

**AGENDA ITEM 20**

Consider approving the JAIBG Substance Abuse Continuation Application and Resolution.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To approve the JAIBG Substance Abuse Continuation Application and Resolution.

Vote: 4 - 0

< Attachment >

**RECORDERS MEMORANDUM**

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Grant Application Cover Sheet			
1. ENTER Legal Name of the Organization Applying: Williamson County, Texas		2. ENTER Title of the Project: JAIBG Substance Abuse Program	
3. ENTER Division or Unit to Administer the Project: Williamson County Juvenile Services Department		4. ENTER Agency's State Payee Identification Number : 1-74-6000978-4033	
5. a) Is the Applicant Organization Delinquent on State or Federal Debt? (SELECT One): No		5. b) ENTER Date of the Last Audit: 05/14/2000	
6. Funding Source (SELECT One): Juvenile Accountability Incentive Block Grants (federal CFDA-16.923)		7. If Continuation Project, ENTER Current Grant Number (15000-01): 13308-04	
8. ENTER Grant Period (ex: MM/dd/yyyy): From: 08/01/03 To: 07/31/04		9. Budget Information (will auto-fill from budget form)	
		CJD Funds	Cash Match
		\$37,095	\$4,122
		In-Kind	Total
		N/A	\$41,217
10. SELECT the Project's Main Purpose Area from ONE of the FOUR Categories Listed Below Based on "Funding Source": a) Juvenile Justice and Prevention Projects OR Juvenile Crime Officer		c) Law Enforcement Projects OR	
b) Victim Services Projects OR		d) Crime Stoppers Assistance Projects	
11. For VAWA Projects ONLY, ENTER the Appropriate Percentage for Each: a) Prosecution b) Law Enforc. c) Victim Services d) Court			
12. a) LIST the Cities and Counties in the Service Area: Williamson County, Texas		b) SELECT Headquarters County: Williamson	
		c) ENTER Population of HQ Cnty: 235,000	
13. a) ENTER the Contact Person Information:		13. b) ENTER the Authorized Official Information:	
Title (Mr., Ms., Dr., Judge, etc.): Ms		Title (Mr., Ms., Dr., Judge, etc.): Judge	
Name: Robyn Murray		Name: John Doerfler	
Position: Financial Business Manager		Position: Williamson County Judge	
Address: 2423 Williams Drive, Suite E		Address: 710 South Main Street	
City/State/Zip: Georgetown Texas 78628		City/State/Zip: Georgetown Texas 78626	
Telephone: (512) 930-3333 Fax: (512) 930-3329		Telephone: (512) 943-1550 Fax: (512) 943-1662	
E-mail: rmurray@wilco.org		E-mail: jdoerfler@wilco.org	
13. c) ENTER the Project Director Information:		13. d) ENTER the Financial Officer Information:	
Title (Mr., Ms., Dr., Judge, etc.): Mr.		Title (Mr., Ms., Dr., Judge, etc.): Mr.	
Name: Charles Skaggs		Name: David Flores	
Position: Chief Juvenile Probation Officer		Position: Williamson County Auditor	
Address: 2423 Williams Drive, Suite E		Address: 710 South Main Street	
City/State/Zip: Georgetown Texas 78628		City/State/Zip: Georgetown Texas 78626	
Telephone: (512) 930-3333 Fax: (512) 930-3329		Telephone: (512) 943-1500 Fax: (512) 943-1567	
E-mail: cskaggs@wilco.org		E-mail: dflores@wilco.org	
14. a) Did the Applicant Attend an Application Workshop? (SELECT One): Yes		14. b) ENTER the Date and City of the Workshop Attended: 10/30/2002 Austin, Texas	
15. a) Is this Application in Response to a Request for Applications (RFA) as Published in the Texas Register? (SELECT One): No		b) If a Local/Regional Project, SELECT the COG to Which the Application Was Submitted: Capital Area Planning Council - 1200	
c) If this is a Project with Statewide Impact, ENTER the Date the Application Was Submitted to the Texas Review and Comment System (TRACS):			
16. FOR COG USE ONLY a) Is this Application Shared with Another COG? (ENTER "Yes" or "No")			
b) CPTN #		c) Priority #	
		d) COG Application ID:	
17. Eligible Applicant Organization Type (SELECT One): County			

