

**AGENDA ITEM 26**

Juvenile Services Director Charly Skaggs discussed grant applications.

Consider approving the applications for the following grants for Juvenile Services:

- (1) Continuation of Justice of the Peace JPO - 2001
- (2) Continuation of Purchase of Juvenile Justice Alternatives
- (3) Juvenile Accountability Incentive Block Grant

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To approve the applications for the following grants for Juvenile Services:

- (1) Continuation of Justice of the Peace JPO - 2001
- (2) Continuation of Purchase of Juvenile Justice Alternatives
- (3) Juvenile Accountability Incentive Block Grant

Vote: **5 - 0**

< Attachment >

Continuation of Justice of the Peace JPO  
JA – 2001 – J20 - 14848 – 03

- Grant Application Cover Sheet
- Designation of Grant Officials
- Budget Summary
- Comprehensive Certification
- Certified Assurances
- Resolution from Governing Body

Williamson County Juvenile Services Department  
2423 Williams Drive, Suite E  
Georgetown, Texas 78628

## GRANT APPLICATION COVER SHEET

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1. Legal name of organization applying. <b>Williamson County, Texas</b>		9. Title of Project. <b>Justice of the Peace / JPO</b>	
2. Division or unit within the applicant organization to administer the project. <b>Juvenile Services Department</b>		10. Application for (CHECK ONLY ONE): <input type="checkbox"/> Criminal Justice Planning Fund (state) <input checked="" type="checkbox"/> Juvenile Justice and Delinquency Prevention Act Fund (federal) CFDA-16.540 <input type="checkbox"/> Safe and Drug-Free Schools and Communities Act Fund (federal) CFDA-84.186	
3. Official applicant organization mailing address. <b>2423 Williams Dr., Suite E, Geotwn 78628</b>		11. County where headquarters are based. <b>Williamson</b>	
4. Choose up to five of the following that best describe the project (check one box only): <input type="checkbox"/> Alternative education program <input type="checkbox"/> Child abuse <input type="checkbox"/> Community policing <input type="checkbox"/> Community-based prevention <input type="checkbox"/> Courts <input type="checkbox"/> Crime prevention <input type="checkbox"/> Diversion <input type="checkbox"/> Driving While Intoxicated (DWI) <input type="checkbox"/> Family and domestic violence <input type="checkbox"/> Intervention <input type="checkbox"/> Investigative <input type="checkbox"/> Law enforcement <input type="checkbox"/> Law enforcement training <input type="checkbox"/> Narcotics task force <input type="checkbox"/> Parole <input checked="" type="checkbox"/> Probation <input type="checkbox"/> Prosecution <input type="checkbox"/> Purchase of Juvenile Services (probation) <input type="checkbox"/> Renovation and retrofitting (juvenile detention beds) <input type="checkbox"/> School-based prevention <input type="checkbox"/> Sexual assault <input type="checkbox"/> Substance abuse treatment <input type="checkbox"/> Technology Improvement <input type="checkbox"/> Training conferences <input type="checkbox"/> Victim assistance		12. Population of the county where the headquarters are based. <b>235,000</b>	
5. Person CJD should contact to answer specific questions about the application. Name: <b>Charles M. Skaggs</b> Title: <b>Chief Executive Officer</b> Address: <b>2423 Williams Drive</b> <b>Suite E</b> <b>Georgetown, Texas 78628</b> Telephone number: <b>(512) 930-3333</b> Fax number: <b>(512) 930-3329</b> e-mail address: <b>cskaggs@wilco.org</b>		13. All cities and counties in the service area of the project and the population of each. <b>Williamson County, Texas</b>	
6. Agency's State Payee Identification Number: <b>74-6000978-4000</b>		14. Grant Start Date: <b>September 1, 2001</b>	
7. Is the applicant organization delinquent on any state or federal debt? <input type="checkbox"/> Yes (If "Yes", attach an explanation.) <input checked="" type="checkbox"/> No		15. Are the activities proposed in this application 100% juvenile-related? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, in box identify the number of the needs statement this application addresses. See page 2 and 3 of the application kit. <b>5</b>	
8. Requested Funds	Amount of CJD Funds Requested	16. Is this an application for first-year funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "No", complete the following Year of Funding for this application (check one) <input type="checkbox"/> Year 2 <input checked="" type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Year ____ Current Grant #: <b>JA - 00 - J20 - 14848 - 02</b>	
FY 2002 request	<b>14,286.00</b>	17. Date and city of application workshop attended. <b>January 2000 - Austin, Texas</b>	
FY 2003 request (if applicable)		18. If a local application, COG to which application was submitted. <b>CAPCO - Region 12</b>	
FY 2004 request (if applicable)		19. If project is statewide, on what date was a copy of the application submitted for TRACS Review?	
To the best of my knowledge, all information in this application is true and correct. The application has been duly authorized by the governing body of the applicant and agrees to comply with all CJD rules, including the attached assurances, if awarded.		FOR COG USE ONLY Is this application shared with another COG? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Typed Name of Authorized Official: <b>John C. Doerfler</b>		CPTN #:	Region #:
Signature of Authorized Official: <i>John C. Doerfler</i>		Priority #:	RBE: <input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> NA
Date Signed: <b>12-12-00</b>		COG Application Identifier:	

## DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: Williamson County, Texas

PROJECT TITLE: Justice of the Peace Juvenile Probation Officer

☒ Mr.

☐ Ms.

**Charles M. Skaggs**

Project Director Name (Type or Print)

**Chief Executive Officer**

Title and Agency

**2423 Williams Drive, Suite E, Georgetown, Texas 78628**

Official Agency Mailing Address

City

Zip

**(512) 930-3333**

**(512) 930-3329**

Daytime Telephone Number

Fax Number

**cskaggs@wilco.org**

E-Mail Address

☒ Mr.

☐ Ms.

**David U. Flores**

Financial Officer Name (Type or Print)

**County Auditor**

Title and Agency

**710 South Main Street, Suite 303, Georgetown, Texas 78626**

Official Agency Mailing Address

City

Zip

**(512) 943-1500**

**(512) 943-1567**

Daytime Telephone Number

Fax Number

**dflores@wilco.org**

E-Mail Address

☒ Mr.

☐ Ms.

**John C. Doerfler**

Authorized Official Name (Type or Print)

**County Judge**

Title and Agency

**710 South Main Street, Suite 201, Georgetown, Texas 78626**

Official Agency Mailing Address

City

Zip

**(512) 943-1550**

**(512) 943-1662**

Daytime Telephone Number

Fax Number

**jdoerfler@wilco.org**

E-Mail Address

**JUSTICE OF THE PEACE JUVENILE PROBATION OFFICER**  
**BUDGET SUMMARY FY 2001 - 2002**

**CATEGORIES**

	<b>CJD</b>	<b>Grantee</b>	<b>In-Kind</b>	<b>Total</b>
<b>Personnel</b>	<b>14,826.00</b>	<b>22,241.00</b>	<b>3,175.00</b>	<b>40,242.00</b>
<b>Professional &amp; Contractual</b>				
<b>Travel &amp; Training</b>			<b>2,330.00</b>	<b>2,330.00</b>
<b>Equipment</b>				
<b>Supplies</b>				
<b>Total Direct Charges</b>	<b>14,826.00</b>	<b>22,241.00</b>	<b>5,505.00</b>	<b>42,572.00</b>
<b>TOTAL</b>	<b>14,826.00</b>	<b>22,241.00</b>	<b>5,505.00</b>	<b>42,572.00</b>

**ESTIMATED PROGRAM INCOME**

*The project does not anticipate earning any program income.*

**PERSONNEL**

**Salaries: \$31,828.00**

*Justice of the Peace Juvenile Probation Officer      x 100% of time = \$31,828.00*

**Fringe Benefits: \$8,413.00**

<b>Retirement @ .1011</b>	<b>\$3,218.00</b>
<b>FICA @ .0765</b>	<b>\$2,435.00</b>
<b>Health Insurance @ 230/month</b>	<b>\$2,760.00</b>
<b>Total</b>	<b>\$8,413.00</b>

*The annual salary difference for this full-time officer will be covered as an in-kind cost within the Williamson County Juvenile Services Department 2001 – 2002 fiscal year general fund budget.*

*This full-time position will provide the following services: This officer will be assigned to the Justice Court and will act as a case manager for all cases coming before the Court with special emphasis placed on repeat offenders, those at risk of being transferred to the Juvenile Court and those at risk of having contempt charges filed. The officer will educate youth of the consequences of truancy, failure to attend, penal code violations of the grade of Class C Misdemeanor and contempt.*

**PROFESSIONAL AND CONTRACTUAL SERVICES**

*The project does not anticipate providing any professional or contractual services.*

**TRAVEL AND TRAINING**

**Local Mileage: \$1,930.00**

*Costs will provide up to 5,938 miles of local travel at a rate of 32.5 cents per miles, as an in-kind cost within the Williamson County Juvenile Services Department 2001 – 2002 fiscal year general fund budget.*

**JUSTICE OF THE PEACE JUVENILE PROBATION OFFICER**  
**BUDGET SUMMARY CONTINUED**

**TRAVEL AND TRAINING**

**Training: \$400.00**

*Costs for training will be provided as an in-kind contribution within the Williamson County Juvenile Services Department 2001 – 2002 fiscal year general fund budget.*

*Costs will be used to send project staff to training conferences within Texas that will teach skills related to juvenile services and truancy issues and laws effecting both Juvenile and Justice Courts under the Criminal Justice System. Costs will be expended using agency travel policy, which includes \$28.00 per diem over-night, \$14.00 per diem day trip and 32.5 cents per mile for personal car usage.*

**EQUIPMENT**

*The project does not anticipate having any equipment purchases.*

**SUPPLIES**

*The project does not anticipate having any supply purchases.*

**INDIRECT COSTS**

*No amount requested for indirect costs.*

*Additionally, the Williamson County Juvenile Services Department will provide office space, utilities, telephone, computer, postage, office supplies and office furniture for this position.*

## COMPREHENSIVE CERTIFICATION

This certification is a material representation of fact upon which reliance was placed with the agency determined to award the grant. If it is later determined that the grantee knowingly rendered an erroneous certification, the agency, in addition to any other remedies available to the federal government, may take available action.

If this application is for federal funds in excess of \$100,000, I certify to the best of my knowledge and belief:

1. no federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
2. if any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall check here \_\_\_\_\_ and contact CJD or your local council of governments for the "Disclosure Form to Report Lobbying,"; and
3. the undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

If this application is for federal funds, I certify that to the best of my knowledge and belief:

- I. The applicant certifies that it will provide a drug-free workplace by:
  - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
  - B. Establishing a drug-free awareness program to inform employees about:
    1. the dangers of drug abuse in the workplace;
    2. the applicant's policy of maintaining a drug-free workplace;
    3. any available drug counseling, rehabilitation, and employee assistance programs; and
    4. the penalties that may be imposed upon employees for drug abuse violations.
  - C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).
  - D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
    1. abide by the terms of the statement; and
    2. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
  - E. Notifying the agency within ten days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction.
  - F. Taking one of the following actions with respect to any employee who is so convicted:
    1. taking appropriate personnel action against such an employee, up to and including termination; or
    2. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
  - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

*Continued ...*

Please read carefully: initial in appropriate spaces.

