approved.

Travis County Juvenile Probation Department is requesting permission to continue the existing grant through December 2014. The department is hopeful that an agreement will be executed sooner. Any expenses incurred during this period will likely be reimbursed by the grant once it is approved. The requested funding will be used to support the cost of vocational/educational curriculum and supplies, 1 full-time Counselor, and contractual substance abuse provider and/or mental health services.

Please review this item and place it on the **September 9, 2014** Commissioner's Court agenda for their consideration and signature. You may contact Lisa Eichelberger at x47054 for further information.

Thank you in advance for your attention to this request.

CC: Jennifer Kraber
Barbara Wilson
Jessie Mars
Darryl Beatty
Jim Gobin
Sylvia Mendoza
Grant File