Grant Budget					
Legal Name of Organization:		Williamson County, Texas			
Title of Project:		JAIBG Substance Abuse Program			
Grant Period:		From:	08/01/2003	To:	07/31/2004
Grant Number:		13308-04			
BUDGET DETAIL					
Minimum Cash Match Percentage:		10%	ENTER CJD Requested Amount:		\$37,095
ENTER Program Income (If Applicable):		\$0	Waived Funds (JAIBG projects ONLY:)		
Minimum Cash Match:		\$4,122	Total Project Costs:		\$41,217
PERSONNEL	% of Base Salary	CJD Funds	Match		Total
Substance Abuse Juvenile Probation Officer I	90%	\$24,112	\$2,679		\$26,791
CONTRACTUAL AND PROFESSIONAL SERVICES		CJD Funds	Match		Total
Out Patient Substance Abuse Counseling		\$8,933	\$993		\$9,926
Intensive Outpatient Drug Program		\$3,150	\$350		\$3,500
TRAVEL AND TRAINING		CJD Funds	Match		Total
					\$0
EQUIPMENT		CJD Funds	Match		Total
					\$0
SUPPLIES AND DIRECT OPERATING EXPENSES		CJD Funds	Match	Total	
General Operating Office Supplies		\$900	\$100	\$1,000	
INDIRECT COSTS (the Direct Costs Against Which the Indirect Rate is Charged)		CJD Direct Costs	Match Direct Costs	Indirect Rate	Total
					\$0
BUDGET SUMMARY					
BUDGET CATEGORIES	CJD	MATCH	TOTAL		
PERSONNEL	\$24,112	\$2,679	\$26,791		
CONTRACTUAL AND PROFESSIONAL SERVICES	\$12,083	\$1,343	\$13,426		
TRAVEL AND TRAINING	\$0	\$0	\$0		
EQUIPMENT	\$0	\$0	\$0		
SUPPLIES AND DIRECT OPERATING EXPENSES	\$900	\$100	\$1,000		
TOTAL DIRECT COSTS:	\$37,095	\$4,122	\$41,217		
INDIRECT COSTS	\$0	\$0	\$0		
TOTAL:	\$37,095	\$4,122	\$41,217		
		Total Match:	\$4,122		
		Actual Cash Match Percentage:	10.0%		

RECORDERS MEMORANDUM  
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clearly legible for satisfactory recordation.

**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 5<sup>th</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 \$37,095.00 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 \$4,122.00, 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 \$41,217.00.

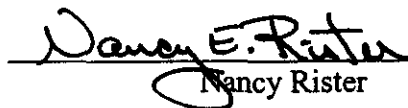
Signed by ~~the County Judge~~  
Commissioner Pct #1



~~John F. Doolittle~~ Michael Heiligenstein, Presiding

Passed and Approved on this the 10<sup>th</sup> day of December, 2002.

Attest: Signed by the County Clerk

  
Nancy Rister

**JAIBG PROJECT NARRATIVE & SUMMARY**

**PART 1: PROBLEM STATEMENT AND DATA**

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

Data: In 2001, as published in the Williamson County Juveniles Services Annual Report, 9.7% of all referrals made to Williamson County Juvenile Services were for drug related offenses (1429 total referrals / 147 drug related offenses).

On December 21, 2001, a survey was conducted of all field juvenile probation officers in Williamson County. The findings of the survey revealed that 33% of all adjudicated juveniles currently on formal probation (court ordered) have tested positive for drug usage. (192 juveniles on formal probation / 65 produced at least one positive drug test while on probation.

**PART 2: GOAL STATEMENT**

To provide structured support for juveniles on probation for drug offenses and/or those with a history of drug use. Juveniles shall be held accountable for their drug use and provided with an organized program of support, guidance, and sanctions.