### AUDIT CERTIFICATION

#### Federal

*If this application is for federal funds, I certify (initial the appropriate choice):*

\_\_\_\_\_ The applicant agency currently expends combined federal funding of \$300,000 or more and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.

xx The applicant agency currently expends combined federal funding of less than \$300,000 and therefore is exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. I understand, however, that CJD may require a limited scope audit as defined in OMB Circular A-133.

#### State

*If this application is for state funds, I certify (initial the appropriate choice):*

xx The applicant agency currently expends combined state funding of \$300,000 or more and, therefore is required to submit an annual single audit by an independent auditor made in accordance with the Uniform Grant Management Standards (UGMS).

\_\_\_\_\_ The applicant agency currently expends combined state funding of less than \$300,000 and therefore is exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. I understand, however, that CJD may require a limited scope audit as defined in OMB Circular A-133, adopted by reference in Texas Administrative Code section 3.19 (see also UGMS State Single Audit).

### EQUAL OPPORTUNITY PLAN (EEOP) CERTIFICATION

#### Definitions:

- Type I Entity  
Educational/medical/non-profit institution/Native American Tribe — certification required (initial below); EEOP NOT required;
- Type II Entity  
All other recipients receiving more than \$25,000, but not more than \$500,000 — certification required (initial below); organizations must maintain EEOP on file for possible audit if the organization has more than 50 employees; and
- Type III Entity  
For-profit entities and state and local governments receiving \$500,000 or more — certification required (initial below); the organization must submit an EEOP to Office for Civil Rights (OCR) for approval.

*If your organization is a Type I, II, or III entity, please initial one of the following:*

\_\_\_\_\_ I certify this organization is a Type I Entity. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), is not required to maintain an Equal Employment Opportunity Plan, but will comply with equal employment opportunity program guidelines of the Department of Health and Human Services (28 CFR 42.302).

\_\_\_\_\_ I certify this organization is a Type II Entity that employs less than 50 people. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), but is not required to maintain an Equal Employment Opportunity Plan (28 CFR 42.301 *et seq.*).

xx I certify this organization is a Type II Entity that employs 50 or more people. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), and has formulated an equal employment opportunity program (28 CFR 42.301 *et seq.*), that is on file in the office of Human Resources Department

\_\_\_\_\_ I certify this organization is a Type III Entity. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), and has formulated an equal employment opportunity program (28 CFR 42.301 *et seq.*), that will be submitted to the Office for Civil Rights, Office of Justice Programs, Department of Justice, for approval upon award of a grant.

### DEBARMENT CERTIFICATION

*If this application is for federal funds in excess of \$25,000, I certify that (initial the appropriate choice):*

xx By submission of this proposal, that neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If I am unable to certify:

\_\_\_\_\_ I am unable to certify the above statement and have attached an explanation to this application.

John C. Daehler  
Signature of Authorized Official

12/12/00  
Date

Williamson County, Texas

Applicant Organization

Document effective date:  
(can be up to three years)

09 / 01 / 2001  
FROM

08 / 31 / 2002  
TO



# CERTIFIED ASSURANCES

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Applicants must complete this form before they will receive state and/or federal funds. Recipients of state and/or federal funds must fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

## FEDERAL ASSURANCES

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this project. Also, the Applicant assures and certifies that:

1. **LEGAL AUTHORITY** — It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **DISPLACED PERSONS** — It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.
3. **POLITICAL ACTIVITY** — It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **FAIR LABOR STANDARDS ACT** — It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** — It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. **EXAMINATION OF RECORDS** — It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** — It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** — It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** — It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (Ch. 50 USC § 4001). This section requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. **HISTORIC PRESERVATION** — It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966, (16 USC § 569a-1, et seq.) by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **COMPLIANCE WITH LAWS AND GUIDES** — It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** — It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. **NONDISCRIMINATION** —
  - A. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, (42 USC § 3789(d)), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

Continued ...

- B. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
- C. It will provide an Equal Employment Opportunity Program (EEOP) if required to maintain one, where the application is for \$500,000 or more.
14. **COASTAL BARRIERS** — It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
15. **SUPPLANTING PROHIBITION** — It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The Applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

## STATE ASSURANCES

The applicant hereby assures and certifies compliance with all state statutes, regulations, policies, guidelines, and requirements including the Title 1, Chapter 3, of the Texas Administrative Code, and the Uniform Grant Management Standards (UGMS), as they relate to the application, acceptance and use of funds for this project. Also, the applicant assures and certifies that:

1. **LEGAL AUTHORITY** — It possesses legal authority in the State of Texas to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **CONFLICT OF INTEREST** — It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
3. **NONDISCRIMINATION** — It will comply with all State and Federal statutes relating to nondiscrimination.
4. **TAXES** — It will comply with all State and Federal tax laws and are solely responsible for filing all required State and Federal tax forms.
5. **GRANT ADMINISTRATION** — It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
6. **EXAMINATION OF RECORDS** — It will give the sponsoring agency or the Office of the Governor, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **PUBLIC INFORMATION** — It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
8. **CHILD SUPPORT PAYMENTS** — It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
9. **SUSPECTED CHILD ABUSE** — It will comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.
10. **RELATIVES** — It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
11. **OPEN MEETINGS** — If the applicant is a governmental entity, It will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
12. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** — If the applicant is health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
13. **LAW ENFORCEMENT AGENCY** — If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.

Williamson County, Texas  
Applicant's Organization

John C. Doerfler, County Judge  
Printed Name and Title of Authorized Official

Justice of the Peace / JPO  
Project Title

John C. Doerfler  
Signature of the Authorized Official

12-12-00  
Date

Document effective date:  
(can be up to three years)

09 / 01 / 2001  
FROM

08 / 31 / 2002  
TO

**RESOLUTION****STATE OF TEXAS****COUNTY OF WILLIAMSON**

**WHEREAS**, The Williamson County Commissioners Court finds it in the best interest of the citizens of Williamson County, that the Justice of the Peace Juvenile Probation Officer Program be operated for the 3<sup>rd</sup> year; and

**WHEREAS**, Williamson County Commissioners Court has considered the proposed application for State and Federal Assistance for said project, in the amount of \$14,826.00 to be submitted to the Office of the Governor, Criminal Justice Division, Fund JJDP Program; and

**WHEREAS**, The Williamson County Commissioners Court has agreed to provide matching moneys for the said project in the amount of \$22,241.00, or an amount equal to one-fourth of the total project cost, as required by the grant application; and

**WHEREAS**, The Williamson County Commissioners Court has agreed that in the event of loss or misuse of the Criminal Justice Division funds, Williamson County Commissioners Court assures that the funds will be returned to the Criminal Justice Division in full.

**NOW THEREFORE, BE IT RESOLVED** that the Williamson County Commissioners Court approves submission of the grant application for the Justice of the Peace Juvenile Probation Officer Program in the amount of \$37,067.00.

Signed by the County Judge

John C. Doerfler 12-12-00  
John C. Doerfler

Passed and Approved on this the 12<sup>TH</sup> day of DECEMBER, 2000.

Attest: Signed by the County Clerk

Nancy E. Rister  
Nancy Rister

Continuation of Purchase of Juvenile Justice Alternatives  
JA – 2001 – J20 - 14847 – 03

- Grant Application Cover Sheet
- Designation of Grant Officials
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- Resolution from Governing Body

Williamson County Juvenile Services Department  
2423 Williams Drive, Suite E  
Georgetown, Texas 78628

## GRANT APPLICATION COVER SHEET

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1. Legal name of organization applying. <b>Williamson County, Texas</b>		9. Title of Project. <b>Purchase of Juvenile Justice Alternatives</b>	
2. Division or unit within the applicant organization to administer the project. <b>Juvenile Services Department</b>		10. Application for (CHECK ONLY ONE): <input type="checkbox"/> Criminal Justice Planning Fund (state) <input checked="" type="checkbox"/> Juvenile Justice and Delinquency Prevention Act Fund (federal) CFDA-16.540 <input type="checkbox"/> Safe and Drug-Free Schools and Communities Act Fund (federal) CFDA-84.186	
3. Official applicant organization mailing address. <b>2423 Williams Dr., Suite E, Geotwn 78628</b>		11. County where headquarters are based. <b>Williamson</b>	
4. Choose up to five of the following that best describe the project (check one box only): <input type="checkbox"/> Alternative education program <input type="checkbox"/> Child abuse <input type="checkbox"/> Community policing <input type="checkbox"/> Community-based prevention <input type="checkbox"/> Courts <input type="checkbox"/> Crime prevention <input type="checkbox"/> Diversion <input type="checkbox"/> Driving While Intoxicated (DWI) <input type="checkbox"/> Family and domestic violence <input type="checkbox"/> Intervention <input type="checkbox"/> Investigative <input type="checkbox"/> Law enforcement <input type="checkbox"/> Law enforcement training <input type="checkbox"/> Narcotics task force <input type="checkbox"/> Parole <input type="checkbox"/> Probation <input type="checkbox"/> Prosecution <input checked="" type="checkbox"/> Purchase of Juvenile Services (probation) <input type="checkbox"/> Renovation and retrofitting (juvenile detention beds) <input type="checkbox"/> School-based prevention <input type="checkbox"/> Sexual assault <input type="checkbox"/> Substance abuse treatment <input type="checkbox"/> Technology Improvement <input type="checkbox"/> Training conferences <input type="checkbox"/> Victim assistance		12. Population of the county where the headquarters are based. <b>235,000</b>	
5. Person CJD should contact to answer specific questions about the application. Name: <b>Charles M. Skaggs</b> Title: <b>Chief Executive Officer</b> Address: <b>2423 Williams Drive</b> <b>Suite E</b> <b>Georgetown, Texas 78628</b> Telephone number: <b>(512) 930-3333</b> Fax number: <b>(512) 930-3329</b> e-mail address: <b>cskaggs@wilco.org</b>		13. All cities and counties in the service area of the project and the population of each. <b>Williamson County, Texas</b>	
6. Agency's State Payee Identification Number: <b>74-6000978-4000</b>		14. Grant Start Date: <b>December 1, 2001</b>	
7. Is the applicant organization delinquent on any state or federal debt? <input type="checkbox"/> Yes (If "Yes", attach an explanation.) <input checked="" type="checkbox"/> No		15. Are the activities proposed in this application 100% juvenile-related? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, in box identify the number of the needs statement this application addresses. See page 2 and 3 of the application kit. <b>3</b>	
8. Requested Funds Amount of CJD Funds Requested		16. Is this an application for first-year funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "No", complete the following Year of Funding for this application (check one): <input type="checkbox"/> Year 2 <input checked="" type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Year ____ Current Grant #: <b>JA - 00 - J20 - 14847 - 02</b>	
FY 2002 request	<b>6,210.00</b>	17. Date and city of application workshop attended. <b>January 2000 - Austin, Texas</b>	
FY 2003 request (if applicable)		18. If a local application, COG to which application was submitted. <b>CAPCO - Region 12</b>	
FY 2004 request (if applicable)		19. If project is statewide, on what date was a copy of the application submitted for TRACS Review?	
To the best of my knowledge, all information in this application is true and correct. The application has been duly authorized by the governing body of the applicant and agrees to comply with all CJD rules, including the attached assurances, if awarded.		FOR COG USE ONLY Is this application shared with another COG? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Typed Name of Authorized Official: <b>John C. Doerfler</b>		CPTN #:	Region #:
Signature of Authorized Official: <i>John C. Doerfler</i>		Priority #:	RBE: <input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> NA
Date Signed: <b>12-12-00</b>		COG Application Identifier:	

## DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: Williamson County, TexasPROJECT TITLE: Purchase of Juvenile Justice Alternatives☒ Mr.☐ Ms.**Charles M. Skaggs**

Project Director Name (Type or Print)

**Chief Executive Officer**

Title and Agency

**2423 Williams Drive, Suite E, Georgetown, Texas 78628**

Official Agency Mailing Address

**(512) 930-3333**

City

Zip

**(512) 930-3329**

Daytime Telephone Number

**cskaggs@wilco.org**

Fax Number

E-Mail Address

☒ Mr.☐ Ms.**David U. Flores**

Financial Officer Name (Type or Print)

**County Auditor**

Title and Agency

**710 South Main Street, Suite 303, Georgetown, Texas 78626**

Official Agency Mailing Address

**(512) 943-1500**

City

Zip

**(512) 943-1567**

Daytime Telephone Number

**dflores@wilco.org**

Fax Number

E-Mail Address

☒ Mr.☐ Ms.**John C. Doerfler**

Authorized Official Name (Type or Print)

**County Judge**

Title and Agency

**710 South Main Street, Suite 201, Georgetown, Texas 78626**

Official Agency Mailing Address

**(512) 943-1550**

City

Zip

**(512) 943-1662**

Daytime Telephone Number

**jdoerfler@wilco.org**

Fax Number

E-Mail Address

**PURCHASE OF JUVENILE JUSTICE ALTERNATIVES**  
**BUDGET SUMMARY FY 2001 - 2002**

**CATEGORIES**

	<i>CJD</i>	<i>Grantee</i>	<i>In-Kind</i>	<i>Total</i>
<i>Personnel</i>				
<i>Professional &amp; Contractual</i>	6,210.00	24,839.00		31,048.00
<i>Travel &amp; Training</i>				
<i>Equipment</i>				
<i>Supplies</i>				
<i>Total Direct Charges</i>	6,210.00	24,839.00		31,048.00
<b><i>TOTAL</i></b>	<b>6,210.00</b>	<b>24,839.00</b>		<b>31,048.00</b>

**ESTIMATED PROGRAM INCOME**

*The project does not anticipate earning any program income.*

**PERSONNEL**

*No anticipated expenditures under this category.*

**PROFESSIONAL AND CONTRACTUAL SERVICES**

*Total - \$31,048.00*

*CJD - \$6,210.00*

*Grantee - \$22,241.00*

*Contracted out of county residential placement of minority youth as opposed to secure detention.*

<i>Level of Care</i>	<i>Daily Rate</i>	<i>Days</i>	<i>Total</i>
<i>Level V</i>	106.66	180	19,199.00
<i>Level III</i>	62.15	190	11,849.00

**TRAVEL AND TRAINING**

*No anticipated expenditures under this category.*

**EQUIPMENT**

*The project does not anticipate having any equipment purchases.*

**SUPPLIES**

*The project does not anticipate having any supply purchases.*

**INDIRECT COSTS**

*No amount requested for indirect costs.*

## COMPREHENSIVE CERTIFICATION

This certification is a material representation of fact upon which reliance was placed with the agency determined to award the grant. If it is later determined that the grantee knowingly rendered an erroneous certification, the agency, in addition to any other remedies available to the federal government, may take available action.

If this application is for federal funds in excess of \$100,000, I certify to the best of my knowledge and belief:

1. no federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
2. if any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall check here \_\_\_\_\_ and contact CJD or your local council of governments for the "Disclosure Form to Report Lobbying,"; and
3. the undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

If this application is for federal funds, I certify that to the best of my knowledge and belief:

- I. The applicant certifies that it will provide a drug-free workplace by:
  - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
  - B. Establishing a drug-free awareness program to inform employees about:
    1. the dangers of drug abuse in the workplace;
    2. the applicant's policy of maintaining a drug-free workplace;
    3. any available drug counseling, rehabilitation, and employee assistance programs; and
    4. the penalties that may be imposed upon employees for drug abuse violations.
  - C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).
  - D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
    1. abide by the terms of the statement; and
    2. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
  - E. Notifying the agency within ten days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction.
  - F. Taking one of the following actions with respect to any employee who is so convicted:
    1. taking appropriate personnel action against such an employee, up to and including termination; or
    2. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
  - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

*Continued ...*



Please read carefully: initial in appropriate spaces.

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### AUDIT CERTIFICATION

#### Federal

*If this application is for federal funds, I certify (initial the appropriate choice):*

       The applicant agency currently expends combined federal funding of \$300,000 or more and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.

XX The applicant agency currently expends combined federal funding of less than \$300,000 and therefore is exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. I understand, however, that CJD may require a limited scope audit as defined in OMB Circular A-133.

#### State

*If this application is for state funds, I certify (initial the appropriate choice):*

XX The applicant agency currently expends combined state funding of \$300,000 or more and, therefore is required to submit an annual single audit by an independent auditor made in accordance with the Uniform Grant Management Standards (UGMS).

       The applicant agency currently expends combined state funding of less than \$300,000 and therefore is exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. I understand, however, that CJD may require a limited scope audit as defined in OMB Circular A-133, adopted by reference in Texas Administrative Code section 3.19 (see also UGMS State Single Audit).

### EQUAL OPPORTUNITY PLAN (EEOP) CERTIFICATION

#### Definitions:

##### ■ Type I Entity

Educational/medical/non-profit institution/Native American Tribe — certification required (initial below); EEOP NOT required;

##### ■ Type II Entity

All other recipients receiving more than \$25,000, but not more than \$500,000 — certification required (initial below); organizations must maintain EEOP on file for possible audit if the organization has more than 50 employees; and

##### ■ Type III Entity

For-profit entities and state and local governments receiving \$500,000 or more — certification required (initial below); the organization must submit an EEOP to Office for Civil Rights (OCR) for approval.

*If your organization is a Type I, II, or III entity, please initial one of the following:*

       I certify this organization is a Type I Entity. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), is not required to maintain an Equal Employment Opportunity Plan, but will comply with equal employment opportunity program guidelines of the Department of Health and Human Services (28 CFR 42.302).

       I certify this organization is a Type II Entity that employs less than 50 people. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), but is not required to maintain an Equal Employment Opportunity Plan (28 CFR 42.301 *et seq.*).

XX I certify this organization is a Type II Entity that employs 50 or more people. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), and has formulated an equal employment opportunity program (28 CFR 42.301 *et seq.*), that is on file in the office of Human Resources Department

       I certify this organization is a Type III Entity. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), and has formulated an equal employment opportunity program (28 CFR 42.301 *et seq.*), that will be submitted to the Office for Civil Rights, Office of Justice Programs, Department of Justice, for approval upon award of a grant.

### DEBARMENT CERTIFICATION

*If this application is for federal funds in excess of \$25,000, I certify that (initial the appropriate choice):*

XX By submission of this proposal, that neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If I am unable to certify:

       I am unable to certify the above statement and have attached an explanation to this application.

John C. Dwyer  
Signature of Authorized Official

12/12/00  
Date

Williamson County, Texas

Applicant Organization

Document effective date:  
(can be up to three years)

12 / 01 / 2001  
FROM

11 / 30 / 2002  
TO

# CERTIFIED ASSURANCES

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Applicants must complete this form before they will receive state and/or federal funds. Recipients of state and/or federal funds must fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

## FEDERAL ASSURANCES

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this project. Also, the Applicant assures and certifies that:

1. **LEGAL AUTHORITY** — It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **DISPLACED PERSONS** — It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.
3. **POLITICAL ACTIVITY** — It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **FAIR LABOR STANDARDS ACT** — It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** — It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. **EXAMINATION OF RECORDS** — It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** — It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** — It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** — It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (Ch. 50 USC § 4001). This section requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. **HISTORIC PRESERVATION** — It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966, (16 USC § 569a-1, et seq.) by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **COMPLIANCE WITH LAWS AND GUIDES** — It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** — It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. **NONDISCRIMINATION** —
  - A. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, (42 USC § 3789(d)), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

Continued...

- B. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
- C. It will provide an Equal Employment Opportunity Program (EEO) if required to maintain one, where the application is for \$500,000 or more.
14. **COASTAL BARRIERS** — It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
15. **SUPPLANTING PROHIBITION** — It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The Applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

## STATE ASSURANCES

The applicant hereby assures and certifies compliance with all state statutes, regulations, policies, guidelines, and requirements including the Title 1, Chapter 3, of the Texas Administrative Code, and the Uniform Grant Management Standards (UGMS), as they relate to the application, acceptance and use of funds for this project. Also, the applicant assures and certifies that:

1. **LEGAL AUTHORITY** — It possesses legal authority in the State of Texas to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **CONFLICT OF INTEREST** — It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
3. **NONDISCRIMINATION** — It will comply with all State and Federal statutes relating to nondiscrimination.
4. **TAXES** — It will comply with all State and Federal tax laws and are solely responsible for filing all required State and Federal tax forms.
5. **GRANT ADMINISTRATION** — It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
6. **EXAMINATION OF RECORDS** — It will give the sponsoring agency or the Office of the Governor, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **PUBLIC INFORMATION** — It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
8. **CHILD SUPPORT PAYMENTS** — It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
9. **SUSPECTED CHILD ABUSE** — It will comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.
10. **RELATIVES** — It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
11. **OPEN MEETINGS** — If the applicant is a governmental entity, it will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
12. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** — If the applicant is health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
13. **LAW ENFORCEMENT AGENCY** — If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.