**PART 3: TARGET GROUP**

**Geographic Area:** Williamson County, Texas  
**Target Audience:** Any juvenile (10 - 17 years of age) placed on probation by the Williamson County Juvenile Court or Juvenile Services and currently resides in Williamson County, Texas and is being supervised by a Williamson County Field Probation Officer, and has shown some type of drug use/abuse in the past or is on probation for a drug offense.  
**Gender:** Male and/or Female  
**Race/Ethnicity:** All  
**Age:** 10 - 17 years

**PART 4: PROJECT ACTIVITIES**

**4.1 Eligible Activities (Purpose Areas) Enter the percentages and amount per activity for this project:**

Purpose Area 1 (Facilities)	%	\$
Purpose Area 2 (Sanctions)	35%	\$14246
Purpose Area 3 (Justice System)	65%	\$26791
Purpose Area 4 (Prosecutors)	%	\$
Purpose Area 5 (Youth Violence)5	%	\$
Purpose Area 6 (Equipment/Training)	%	\$

Purpose Area 7 (Accountability)	%	\$
Purpose Area 8 (Court Based)	%	\$
Purpose Area 9 (Drug Court Program)	- %	\$
Purpose Area 10 (Interagency Information)	%	\$
Purpose Area 11 (Accountability Based Program)	%	\$
Purpose Area 12 (Substance Testing)	%	\$

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- 4.2** Describe the manner in which you will perform the selected activities (purpose areas), and any other information that allows a reader to understand the specifics of the project's regular activities:

Under the proposed PROUD Program, when a youth is placed on formal probation, the PROUD officer will take the following actions:

- \* If a SASSI has not been conducted 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., 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:

- \* All juveniles on this caseload, as well as referrals from other probation officers, shall be required to attend and participate in the Drug Awareness/Education Class given by the designated agency.

- \* If there is a determined need, the juvenile may be required to attend a weekly Drug Treatment Group given by the designated agency.

- \* If there is a determined need, the juvenile may be required to attend and successfully complete an Intensive Outpatient Drug Treatment Program.

The PROUD officer may hold the juvenile's parent (s) accountable in the following areas:

- \* The PROUD officer will suggest the parents incorporate positive, structured, family/child centered activities within the home of no less than (2) thirty (30) minute periods each week.

- \* If the juvenile does not possess a valid driver's license, parents may be required to provide, facilitate or arrange transportation for their juvenile to drug classes or drug counseling meetings as needed.

- \* Parents may be requested to attend counseling with their child.

- \* Parents may be asked to attend weekly parenting support groups of juveniles with substance abuse issues.

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 have work experience within the realm of substance abuse treatment as well as 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 Drug Classes, Drug Therapy or IOP 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 dynamic concepts and have experience in facilitating group discussions.

- \* The PROUD officer shall be knowledgeable of local substance abuse outpatient and in-patient treatment providers. These providers may be called upon or utilized by the PROUD officer, if while under the PROUD Program the juvenile continues to use drugs/test positive as per urinalysis testing.

- 4.3** Provide a list of work products of staff, if any (i.e. program brochures, training manuals, protocols, etc.)

Flip chart, pens, pencils, notepads, videos, bibliotherapy materials.

**PART 5: PROJECT OBJECTIVES**

Provide specific output and outcome measures for this project:

<u>Output Measures – Required for All Projects</u>	<u>Current Data</u>	<u>Target Level</u>
Juveniles served	33 Juveniles	45 Juveniles
Drug Education Classes	11 Classes	20 Classes
Drug Therapy Groups	44 Sessions	45 Sessions
MADD Presentations	1 Presentation	2 Presentations
Intensive Outpatient Group	0 Juveniles	14 Juveniles

<u>Outcome Measures – Required for All Projects</u>	<u>Current Data</u>	<u>Target Level</u>
# of juveniles w/zero positive UA test	15	50%
# of juveniles w/one positive UA test	3	25%
# of juveniles w/more than one positive UA test	15	25%
# of successful completion of Drug Treatment Group	10	66%
# of successful completion Intensive Outpatient Program	N/A	50%

**PART 6: PROJECT 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 probation that test positive for drugs and/or are on probation for a drug related offense. The need for this program is evident by the 147 referrals made to Williamson County Juvenile Services in 2001 for drug related offenses as well as those juveniles who have a history of substance use/abuse not referred for related offenses.