Williamson County, Texas

Purchase of Juvenile Justice Alternatives

Applicant's Organization

John C. Doerfler, County Judge

Printed Name and Title of Authorized Official

Project Title

John C. Doerfler  
Signature of the Authorized Official

12-12-01  
Date

Document effective date:  
(can be up to three years)

12 / 01 / 2001  
FROM

11 / 30 / 2002  
TO

RESOLUTION

STATE OF TEXAS

COUNTY OF WILLIAMSON

**WHEREAS**, The Williamson County Commissioners Court finds it in the best interest of the citizens of Williamson County, that the Purchase of Juvenile Justice Alternatives Program be operated for the 3<sup>rd</sup> year; and

**WHEREAS**, Williamson County Commissioners Court has considered the proposed application for State and Federal Assistance for said project, in the amount of \$6,210.00 to be submitted to the Office of the Governor, Criminal Justice Division, Fund JJDP Program; and

**WHEREAS**, The Williamson County Commissioners Court has agreed to provide matching moneys for the said project in the amount of \$24,839.00, or an amount equal to one-fourth of the total project cost, as required by the grant application; and

**WHEREAS**, The Williamson County Commissioners Court has agreed that in the event of loss or misuse of the Criminal Justice Division funds, Williamson County Commissioners Court assures that the funds will be returned to the Criminal Justice Division in full.

**NOW THEREFORE, BE IT RESOLVED** that the Williamson County Commissioners Court approves submission of the grant application for the Purchase of Juvenile Justice Alternatives Program in the amount of \$31,048.00.

Signed by the County Judge

John C. Doerfler 12-12-00  
John C. Doerfler

Passed and Approved on this the 12<sup>TH</sup> day of DECEMBER, 2000.

Attest: Signed by the County Clerk

Nancy E. Rister  
Nancy Rister

# GRANT APPLICATION COVER SHEET

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<b>1. Legal name of organization applying.</b> Williamson County, Texas			<b>9. Title of Project</b> Substance Abuse "PROUD" Program		
<b>2. Division or unit within the applicant organization to administer the project.</b> Juvenile Services Department			<b>10. Application for:</b> Juvenile Accountability Incentive Block Grant CFDA 16.523		
<b>3. Official applicant organization mailing address.</b> 2423 Williams Dr., Suite E, Geotwn 78628			<b>11. County where headquarters are based:</b> Williamson County, Texas		
<b>4. Choose up to five of the following that best describe the project:</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Alternative education program  <input type="checkbox"/> Child abuse  <input type="checkbox"/> Community policing  <input type="checkbox"/> Community-based prevention  <input type="checkbox"/> Courts  <input type="checkbox"/> Crime prevention  <input type="checkbox"/> Diversion  <input type="checkbox"/> Driving While Intoxicated (DWI)  <input type="checkbox"/> Family and domestic violence  <input checked="" type="checkbox"/> Intervention (w/ offenders)  <input type="checkbox"/> Investigative  <input type="checkbox"/> Law enforcement                         </div> <div style="width: 50%;"> <input type="checkbox"/> Law enforcement training  <input type="checkbox"/> Narcotics task enforcement  <input type="checkbox"/> Parole  <input checked="" type="checkbox"/> Probation  <input type="checkbox"/> Prosecution  <input checked="" type="checkbox"/> Purchase of juvenile services (probation)  <input type="checkbox"/> Renovation and retrofitting (juvenile detention beds)  <input type="checkbox"/> Sexual assault  <input checked="" type="checkbox"/> Substance abuse treatment  <input type="checkbox"/> Technology improvement  <input type="checkbox"/> Training conferences  <input type="checkbox"/> Victim assistance                         </div> </div>			<b>12. Population of the county where the headquarters are based.</b> 235,000		
<b>5. Person CJD should contact to answer specific questions about the application.</b> Name: <u>Charles M. Skaggs</u> Title: <u>Chief Executive Officer</u> Address: <u>2423 Williams Drive</u> <u>Suite E</u> <u>Georgetown, Texas 78628</u> Telephone number: <u>(512) 930-3333</u> Fax number: <u>(512) 930-3329</u> e-mail address: <u>cskaggs@wilco.org</u>			<b>13. All cities and counties in the service area of the project and the population of each.</b> Williamson County, Texas		
<b>6. Agency's State Payee Identification Number:</b> 74-6000978-4000			<b>14. Grant Period:</b> August 1, 2001 - July 31, 2002		
<b>7. Is the applicant organization delinquent on any state or federal debt?</b> <input type="checkbox"/> Yes (If "Yes", attach an explanation.) <input checked="" type="checkbox"/> No			<b>15. Is this an application for first-year funding?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "No", complete the following Year of Funding for this application (check one): <input type="checkbox"/> Year 2 <input checked="" type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Year ____ Current Grant #: <u>JB - 2000 - J20 - 13308-02</u>		
<b>8. Amount of CJD Funds Requested</b>	<b>Allocation</b>	<b>Cash Match</b>	<b>16. Date and city of application workshop attended:</b> January 2000 - Austin, Texas		
FY 2002	42,005.00	4,667.00	<b>17. If a local application, COG to which application is submitted.</b> CAPCO - Region 12		
Waived from other jurisdictions (please provide a list to CJD)					
TOTAL	42,005.00	4,667.00			
To the best of my knowledge, all information in this application is true and correct. The application has been duly authorized by the governing body of the applicant and agrees to comply with all CJD rules, including the attached assurances, if awarded.			<div style="border: 1px solid black; padding: 5px;"> <b>FOR COG USE ONLY</b>                  Is this application shared with another COG?  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                  COG Name: _____ Region: _____                  Priority: _____                  COG Application Number: _____             </div>		
<b>Typed Name of Authorized Official:</b> John C. Doerfler			<b>Signature of Authorized Official:</b> 		
<b>Date Signed:</b> 12-12-00			(Blank space for additional information)		

# DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: Williamson County Juvenile Services Department

PROJECT TITLE: Substance Abuse "PROUD" Program

- ☒ Mr.  
☐ Ms.

**Charles M. Skaggs**

Project Director Name (Type or Print)

**Chief Executive Officer - Williamson County Juvenile Services**

Title and Agency

**2423 Williams Drive, Suite E, Georgetown, Texas 78628**

Official Agency Mailing Address

**(512) 930-3333**

City

Zip

**(512) 930-3329**

Daytime Telephone Number

Fax Number

**csksaggs@wilco.org**

E-Mail Address

- ☒ Mr.  
☐ Ms.

**David U. Flores**

Financial Officer Name (Type or Print)

**County Auditor - Williamson County, Texas**

Title and Agency

**710 South Main Street, Georgetown, Texas 78626**

Official Agency Mailing Address

**(512) 943-1500**

City

Zip

**(512) 943-1567**

Daytime Telephone Number

Fax Number

**dflores@wilco.org**

E-Mail Address

- ☒ Mr.  
☐ Ms.

**John C. Doerfler**

Authorized Official Name (Type or Print)

**County Judge - Williamson County, Texas**

Title and Agency

**710 South Main Street, Georgetown, Texas 78626**

Official Agency Mailing Address

**(512) 943-1550**

City

Zip

**(512) 943-1662**

Daytime Telephone Number

Fax Number

**jdoerfler@wilco.org**

E-Mail Address

**J A I B G**  
**PURPOSE AREA ALLOCATION SHEET**

***Purpose Area #2 – 35%***

Developing and administering accountability based sanctions for juvenile offenders.

***Purpose Area #3 – 65%***

Hiring additional juvenile judges, probation officers, and court appointed defenders, and funding pre-trial services for juveniles, to ensure the smooth and expeditious administration of the juvenile justice system.

**JAIBG Substance Abuse "PROUD" Program**  
**BUDGET SUMMARY**

**CATEGORIES**

	<i>CJD</i>	<i>Grantee</i>	<i>In-Kind</i>	<i>Total</i>
<i>Personnel</i>	27,303.00	3,034.00	7,223.00	37,560.00
<i>Professional &amp; Contractual</i>	14,702.00	1,633.00		16,335.00
<i>Travel &amp; Training</i>				
<i>Equipment</i>				
<i>Supplies</i>			7,650.00	7,650.00
<i>Total Direct Charges</i>	42,005.00	4,667.00	14,873.00	61,545.00
<b>TOTAL</b>	<b>\$42,005.00</b>	<b>\$4,667.00</b>	<b>\$14,873.00</b>	<b>\$61,545.00</b>

**ESTIMATED PROGRAM INCOME**

*The project does not anticipate earning any program income.*

**PERSONNEL**

**Salaries: \$29,552.00**

*Substance Abuse Juvenile Probation Officer*      *x 100% of time = \$29,552.00*

**Fringe Benefits: \$8,008.00**

<i>Retirement @ .1011</i>	<i>\$2,987.00</i>
<i>FICA @ .0765</i>	<i>\$2,261.00</i>
<i>Health Insurance @ 230/month</i>	<i>\$2,760.00</i>
<b>Total</b>	<b>\$7,635.00</b>

*This full-time position will provide the following services: working with adjudicated juveniles who have been placed on formal probation for substance abuse related offenses or any formal probation juvenile who tests positive while on probation, working with the juvenile and their families to educate in the areas of health, prevention training, and education concerning the nature and quality of communication and relationships between family members and the juvenile.*

*The annual salary difference for this full-time officer will be covered as an in-kind cost within the Williamson County Juvenile Services Department 2001 – 2002 fiscal year general fund budget.*

**PROFESSIONAL AND CONTRACTUAL SERVICES**

**Out of County Therapeutic Residential Placement: \$16,335.00**

*Level V intensive 24-hour care and supervision for juveniles 10-16 year olds, placed by a juvenile court, in a licensed basic child care facility. Residential placement at a maximum rate of \$101.00 per diem for a period covering 160 days. (A copy of the Williamson County Juvenile Services Department's Substance Abuse Therapeutic Residential Contract attached.)*

**TRAVEL AND TRAINING**

*Any related travel and training costs will be provided by the Williamson County Juvenile Services Department as the need arises.*



**JAIBG Substance Abuse "PROUD" Program**  
**BUDGET SUMMARY CONTINUED**

**EQUIPMENT**

*The project does not anticipate having any equipment purchases.*

**SUPPLIES**

*The Williamson County Juvenile Services Department will provide through in-kind funds the cost of monthly urinalysis drug testing kits to be utilized by the "PROUD" officer in conducting on-site random testing of juveniles under the "PROUD" Program.*

*Additionally, the Williamson County Juvenile Services Department will provide office space, utilities, computer, telephone, postage, office supplies and office furniture for this position.*

## SECTION ONE: PROBLEM STATEMENT AND DATA

### Problem Statement:

Drug related offenses represent a significant percentage of referrals to Williamson County Juvenile Services. Juveniles on formal probation who violate probation by using drugs require intensive support, education and/or sanctions to reduce the probability of moving deeper into the justice system.

### Data:

In 1999, 24 % of all referrals made to Williamson County Juvenile Services were for drug related offenses (894 total referrals / 214 drug related offenses).

In 1999, the number of juveniles removed from their home and placed in residential drug treatment programs equaled 33 % of court ordered placements outside of Williamson County. In 2000, thus far, the percentage is 34 %. *(Note: This statistic does not count court ordered placements into the Williamson County Academy residential program).*

On December 8, 2000, a survey was conducted of all field juvenile probation officers in Williamson County. The findings of this survey revealed that 36 % of all adjudicated juveniles currently on formal probation (court ordered) have tested positive for drug usage after being placed on probation by the court. *(149 formal probation juveniles currently being supervised / 54 produced at least one positive urinalysis drug test on current term of probation).*

# of positive drug tests produced on current probation term:	1	2	3	4	5	6+	TOTAL
# OF JUVENILES:	28	12	8	2	1	3	54

A total of 112 positive drug screens have been produced by the current formal juvenile probation caseload in Williamson County.

If the "PROUD" ("Personal Responsibility Over Using Drugs") program was currently in place, 54 juveniles would be served by it.

## SECTION TWO: GOAL STATEMENT

To create an intensive enforcement and response program to all positive drug screens from adjudicated youth. Juveniles shall be held more accountable for their drug usage and provided with an organized program of support, guidance and sanctions.

### **SECTION THREE: TARGET GROUP**

The target group of this program shall be:

- Any juvenile (10 – 16 years of age) placed on formal probation by the Williamson County Juvenile Court, and
- Currently resides in Williamson County and is being supervised by a Williamson County field probation officer (courtesy supervision cases excluded), and
- Has violated formal probation conditions by producing a positive test result from a random urinalysis drug screen.

### **SECTION FOUR: PROJECT ACTIVITIES**

The PROUD program will be directly supported by the Williamson County Juvenile Court as the following standard language shall be included on all future Orders of Probation and Orders Affecting Parents for adjudicated youth:

*The juvenile respondent / parent(s) shall abide by and follow all guidelines, procedures, and expectations established under the PROUD program if said juvenile respondent is referred to the PROUD program by the supervising probation officer due to a positive drug screen from the respondent during the ordered term of probation.*

Under the proposed PROUD program, when an adjudicated youth tests positive for drugs, the probation officer supervising the juvenile will refer the juvenile to the PROUD officer who will utilize and implement the following procedures and activities:

- If a S.A.S.S.I. assessment has not been conducted yet on the juvenile, the juvenile shall be referred to a qualified and trained person to conduct the assessment. **Note:** If the PROUD officer has not already been trained in conducting and interpreting the S.A.S.S.I. instrument, they shall receive the necessary training to do so within the scope of their employment.

In addition to all standard conditions of probation, the PROUD officer shall hold the **juvenile probationer accountable** in the following areas:

- Juveniles shall be required to keep a weekly journal wherein the juvenile's thoughts, feelings, urges, and opportunities to use drugs will be written down and discussed in confidence with the PROUD officer.
- Juveniles shall be required to attend local AA/NA meetings and keep a log of their attendance.
- Juveniles shall be required to establish an Adult Sponsor through AA/NA and develop a clear and readily accessible positive sober support group/system for themselves.
- Juveniles shall be required to complete a progressive series of written assignments dealing, but not limited to, self-care, physical fitness, personal responsibility, peer & family relations, entertainment options.

**SECTION FOUR: PROJECT ACTIVITIES - continued**

- Juveniles shall meet with the PROUD officer as directed and submit journals, logs and assignments as required (*an established level system of supervision will be in place*).

In addition to all standard conditions of the Order Affecting Parents, the PROUD officer shall hold the **juvenile's parent(s) accountable** in the following areas:

- Parents will be required to establish positive, structured, family/child centered activities within the home of no less than two (2) thirty (30) minute period each week and keep a log of said activities.
- If the juvenile does not possess a valid driver's license, parents will be required to provide, facilitate or arrange transportation for their juvenile to AA/NA meetings as needed.
- Parents will be required to attend, with their juvenile, individual and group meetings as scheduled.
- Parents will be required to complete a pre-test at the beginning of the PROUD program and a post-test at the completion of the PROUD program concerning the nature and quality of communication and relationships between family members and the juvenile. (*Attached*)

The **PROUD program officer qualifications and experience** shall include, but not be limited to:

- The PROUD officer shall possess a bachelor's degree and meet the essential criteria to be certified as a Juvenile Probation Officer in the state of Texas.
- The PROUD officer shall be familiar with and had work experience within the realm of substance abuse treatment; knowledge and familiarity with the recognized treatment modalities of dealing with addiction and substance abuse.
- The PROUD officer will be knowledgeable of local AA/NA resources and meetings in which to refer juveniles. The PROUD officer shall monitor required attendance at the AA/NA meetings of juveniles they are working with.
- The PROUD officer shall be available 24/7 as needed via digital pager.
- The PROUD officer shall be familiar with basic group dynamics concepts and have experience in facilitating group discussions.
- The PROUD officer shall be knowledgeable of local substance abuse out-patient & in-patient treatment providers. These providers may be called upon or utilized by the PROUD officer if under the PROUD program the juvenile continues to use drugs/test positive.

## **SECTION FIVE: PROJECT OBJECTIVES**

1. **Decrease of probationer drug usage:** The primary objective of the PROUD program shall be to deal directly with juveniles that continue to use drugs while on formal probation; specifically to reduce the number of juveniles who have more than one positive drug test. To date, as of the active formal probation caseload on 12/08/00, of the 54 juveniles who have tested positive for drugs on probation, **48 % (26 juveniles)** have tested positive more than one time. The objective will be to see a **50 % reduction** of this percentage (*more than one positive U.A.*) at the end of one year.
2. **Decrease in % of probationers placed in residential drug treatment programs:** After one year of operation, it is anticipated that the program will reduce the percentage of juveniles being removed from their home and placed in residential drug treatment programs by **25 %**.
3. **Improved family communication & relationships:** The PROUD officer shall provide parents with an introductory pre-test (*attached*) prior to engaging the juvenile and parents in the PROUD program. An average mean score ranging between 1 – 5 will be established. At the conclusion of the program, the average mean score will be expected to have improved by one full point indicating a significant improvement in the areas of family communication and relationships.
4. **Availability and resources made to at-risk youth and families:** In addition to directly supervising and managing the outlined aspects of the PROUD Program, the officer shall be utilized as a primary resource/information person for Williamson County Juvenile Services., parents, and any other community citizens needing information on AA/NA resources, intervention approaches, warning signals of drug usage, etc. The PROUD officer will document all intervention contacts in line with this objective that would otherwise not be available.

## **PLAN SUMMARY**

Through the PROUD program, Williamson County Juvenile Services will have an intensive, organized, and consistent intervention to deal with and respond to juveniles on formal probation that test positive for drugs. The need for this program is evident by the significant percentage of referrals made to Williamson County Juvenile Services in 1999 that were drug related, as well as, the significant percentage of juveniles that while on probation, tested positive for drugs.

The PROUD program will emphasize the critical need for juveniles to be personally responsible for their choice to use drugs. The juveniles will be closely monitored and required to complete weekly personal journal entries, written assignments, attend AA/NA meetings, and obtain an adult sponsor for themselves. Parents will also be held accountable and responsible for providing necessary transportation for their child, establishing a pattern of positive, family based activities with their child, attending scheduled meetings, and completing an assessment of the PROUD program to document its impact on their family.

**PLAN SUMMARY – continued**

The anticipated outcomes of the program will be to see a 50 % reduction in the number of juveniles that test positive for drugs more than once while on probation; to see a 25 % reduction in the percentage of juveniles being removed from their home and placed into residential drug treatment programs; to see a marked improvement in the juvenile's family in communication and personal relationships; and to have available a specific person to offer intervention and information to parents and community members that are concerned about at risk behavior of their youth which may involve drug usage.

# PARENTAL ASSESSMENT

## of Current Communication and Family Relationships

Today's Date: \_\_\_\_\_

Parent(s) Name \_\_\_\_\_

Juvenile's Name: \_\_\_\_\_

**Note:** This assessment shall be kept in strict confidence between you the parent(s) and the program officer. The scores that are checked will not be shared with your child.

1. When my child appears to be upset, his/her willingness to come to me as a parent and talk about what is bothering them is . . .

☐ 1 = Very Poor    ☐ 2 = Poor    ☐ 3 = O.K.    ☐ 4 = Good    ☐ 5 = Very Good

2. When my child is not at home, my trust level that my child is not doing or getting involved in things that I would not approve of is . . .

☐ 1 = Very Poor    ☐ 2 = Poor    ☐ 3 = O.K.    ☐ 4 = Good    ☐ 5 = Very Good

3. When my child and I disagree about something, our ability to talk calmly about it and come to an understanding is . . .

☐ 1 = Very Poor    ☐ 2 = Poor    ☐ 3 = O.K.    ☐ 4 = Good    ☐ 5 = Very Good

4. Currently, when I try to spending time with my child, it seems to turn out . . .

☐ 1 = Very Poor    ☐ 2 = Poor    ☐ 3 = O.K.    ☐ 4 = Good    ☐ 5 = Very Good

5. Presently, my knowledge and awareness of who my child's friends and associates are is . .

☐ 1 = Very Poor    ☐ 2 = Poor    ☐ 3 = O.K.    ☐ 4 = Good    ☐ 5 = Very Good

6. Concerning the individuals/friends I am aware of that my child associates with, my current opinion and impression of them is . . .

☐ 1 = Very Poor    ☐ 2 = Poor    ☐ 3 = O.K.    ☐ 4 = Good    ☐ 5 = Very Good

7. Presently, when I set a limit or direct my child to do something, his/her current willingness to follow, respect or accomplish what has been said by me is . . .

☐ 1 = Very Poor    ☐ 2 = Poor    ☐ 3 = O.K.    ☐ 4 = Good    ☐ 5 = Very Good

Thank you for honest answers and input concerning these questions!

**STATE OF TEXAS  
COUNTY OF WILLIAMSON**

**Contract For Residential Drug Treatment Services**

This contract for Residential Drug Treatment services covers \_\_\_\_\_ (Juvenile's Name \_\_\_\_\_) only

**ARTICLE X - CONTRACT PERIOD**

The Contract period will begin on the \_\_\_\_\_ and will terminate on the \_\_\_\_\_.

This agreement is entered into by and between the COUNTY OF WILLIAMSON, hereinafter called "COUNTY", at the request of and in behalf of the WILLIAMSON COUNTY JUVENILE PROBATION DEPARTMENT, hereinafter called "DEPARTMENT", and \_\_\_\_\_ (place an X in one: a ☐ non-profit organization; or a ☐ private for profit corporation) duly existing under the laws of the State of Texas, and hereinafter called "SERVICE AGENCY". This agreement is entered into in accordance with the provisions of the Texas Governor's Office, (Criminal Justice Division) and the Texas Juvenile Probation Commission acting through the WILLIAMSON COUNTY JUVENILE BOARD, hereinafter called "BOARD".

WHEREAS, the DEPARTMENT by and through the COUNTY and BOARD desire residential care for adolescents; and the SERVICE AGENCY agrees to provide the desired residential care for adolescents.

NOW, THEREFORE, it is hereby agreed as follows:

**ARTICLE I - PURPOSE**

The purpose of this residential agreement is to provide the DEPARTMENT with residential care for adolescents, limited to those adolescents alleged or adjudicated to have committed delinquent conduct or conduct indicating a need for supervision.