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 shall be required to attend and successfully complete a Drug Education Class. If the juvenile continues to use drugs the juvenile may be required to attend, complete, and apply techniques used in a Drug Therapy Group, Intensive Outpatient Drug Program, and possibly a Residential Drug Treatment Program. Parents may also be held accountable and responsible for providing necessary transportation for their child, establishing a pattern of positive, family based activities with their child, and attend scheduled meetings. The PROUD Officer will strive to provide a parent support group for parents of juveniles on their caseload in order to educate parents on signs of usage and relapse prevention.

The anticipated outcomes of the program will be to see a 33% reduction in the number of juveniles who test positive for drugs more than once while on probation; to see the number of juveniles removed from their homes maintained at the current level or reduced to no removals; 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 who are concerned about at risk behavior of their youth which may involve drug use.

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# JAIBG WAIVER OF FUNDS FORM

OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE DIVISION  
P.O. Box 12428  
Austin, Texas 78711  
512/463-1919  
Fax: 512/475-2042  
[www.governor.state.tx.us](http://www.governor.state.tx.us)

Applicants eligible for block grant funds may waive their funds. The organization's Authorized Official (Mayor, City Manager, or County Judge) must complete **Part 1: Funds Waived to CJD or Part 2: Funds Waived to Another Jurisdiction** below and return to CJD. If additional assistance is needed, please contact Sanzanna Lolis, CJD, at [slolis@governor.state.tx.us](mailto:slolis@governor.state.tx.us) or 512/475-4832.

**PART 1: FUNDS WAIVED TO CJD**

Does this organization choose to waive their allocated funds to CJD? (If "NO", Skip to Part 2)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
ENTER Amount Waived:	\$0.00

The JAIBG Waiver of Funds Form must be forwarded to CJD upon completion.

It is understood that the Governor's Office Criminal Justice Division may use the funds earmarked for the above jurisdiction to provide eligible services to combinations of local governments that are not eligible to receive their own separate grant.

**OR**

**PART 2: FUNDS WAIVED TO ANOTHER JURISDICTION**

Does this organization choose to waive their allocated funds to another jurisdiction?	<input type="checkbox"/> YES
---	------------------------------

The governing board of this organization waives the right to apply for allocated funds and designates:

ENTER the Name of city, county, or Native tribal Government That the Funds Are Waived To Below:	ENTER Waived Amount Below:
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

The above-named jurisdictions agree, under separate cover, to participate in the Juvenile Crime Enforcement Coalition (JCEC) created by the designee, and will provide the names of the representatives designated to serve on the JCEC to CJD on the JCEC Resolution.

**PART 3: SIGNATURE AUTHORIZING WAIVED FUNDS**

PRINT Name of Organization Waiving Funds: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title of Authorized Official

\_\_\_\_\_  
Signature of the Authorized Official

\_\_\_\_\_  
Date

Issue Date: September 2002



# **COMPREHENSIVE CERTIFICATION** **AND ASSURANCES – FEDERAL** **FUNDS**

OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE DIVISION

P.O. Box 12428

Austin, Texas 78711

512/463-1919

Fax: 512/475-2042

[www.governor.state.tx.us](http://www.governor.state.tx.us)

This document 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.

## **ASSURANCES**

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

1. **LEGAL AUTHORITY** - It possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required. State agencies are not required to adopt a resolution.
2. **DISPLACED PERSONS** - It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provide for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
3. **POLITICAL ACTIVITY** - It will comply with provisions of Federal law which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **LABOR FAIR STANDARDS ACT** - It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** - It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. **EXAMINATION OF RECORDS** - It will give the sponsoring agency, the Office of the Governor, or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** - It will comply with all requirements imposed by the Federal sponsoring agency, the Office of the Governor, or the Comptroller General, concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** - It will insure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of the project, are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** - It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (50 USC § 4001), which states that, on or after March 2, 1975, communities must purchase flood insurance, where such insurance is available in those communities. This requirement is a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. **HISTORIC PRESERVATION** - It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1974, as amended, (16 USC § 469a-1, et seq.) by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **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.