The placement facility to be utilized is: \_\_\_\_\_

The facility's mailing address is: \_\_\_\_\_

**ARTICLE II - PROVISIONS OF SERVICES**

The SERVICE AGENCY will provide the services for the following behavioral levels of service as defined by the Texas Health and Human Services Coordinating Council (June 6, 1989).

NOTE: Specify here the level of care to be provided: **Five (V)**

Primary, specialized, intermediate, emergency shelter, therapeutic, intensive, or in-patient psychiatric levels of care and services to be provided at each level are those defined by the Texas Health and Human Services Coordinating Council.

For and in consideration of the above-mentioned services, Williamson County Juvenile Services agrees to pay **\$101.00 PER DAY** for Residential Drug Treatment. This fee does not exceed the actual cost of child care in the Service Agency, and does not exceed the maximum amount for each level recommended by the Texas Health and Human Services Coordinating Council.

- A. The SERVICE AGENCY will satisfactorily perform and complete expectations for Residential Drug Treatment services as set forth in ATTACHMENT "A" (Refer to ATTACHMENT "A", Page 6 of 6). These services shall be provided by the SERVICE AGENCY and made available to the client at no additional cost to the client or the DEPARTMENT beyond the established daily cost of \$101.00 per day.
- B. General expected behavioral/emotional outcomes and benefits for \_\_\_\_\_ will include, but not be limited to:
  - a. Increased ability to interact appropriately and positively with peers and adults;



- b. Increased skill and awareness to recognize personal stress and increasing emotional tension and demonstrate new ability to appropriately manage and resolve these states in a pro-social manner;
  - c. Increase ability to appropriately verbalize thoughts, feelings, and concerns to others while seeking a positive resolution to a presenting problem.
- C. Recognizing that a part of a client's rehabilitation program may include time away from the residential setting of the Service Agency, such as weekends, holidays, etc., and that the SERVICE AGENCY must retain space for this client until his return, the COUNTY agrees to pay the SERVICE AGENCY the full amount due for such regularly scheduled days away from the residential setting or its program provided they do not exceed four (4) days per month per client and that prior written approval has been granted by the DEPARTMENT. The SERVICE AGENCY is under no obligation to retain space for the client in unauthorized departure situations.
- D. Situations which arise and effect payment for services which are not directly addressed by this agreement must have written approval from the DEPARTMENT.
- E. Suspected or alleged cases of child abuse must be immediately reported to the assigned probation officer and to the Texas Department of Human Services.
- F. If a client makes an unauthorized departure, becomes seriously ill, or is involved in a serious accident, the SERVICE AGENCY will insure that the client's parents, and the Probation Officer are notified. The Probation Officer and parents will be informed immediately if during working hours. After normal working hours, the Juvenile Detention Facility will be notified as well as the parents. In the event of serious illness or accident and for any required follow-up care the SERVICE AGENCY shall be responsible for having the client transported to a designated hospital or to a hospital with whom the SERVICE AGENCY has emergency/psychiatric transfer agreements. If possible, a hospital will be designated in WILLIAMSON COUNTY.
- G. **ANY AND ALL MEDICAL/DENTAL TREATMENTS, CLOTHING OR PERSONAL POSSESSIONS REQUIRED TO MEET THE NEEDS OF THE CHILD SHALL BE THE SOLE RESPONSIBILITY OF THE CHILD'S PARENT(S), GUARDIAN OR COURT ORDERED APPOINTED CONSERVATOR, BY EITHER PERSONAL PAYMENT, HEALTH INSURANCE, OR MEDICAID COVERAGE.**
- \* If the SERVICE AGENCY'S residential facility is eligible for **MEDICAID** Insurance coverage for the residents, the SERVICE AGENCY shall make application on behalf of the child for **MEDICAID** insurance with the local office.
  - \* In the event that the parent or guardian is unable to assume this financial responsibility, or **MEDICAID** insurance is unavailable to the child, the DEPARTMENT will assume responsibility to a limited extent provided funds are available and prior authorization has been secured.
- H. **PAYMENT** is to be made monthly. Claim for payment must be submitted no later than ten (10) days from the last day of the month for which payment is being requested. **INVOICES FOR SERVICES NEED TO BE MAILED TO:** Williamson County Juvenile Services, Attention: Business Office, 2423 Williams Drive, Suite E, Georgetown, TX 78628.
- I. **EACH BILLING** must contain:
- The name of the client(s);
  - The number of days in the month (stated consecutively) for which payment is being requested, and
  - The daily rate of services billed.
- J. For and in consideration of the above mentioned services, the COUNTY agrees to pay the SERVICE AGENCY per addendum attached per client for those clients specifically authorized to be placed by the DEPARTMENT.
- K. **THE SERVICE AGENCY SHALL ACCOUNT SEPARATELY FOR THE RECEIPT AND EXPENDITURE OF ANY STATE FUNDS RECEIVED.**

## ARTICLE II - INDIVIDUAL PROGRAM PLAN AND FAMILY INVOLVEMENT

- A. The SERVICE AGENCY shall provide a written Individualized Program Plan (IPP) developed in concert with the client and mutually agreed upon by the appropriate Service Agency staff, Probation Officer, and whenever possible the child's family or parent(s) within thirty (30) days of the initial placement date.

- B. The IPP shall be reviewed jointly by the appropriate SERVICE AGENCY staff, the child, and the appropriate COUNTY personnel at reasonable intervals, not to exceed ninety (90) days, to assess the client's progress with modification of the IPP being made when indicated.
- C. **THE IPP SHALL STATE:**
- The reasons why the placement will benefit the client;
  - Specific behavioral goals and objectives being sought for the client;
  - How the goals and objectives are to be achieved in the SERVICE AGENCY placement;
  - The number and type of specific services provided including number of hours, general description of each service, and average daily population of each program;
  - How the parent(s), guardian(s), and when possible, grandparents or other extended family members will be involved in the Individual Program Plan to assist in preventing or controlling the client's alleged delinquent behavior or alleged conduct indicating a need for supervision as defined in the Texas Family Code.
- D. **THE IPP SHALL ADDRESS AREAS WITHIN THE DOMAINS OF:**
- Medical
  - Educational
  - Socialization
  - Safety & Security
  - Mental/Behavioral Health
  - Parent & Child Participation
  - Recreational
  - Relationships
  - Permanency Plan
- E. Copies of the IPP and periodic reviews are to be maintained by the SERVICE AGENCY and submitted to the County Program Placement Contract Specialist.
- F. The SERVICE AGENCY shall provide the DEPARTMENT with a written report (*provided by the DEPARTMENT*) of the child's progress on a monthly basis, including an outline of a TRI-PHASE BASIS OF PLACEMENT with anticipated progress of the client moving through each phase.
- G. Unless otherwise stipulated by the County in writing, the child may visit freely with parents and relatives within the facility, outside the facility, and at the home in accordance with established SERVICE AGENCY policies,, procedures, privileges and level system.

### **ARTICLE III - EXAMINATION OF PROGRAM AND RECORDS**

- A. The SERVICE AGENCY agrees that it will permit the DEPARTMENT Placement Program Contract Specialist, and any other appropriate DEPARTMENT staff to examine and evaluate the SERVICE AGENCY'S program, and services provided under the terms of this contract and to review DEPARTMENT client records. This examination and evaluation of the program may include scheduled and unscheduled site visitations, observation of programs in operation, interviews, and the administration of questionnaires to the staff of the SERVICE AGENCY and the client.
- B. The SERVICE AGENCY shall provide the DEPARTMENT Placement Program Contract Specialist such descriptive information on contracted clients as requested on forms provided by the DEPARTMENT.
- C. The SERVICE AGENCY agrees to maintain and make available for inspection, audit, or reproduction by the DEPARTMENT Placement Program Contract Specialist or other appropriate representative of the COUNTY, DEPARTMENT and/or the State of Texas, books, documents and other evidence pertaining to the cost and expenses of this contract, hereinafter called the RECORDS.
- D. The SERVICE AGENCY agrees to maintain these RECORDS for three (3) years after final payment or until the State-approved audit has been made and all questions therefrom are resolved.
- E. The SERVICE AGENCY shall be licensed by the Texas Department of Human Resources or an equally equivalent agency for their programs.
- F. The SERVICE AGENCY shall meet all other required licenses pertaining to health, fire and safety standards and shall provide copies of the most recent reports to the COUNTY and/or DEPARTMENT upon request.
- G. The SERVICE AGENCY shall adhere to all applicable state and federal laws and regulations pertinent to the provision of services to the COUNTY and/or DEPARTMENT.
- H. The SERVICE AGENCY shall meet COUNTY and/or DEPARTMENT standards for subcontract Service Agencies.

#### ARTICLE IV - FEE ASSESSMENT

- A. Clients or their families shall not be assessed fees for services by the SERVICE AGENCY unless arrangements are specified by the Court. This does not preclude reasonable attempts to seek voluntary contribution from families of COUNTY clients for donations of clothing, personal articles, and funds to assist in supporting a youth's rehabilitation.
- B. Income received by the SERVICE AGENCY toward the support of a client from sources other than this contract such as Social Security, contributions from parents, etc., must be deducted from the COUNTY invoice if such income exceeds the actual cost of maintaining the adolescent in residence.
- C. Under Section 231.006, Family Code, the SERVICE AGENCY certifies that the business entity named in this contract is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certificate is inaccurate.

#### ARTICLE V - EQUAL OPPORTUNITY

The specified contracted service of: Residential Drug Treatment, shall be provided by the SERVICE AGENCY in compliance with the Civil Rights Act of 1964. The SERVICE AGENCY will not discriminate against any race, religion, color, sex, national origin, age, or handicapped condition.

The SERVICE AGENCY will take affirmative action to ensure that applicants are employed, and that the employees are treated during employment without regard to their race, religion, color, sex, national origin, age or handicapped condition.

#### ARTICLE VI - OFFICIALS NOT TO BENEFIT

No officer, member or employee of WILLIAMSON COUNTY, nor member of its governing body, nor other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this contract which affects his/her personal interest or have any personal or pecuniary interest, direct or indirect, in this contract or the proceeds thereof.

#### ARTICLE VII - DEFAULT, SANCTIONS, PENALTIES FOR BREACH OF CONTRACT

The Committing Court, COUNTY or DEPARTMENT representative may upon its own initiative based upon perceived or documented default of the SERVICE AGENCY, terminate the whole or any part of this contract in any one of the following circumstances:

- (1) if the SERVICE AGENCY fails to perform the work called for by this contract within the time specified herein or any extension thereof; or
  - (2) if the SERVICE AGENCY fails to perform any other provisions of this contract, or so fails to prosecute the work as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days (or such extension as authorized by WILLIAMSON COUNTY in writing) after receiving notice of default.
- **NOTICE OF DEFAULT** may be made by the Committing Court, COUNTY or DEPARTMENT representative by either written or verbal notice.