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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 with all State and Federal statutes relating to nondiscrimination.
  - B. 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.
  - C. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Justice Programs, Office for Civil Rights.
  - D. 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.
16. **TAXES** – It will comply with all State and Federal laws and are solely responsible for filing all required State and Federal tax forms.
17. **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.
18. **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.
19. **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.
20. **SUSPECTED CHILD ABUSE** - It will comply with Section 261.101 of the Texas Family Code, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.
21. **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.
22. **OPEN MEETINGS** - If the applicant is a governmental entity, it will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically excluded in the Texas Constitution.
23. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** - If the applicant is a health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
24. **LAW ENFORCEMENT AGENCY** - If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education stating that the agency is in the process of achieving compliance with such rules.

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**CERTIFICATIONS**

1. The applicant certifies that it will provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
  - b. Establish a drug-free awareness program to inform employees about:
    - i. the dangers of drug abuse in the workplace;
    - ii. the applicant's policy of maintaining a drug-free workplace;
    - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. the penalties that may be imposed upon employees for drug abuse violations.
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
  - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - i. abide by the terms of the statement, and
    - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
  - e. Notifying the agency within ten days after receiving notice under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction.
  - f. Taking one of the following actions with respect to any employee who is so convicted:
    - i. Taking appropriate personnel action against such an employee, up to and including termination; or
    - ii. Requiring such employee to participate satisfactorily in 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).

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

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.
 

☐ Check here 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. You must also notify the Criminal Justice Division (CJD) or your local council of governments for the "Disclosure Form to Report Lobbying".
2. 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.

**AUDIT CERTIFICATION (SELECT THE APPROPRIATE CHOICE)**

I certify:

- ☐ 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.
- ☒ 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.

**EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION (SELECT THE APPROPRIATE CHOICE)****Definitions:****Type I Entity**

Educational/medical/non-profit institution/Native American Tribe – certification required (select appropriate choice below); EEOP NOT required.

**Type II Entity**

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

**Type III Entity**

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

## CJD Grant Application – Page 14

**If your organization is a Type I, II or III Entity, select 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 § 42.302), but is not required to maintain an Equal Employment Opportunity Plan (28 CFR § 42.301 *et seq*).
- ☐ I certify this organization is a Type II Entity that employs 50 or more people. This entity will comply with prohibitions against discrimination in any program or activity (28 CFR § 42.302), and has formulated an Equal Employment Opportunity Plan (28 CFR § 42.30 *et seq*), that is on file in the office of
- ☒ 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 § 42.302), and has formulated an Equal Employment Opportunity Plan (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 (SELECT THE APPROPRIATE CHOICE)**

**If this application is in excess of \$25,000, I certify that:**

- ☒ 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; or,
- ☐ I am unable to certify the above statement and have attached an explanation to the application.

**Applicants must complete, sign and submit this form to CJD before they will receive state and/or federal funds. Recipients of state and/or federal funds must fully understand and comply with the requirements listed for Federal and State Assurances on pages 1 and 2 of this document. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.**

Williamson County, Texas

Applicant's Organization

JAIBG Substance Abuse Program

Project Title

Commissioner Michael Heiligenstein

Judge John G. Deetler

Printed Name and Title of Authorized Official

Michael Heiligenstein

Signature of the Authorized Official

Presiding

12/10/02

Date

## CJD Grant Application – Page 15

**JCEC RESOLUTION**

OFFICE OF THE GOVERNOR  
 CRIMINAL JUSTICE DIVISION  
 P.O. Box 12428  
 Austin, Texas 78711  
 512/463-1919  
 Fax: 512/475-2042  
[www.governor.state.tx.us](http://www.governor.state.tx.us)

We, the members of the Juvenile Crime Enforcement Coalition, certify by our signatures that we have reviewed and approved the Coordinated Enforcement Plan as submitted by:

Williamson County, Texas

List Grantee Agency

Check the appropriate box:



In accordance with the federal law, the grantee assures that not less than 45% of the funds received under this grant will be expended for purpose areas 3 through 9 stated below and not less than 35% will be expended for purpose areas 1, 2, and 10. The remaining 20% will be spent on any combination of the remaining purpose areas.