#### ARTICLE VIII - TERMINATION

- A. The DEPARTMENT reserves the right to terminate the client's placement at the SERVICE AGENCY at its discretion. The SERVICE AGENCY must not release a client to any person or agency other than the DEPARTMENT without the express written consent of the DEPARTMENT.
- B. If the need arises to remove the child from the SERVICE AGENCY'S care on an emergency basis, the SERVICE AGENCY will be provided no less than 24 hours verbal notice of the DEPARTMENT'S intent to remove the child from the program. "Emergency basis" is defined for the sake of this contract to include, but not limited to:
  - A situation, which if left uncorrected, could put the child in potential risk of physical harm or injury; and/or

- A situation wherein the SERVICE AGENCY has documented significant cause to have the juvenile immediately removed from their residential program; and/or
- A situation wherein the child's case has been staffed by appropriate DEPARTMENT personnel and a decision is reached that it is no longer in the child's best interest to continue under the SERVICE AGENCY'S care.

C. The decision of the terminating party shall be final and conclusive unless within thirty (30) days from the date of receipt and of a written copy of the decision, the non-terminating party mails or otherwise furnishes to the terminating party a written appeal addressed to the Texas Juvenile Probation Commission, 4900 North Lamar Blvd., 5th Floor East, Austin, Texas, 78751-2316. The decision of the Texas Juvenile Probation Commission or its authorized representative shall be final and conclusive absent a showing of fraud, caprice, arbitrariness, or gross error implying bad faith, in some court of competent jurisdiction.

#### **ARTICLE IV - INDEMNIFICATION**

It is further agreed that the SERVICE AGENCY will indemnify and hold harmless the COUNTY against any and all negligence, liability, loss, costs, claims or expenses arising out of wrongful and negligent act(s) of commission or omission of the SERVICE AGENCY, its agents, servants or employees arising from activities under this contract. The SERVICE AGENCY shall have no obligation to indemnify and hold harmless the COUNTY for any act(s) of commission or omission of the COUNTY or COUNTY'S agents, servants, or employees arising from or related to this contract for which a claim or other action is made.

#### **ARTICLE IV - LAW AND VENUE**

In any legal action arising under this contract, the laws of Texas shall apply and venue shall be in Williamson County.

#### **Williamson County Juvenile Services**

\_\_\_\_\_  
 Robyn Murray, Business Manager  
 2423 Williams Drive, Suite E  
 Georgetown, TX 78628

#### **SERVICE AGENCY NAME**

\_\_\_\_\_  
 Administrator/Director Printed Name

\_\_\_\_\_  
 Administrator/Director Signature

## ATTACHMENT "A"

### Expectations for Residential Drug Treatment Services, at Level of Care Five (V)

#### MEDICAL/DENTAL:

- Clients shall receive routine and emergency medical and dental care while in placement.
- All incidents involving medical/dental injuries and/or illness requiring professional medical attention, shall be treated promptly and documented by the SERVICE AGENCY. In the event of professional medical treatment, the assigned probation officer and parent(s) shall be notified of the nature of the injury/illness promptly.
- If the client requires psychotropic medications, the SERVICE AGENCY shall establish contracted services with a licensed psychiatrist to monitor and assist with the client's medication/care and to physically visit with the client not less than every 45 days. If the client's medication requires routine blood work to monitor drug levels, the psychiatrist shall meet with the client no less than every 30 days.

#### SUPERVISION, SAFETY & SECURITY:

- The SERVICE AGENCY shall meet Texas Department of Protective and Regulatory Services (TDPRS) licensing requirements and guidelines for Level Four (4) clients, including appropriate staff/resident ratios.
- All incidents requiring use of force by staff to manage the client, or any acts of physical aggression against staff or peers by the client shall be documented by the SERVICE AGENCY. Copies of incidents reports concerning use of force and/or client aggression shall be forwarded to the assigned Placement Officer promptly after the incident.
- The SERVICE AGENCY shall provide 24 hour supervision for the client, including awake staff during sleeping hours.

#### RECREATIONAL:

- Clients shall be provided a variety of recreational activities while in placement.

#### EDUCATIONAL

- The client shall earn full school credit under the local Independent School District where the facility is located. All academic credit and grades must be documented and made available upon the client's discharge.

#### MENTAL/BEHAVIORAL HEALTH

- The SERVICE AGENCY shall provide a therapeutic system of treatment based upon the 12 step model. Clients shall be provided appropriate and relevant assignments based on each step that they are working on.
- The SERVICE AGENCY shall have make private / individual counseling services available to the client with a therapist possessing minimum credentials of a Licensed Chemical Dependency Counselor (LCDC) or Certified Alcohol and Drug Abuse Counselor (CADAC). Private / Individual counseling services shall be made available at a minimum of 30 minutes every week as well as on request from the client. The SERVICE AGENCY is not obligated to provide any more than 60 minutes of individual / private counseling services per week even if the client requests more time than this.

#### INDEPENDENT LIVING SKILLS

- The SERVICE AGENCY shall provide a form of Independent Living Skills training to any client 16 years of age or older. Independent Living Skills training may cover basic elements such as: Money Management, Filling Out Job Applications, Social Skills, Maintaining Positive Working Relationships with Co-workers/Supervisors, Basic Nutrition/Menu Planning, Personal Hygiene and Laundry Skills.

#### SOCIALIZATION & RELATIONSHIPS

- The SERVICE AGENCY shall provide peer group counseling sessions facilitated by qualified staff. The emphasis of these groups shall be to teach clients the value of maintaining a sober lifestyle along with positive peer relationships, general problem solving skills, effective management of daily living issues and/or appropriate communication/listening skills.

#### PARENT & CHILD PARTICIPATION

- The SERVICE AGENCY will take an active role in facilitating and working toward improved relationships between the clients and his/her parent(s).

The SERVICE AGENCY shall make available and/or facilitate family counseling services to the client and parent(s) as needed or requested by the client and/or the DEPARTMENT.



## WILLIAMSON COUNTY JUVENILE SERVICES

### *MAKING A DIFFERENCE*

Williamson County Juvenile Crime Enforcement Coalition  
November 29, 2000

The Williamson County Juvenile Crime Enforcement Coalition was called to order and discussed the Juvenile Incentive Accountability Block Grant. After discussion member Doak Fling moved that 35% of the funds be used for Purpose Area 2, and the remainder be used for Purpose Area 3, which continues the employment of a Juvenile Probation Officer.

Charles M. Skaggs, Chief Executive Officer  
Juvenile Services Department  
Williamson County, Texas

Minutes are maintained in the Administrative Offices of the Williamson County  
Juvenile Services Department

**Administrative Office**  
2423 Williams Dr. Ste E  
Georgetown, TX 78628  
512-930-3333  
FAX 512-930-3329

**Wm. S. Lott Juvenile  
Detention Center**  
701 N. College  
Georgetown, TX 78626  
512-930-4385  
512-930-4449  
FAX 512-930-3137

**Cedar Park Office**  
350 Discovery Blvd.  
Suite 105, Box 5  
Cedar Park, TX 78613  
512-260-4230  
FAX 512-260-4235

**Williamson County  
Academy**  
1102 S. Austin Ave.  
Georgetown, TX 78626  
512-948-4005  
FAX 512-948-4013

**Round Rock Office**  
211 Commerce Cove  
Ste. 105  
Round Rock, TX 78664  
512-248-3230  
FAX 512-248-3236

**Taylor Office**  
412 Vance, Ste. 215, Box 5  
Taylor, TX 76574  
512-352-4130  
Metro 512-238-2130  
FAX 512-352-4131  
Metro Fax 512-238-2131

## JAIBG Program Information

1. *List the cities, counties, or parts thereof covered by the Coordinated Enforcement Plan for Reducing Juvenile Crime.*

Williamson County, Texas

2. *List the members of Juvenile Crime Enforcement Coalition and their position titles.*

Stan Simpson – Round Rock Police Department  
 John Maspero – Williamson County Sheriff  
 Gene Taylor – Williamson County Attorney  
 David Glicker – Juvenile Prosecutor  
 Charles M. Skaggs – Juvenile Services Chief  
 John R. Carter – Juvenile Board Chairperson  
 Doak Fling – Citizen  
 Robert Wood – Citizen  
 Leslie Hill – Citizen's Advisory Board Chairperson  
 Norma Parnell – Citizen  
 Frances Lesak – School Representative  
 Scott Matthew – Court and Prevention Services Director  
 Anita Anderson – Gang Specialist  
 Robbie Fuller – STARRY Director

This group has representation from police, sheriff, prosecutors, local probation, the juvenile court, schools, business, religion, social service, crime prevention and gang prevention.

3. *Explain which of the 12 purpose areas your Coordinated Enforcement Plan will address and why.*

The purpose areas where funds will be allocated are Purpose Area 2, 35% for juvenile accountability based sanctions and Purpose Area 3, 65% for the continued employment of a Juvenile Probation Officer.

With growth in population exploding in Williamson County, the need for a specialized substance abuse program is immediate. Purpose Area 2 funds will be utilized in the area of juvenile accountability based sanctions. Caseload probationers will be held accountable for their actions and success and out of county residential placement will be the last sanction sought by the Officer. An out of county residential therapeutic placement of a juvenile for substance abuse related offenses at a Level V for a minimum of 160 days or successful completion of the program.

The remaining 65% of allocated funds will address the need for a Juvenile Probation Officer. As the correlation between drug use and crime becomes more apparent, it makes sense that this JPO must be specialized in working with this targeted population. This JPO caseload will consist primarily of youth who have drug issues and have been placed on formal probation by a Juvenile Court. This JPO will lead groups that focus on the drug offender. By having a JPO who is specialized in drug issues, we hope to reduce offenders by focusing on their drug use. This JPO will work with those youth who have severe issues as well as regular caseload youth who require education and intervention.

**Juvenile Crime Enforcement Coalition**  
**Meeting**  
**November 29, 2000**

On this the 29<sup>th</sup> day of November in the year 2000, the Juvenile Crime Enforcement Coalition met and approved the allocation of funds for the Juvenile Accountability Block Grant Funds to be spent in purpose areas 1 and 3. The purpose of this distribution of funds is to address the needs of Williamson County Juvenile Services Department to assist in reducing juvenile crime. The Coalition has discussed and agreed that increased training of staff will equip personnel to better handle the difficult situations they face on a daily basis. With more knowledge and skills, there will be a greater possibility of reducing juvenile crime. In a like manner, the Coalition agrees that continuing to fund a Juvenile Probation Officer specializing in drug issues is a wise investment of the funds which has the possibility of reducing juvenile crime.

Signed this day:  
Name:

**Title:**

Karen Emery

Marta Stafford

Leslie Hill

Linda Taylor

Greta Anderson

Forest Wood

loosli

Francis Lesak

Norma Arnell

Orrell Johnson

CAB Alumni

CAB Alumni

Chairman - Juvenile <sup>Wife</sup> Advisory Bd.

Principal, Georgetown ISD

Gang Specialist, W.C.J.S.

Citizen - Heart

citizen

School Representative

Citizen

Court Services



## COMPREHENSIVE CERTIFICATION

This certification is a material representation of fact upon which reliance was placed with the agency determined to award the grant. If it is later determined that the grantee knowingly rendered an erroneous certification, the agency, in addition to any other remedies available to the federal government, may take available action.