OR



In accordance with the federal law, the grantee certifies that the interest of the 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.

Enter the reason(s) for the alternative use of funds below:

Place a number by all that apply of individuals representing the coalition:

Law Enforcement	0	Juvenile Courts	3
Police	1	Schools	2
Sheriff	1	Business	3
Prosecutor	2	Social Service	1
Probation Officer	2	Prevention Organization	1

List all cites and counties or parts thereof covered by the Coordinated enforcement Plan for Reducing Juvenile Crime.

Williamson County, Texas

Record JCEC board member name and profession:

Judge Burt Carnes - 368<sup>th</sup> Judicial District Judge

Name/Agency

Gene Taylor - Williamson County Attorney

Name/Agency

Stan Simpson - Round Rock Police Department

Name/Agency

Leslie Hill - WC CAB Chairperson

Name/Agency

Robert Wood - WC CAB Member

Name/Agency

Doak Fling - WC CAB Member

Name/Agency

John Maspero - Williamson County Sheriff

Name/Agency

Charles M. Skaggs - WCJS Executive Chief

Name/Agency

Donna Gafford - WC Juvenile Prosecutor

Name/Agency

Scott Matthew - WCJS Court Director

Name/Agency

Dean Higginbotham - WCJS Religious Program

Name/Agency

Robert Fuller - WC Director of S.T.A.R.R.Y

Name/Agency

I,

Signature of JCEC Chairman

JCEC Chairman, attest that the members of the JCEC approve the JCEC grant application project.

Date Signed: 12/10/2002

Issue Date: September 2002

**AGENDA ITEM 21**

Consider awarding bid for plumbing services to Fox Services.

Bids were received from the following:

*Fox Service Company, Austin, Texas*

*Roto-Rooter Service Company, Austin, Texas*

*Wattinger Service Company, Inc., Austin, Texas*

Moved: **Commissioner Boatright**

Seconded: **Commissioner Heiligenstein**

Motion: To award the bid for plumbing services to Fox Service Company.

Vote: 3 – 0. **Commissioner Hays was absent from the dais.**

< Attachment >

**NOTICE TO THE PUBLIC  
WILLIAMSON COUNTY COMMISSIONER'S COURT  
DECEMBER 10, 2002**

21. Consider awarding bid for plumbing services to Fox Services.

	HOURS	FOX SERVICE CO.	WATTINGER SERVICE CO.	ROTO-ROOTER
		HOURLY RATE	HOURLY RATE	HOURLY RATE
<b>Master Plumber</b>	Regular Hours	\$56.00	\$68.00	\$85.00
	After Hours	\$95.00	\$102.00	\$95.00
	Weekends	\$95.00	\$102.00	\$95.00
	Holidays	\$120.00	\$136.00	\$95.00
<b>Journeyman Plumber</b>	Regular Hours	\$56.00	\$65.00	\$75.00
	After Hours	\$95.00	\$97.50	\$85.00
	Weekends	\$95.00	\$97.50	\$85.00
	Holidays	\$95.00	\$130.00	\$85.00
<b>Helper</b>	Regular Hours	\$36.00	\$53.00	\$60.00
	After Hours	\$60.00	\$79.50	\$70.00
	Weekends	\$60.00	\$79.50	\$70.00
	Holidays	\$60.00	\$106.00	\$70.00
<b>Heavy Equipment **</b>	Discount Percentage (%)	15 %	Cost Plus 25 %	15 %
<b>Parts ***</b>	Discount Percentage (%)	15 %	Cost Plus 25 %	15 %

**\*\*Heavy Equipment - Discount-from-regular rate**

**\*\*\*Parts - Discount-from-List**