If this application is for federal funds in excess of \$100,000, I certify to the best of my knowledge and belief:

1. no federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
2. if any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall check here \_\_\_\_\_ and contact CJD or your local council of governments for the "Disclosure Form to Report Lobbying,"; and
3. the undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

If this application is for federal funds, I certify that to the best of my knowledge and belief:

- I. The applicant certifies that it will provide a drug-free workplace by:
  - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
  - B. Establishing a drug-free awareness program to inform employees about:
    1. the dangers of drug abuse in the workplace;
    2. the applicant's policy of maintaining a drug-free workplace;
    3. any available drug counseling, rehabilitation, and employee assistance programs; and
    4. the penalties that may be imposed upon employees for drug abuse violations.
  - C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).
  - D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
    1. abide by the terms of the statement; and
    2. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
  - E. Notifying the agency within ten days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction.
  - F. Taking one of the following actions with respect to any employee who is so convicted:
    1. taking appropriate personnel action against such an employee, up to and including termination; or
    2. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
  - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

*Continued...*

Please read carefully; initial in appropriate spaces.

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**AUDIT CERTIFICATION**

**Federal**

*If this application is for federal funds, I certify (initial the appropriate choice):*

       The applicant agency currently expends combined federal funding of \$300,000 or more and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.

XX The applicant agency currently expends combined federal funding of less than \$300,000 and therefore is exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. I understand, however, that CJD may require a limited scope audit as defined in OMB Circular A-133.

**State**

*If this application is for state funds, I certify (initial the appropriate choice):*

XX The applicant agency currently expends combined state funding of \$300,000 or more and, therefore is required to submit an annual single audit by an independent auditor made in accordance with the Uniform Grant Management Standards (UGMS).

       The applicant agency currently expends combined state funding of less than \$300,000 and therefore is exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. I understand, however, that CJD may require a limited scope audit as defined in OMB Circular A-133, adopted by reference in Texas Administrative Code section 3.19 (see also UGMS State Single Audit).

**EQUAL OPPORTUNITY PLAN (EEOP) CERTIFICATION**

**Definitions:**

- **Type I Entity**  
Educational/medical/non-profit institution/Native American Tribe — certification required (initial below); EEOP NOT required;
- **Type II Entity**  
All other recipients receiving more than \$25,000, but not more than \$500,000 — certification required (initial below); organizations must maintain EEOP on file for possible audit if the organization has more than 50 employees; and
- **Type III Entity**  
For-profit entities and state and local governments receiving \$500,000 or more — certification required (initial below); the organization must submit an EEOP to Office for Civil Rights (OCR) for approval.

*If your organization is a Type I, II, or III entity, please initial one of the following:*

       I certify this organization is a Type I Entity. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), is not required to maintain an Equal Employment Opportunity Plan, but will comply with equal employment opportunity program guidelines of the Department of Health and Human Services (28 CFR 42.302).

       I certify this organization is a Type II Entity that employs less than 50 people. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), but is not required to maintain an Equal Employment Opportunity Plan (28 CFR 42.301 *et seq*).

XX Jeb I certify this organization is a Type II Entity that employs 50 or more people. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), and has formulated an equal employment opportunity program (28 CFR 42.301 *et seq*), that is on file in the office of Human Resources Department

       I certify this organization is a Type III Entity. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), and has formulated an equal employment opportunity program (28 CFR 42.301 *et seq*), that will be submitted to the Office for Civil Rights, Office of Justice Programs, Department of Justice, for approval upon award of a grant.

**DEBARMENT CERTIFICATION**

*If this application is for federal funds in excess of \$25,000, I certify that (initial the appropriate choice):*

XX By submission of this proposal, that neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If I am unable to certify:

       I am unable to certify the above statement and have attached an explanation to this application.

Jeb C. Daerflinger  
Signature of Authorized Official

12/12/00  
Date

Williamson County, Texas

Applicant Organization

Document effective date:  
(can be up to three years)

08 / 01 / 2001      07 / 31 / 2002  
FROM                      TO

# CERTIFIED ASSURANCES

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Applicants must complete this form before they will receive state and/or federal funds. Recipients of state and/or federal funds must fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

## FEDERAL ASSURANCES

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this project. Also, the Applicant assures and certifies that:

1. **LEGAL AUTHORITY** — It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all under-standings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **DISPLACED PERSONS** — It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.
3. **POLITICAL ACTIVITY** — It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **FAIR LABOR STANDARDS ACT** — It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** — It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. **EXAMINATION OF RECORDS** — It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** — It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** — It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** — It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (Ch. 50 USC § 4001). This section requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. **HISTORIC PRESERVATION** — It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966, (16 USC § 569a-1, et seq.) by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **COMPLIANCE WITH LAWS AND GUIDES** — It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** — It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. **NONDISCRIMINATION** —
  - A. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, (42 USC § 3789(d)), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

Continued...

- B. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
- C. It will provide an Equal Employment Opportunity Program (EEOP) if required to maintain one, where the application is for \$500,000 or more.
14. **COASTAL BARRIERS** — It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
15. **SUPPLANTING PROHIBITION** — It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The Applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

## STATE ASSURANCES

The applicant hereby assures and certifies compliance with all state statutes, regulations, policies, guidelines, and requirements including the Title 1, Chapter 3, of the Texas Administrative Code, and the Uniform Grant Management Standards (UGMS), as they relate to the application, acceptance and use of funds for this project. Also, the applicant assures and certifies that:

1. **LEGAL AUTHORITY** — It possesses legal authority in the State of Texas to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **CONFLICT OF INTEREST** — It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
3. **NONDISCRIMINATION** — It will comply with all State and Federal statutes relating to nondiscrimination.
4. **TAXES** — It will comply with all State and Federal tax laws and are solely responsible for filing all required State and Federal tax forms.
5. **GRANT ADMINISTRATION** — It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
6. **EXAMINATION OF RECORDS** — It will give the sponsoring agency or the Office of the Governor, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **PUBLIC INFORMATION** — It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
8. **CHILD SUPPORT PAYMENTS** — It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
9. **SUSPECTED CHILD ABUSE** — It will comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.
10. **RELATIVES** — It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
11. **OPEN MEETINGS** — If the applicant is a governmental entity, It will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
12. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** — If the applicant is health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
13. **LAW ENFORCEMENT AGENCY** — If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.

Williamson County, Texas

Substance Abuse "PROUD" Program

Applicant's Organization

Project Title

John C. Doerfler, County Judge  
Printed Name and Title of Authorized Official

John C. Doerfler  
Signature of the Authorized Official

12-12-00  
Date

Document effective date:  
(can be up to three years)

08 / 31 / 2001  
FROM

07 / 31 / 2002  
TO

# J A I B G

## CERTIFICATIONS FOR

### PROGRAM PURPOSE AREAS

.....

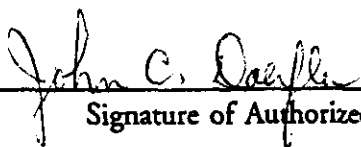
The applicant hereby assures and certifies that the project will comply with the regulations, policies, guidelines, and requirements; including OMB Circulars A-87, Cost Principles for State, Local and Indian Tribal Governments, A-102, Grants and Cooperative Agreements with State and Local Governments; and A-133, Audits of States, Local Governments and Non-Profit Organizations; as they may relate to the application, acceptance and use of funds for this project.

**Check the applicable box:**

- ☐ In accordance with federal law, the grantee assures that not less than 45% of the funds received under this grant will be expended for purpose areas three through nine stated below and not less than 35% will be expended for purpose areas one, two, and ten. The remaining 20% will be spent on any combination of the remaining purpose areas.
- ☐ In accordance with federal law, the grantee certifies that the interest of public safety and juvenile crime control would be better served by expending funds in a proportion other than the 45% and 35% minimums. Please provide justification concerning the availability of existing structures or initiatives to meet local needs in federally-prescribed purpose areas. State the reasons for the alternative use of funds.

**Program Purpose Areas**

1. Building, expanding, renovating, or operating temporary or permanent juvenile correction or detention facilities, including training of correctional personnel.
2. Developing and administering accountability-based sanctions for juvenile offenders.
3. Hiring additional juvenile judges, probation officers, and court-appointed defenders, and funding pretrial services for juveniles to ensure the smooth and expeditious administration of the juvenile justice system.
4. Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted.
5. Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively.
6. Providing funding for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
7. Providing funding to enable juvenile courts and juvenile probation departments to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
8. The establishment of court-based juvenile justice programs that target young firearms offenders through the establishment of juvenile gun courts for the adjudication and prosecution of juvenile firearms offenders.
9. The establishment of drug court programs for juveniles as to provide continuing judicial supervision over juvenile offenders with substance abuse problems and to provide the integrated administration of other sanctions and services.
10. Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social service agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
11. Establishing and maintaining accountability-based programs that work with juvenile offenders who are referral by law enforcement agencies, or which are designed in cooperation with law enforcement officials, to protect students and school personnel from drug, gang, and youth violence.
12. Implementing a policy of controlled substance abuse testing for appropriate categories of juveniles within the juvenile justice system.



Signature of Authorized Official

12-12-00

Date

RESOLUTION

STATE OF TEXAS

COUNTY OF WILLIAMSON

**WHEREAS**, The Williamson County Commissioners Court finds it in the best interest of the citizens of Williamson County, that the JAIBG Substance Abuse "PROUD" Program be operated for the 3<sup>rd</sup> year; and

**WHEREAS**, Williamson County Commissioners Court has considered the proposed application for State and Federal Assistance for said project, in the amount of \$42,005.00 to be submitted to the Office of the Governor, Criminal Justice Division, Fund JJDP Program; and

**WHEREAS**, The Williamson County Commissioners Court has agreed to provide a ten percent (10%) matching moneys for the said project in the amount of \$4,667.00, or an amount equal to one-fourth of the total project cost, as required by the grant application; and

**WHEREAS**, The Williamson County Commissioners Court has agreed that in the event of loss or misuse of the Criminal Justice Division funds, Williamson County Commissioners Court assures that the funds will be returned to the Criminal Justice Division in full.

**NOW THEREFORE, BE IT RESOLVED** that the Williamson County Commissioners Court approves submission of the grant application for the JAIBG Substance Abuse "PROUD" Program in the amount of \$46,672.00.

Signed by the County Judge

John C. Doerfler 12-12-00  
John C. Doerfler

Passed and Approved on this the 12<sup>TH</sup> day of DECEMBER, 2000.

Attest: Signed by the County Clerk

Nancy E. Rister  
Nancy Rister

**AGENDA ITEM 27**

Discuss and take appropriate action on appointing redistricting attorneys.

Moved: **Judge Doerfler**

Seconded: **Commissioner Limmer**

Motion: To appoint Bickerstaff, Heath, Smiley, Pollan, Kever & McDaniel, L.L.P. as redistricting attorneys.

Vote: **5 - 0**

< Attachment >