

Agency Name: Harris County

Grant/App: 2136701 **Start Date:** 9/1/2009 **End Date:** 8/31/2010

Fund Source: SF-00.421 State Criminal Justice Planning (421) Fund

Project Title: Systems of Hope: Sunnyside Project

Status: Grant - Adjustment Certified **Fund Block:** 2010

Eligibility Information

Introduction

The Office of the Governor (OOG) publishes funding opportunities, known as **Requests for Applications (RFA)**, through the Texas Secretary of State. Click [here](#) to visit the Secretary of State's website to locate the RFAs in the appropriate Texas Register issue. In addition, OOG requires all applicants and grantee organizations to adhere to the *Texas Administrative Code (TAC)* as adopted. Click [here](#) to view the current TAC, or click [here](#) to view the previous versions of the TAC.

Submission Process

When applying for a grant pursuant to an **RFA** published in the *Texas Register* by OOG, applicants must submit their applications according to the requirements provided in the **RFA**. OOG may also consider applications for grants that are not submitted pursuant to an **RFA**. Applicants will be selected in accordance with *1 TAC, Â§3.7*.

Selection Process

All applications submitted to OOG are reviewed for eligibility, reasonableness, availability of funding, and cost-effectiveness. For applications submitted pursuant to an **RFA**, the executive director will select a review group, COG, or other designee to prioritize the applications and submit a priority listing to the executive director, who will render the final funding decision. A review group may include staff members, experts in a relevant field, and members of an advisory board or council. For more information regarding the selection process, see *1 TAC, Â§3.7*.

Funding Decisions

All grant funding decisions rest completely within the discretionary authority of OOG. The receipt of an application for grant funding by OOG does not obligate OOG to fund the grant or to fund it at the amount requested. Neither the approval of a project nor any grant award shall commit or obligate OOG in any way to make any additional, supplemental, continuation, or other award with respect to any approved project or portion thereof. OOG makes no commitment that a grant, once funded, will receive priority consideration for subsequent funding. For more information regarding the application process, see *1 TAC, Â§3.7* and 3.9.

Adoptions by Reference

All grantees receiving federal and state funds must comply with the applicable statutes, rules, regulations, and guidelines related to the funding source under which the grant is funded. In instances where both federal and state requirements apply to a grantee, the more restrictive requirement applies. For more information regarding grant funding, see *1 TAC*, Â§3.19.

Community Plans

Each community, consisting of a single county or a group of counties, must file with a COG a community plan that addresses the communityâ€™s criminal justice priorities. A community plan should assess local trends and data; identify problems, resources, and priorities; develop effective strategies; and set goals and objectives. For more information regarding community plans, see *1 TAC*, Â§3.51.

Juvenile Justice and Youth Projects

Juvenile justice projects or projects serving delinquent or at-risk youth, regardless of the funding source, must address at least one of the priorities developed in coordination with the Governorâ€™s Juvenile Justice Advisory Board to be eligible for funding. For more information regarding these priorities, see *1 TAC*, Â§3.53.

Monitoring

OOG will monitor the activities of grantees as necessary to ensure that grant funds are used for authorized purposes in compliance with all applicable statutes, rules, regulations, guidelines, and the provisions of grant agreements, and that grantees achieve grant purposes. Grantees must make available to OOG or its agents all requested records relevant to a monitoring review. For more information regarding monitoring, see *1 TAC*, Â§3.2601.

Your organization's Texas Payee/Taxpayer ID Number:
17604545149062

Application Eligibility Certify:
Created on:1/12/2009 1:12:17 PM By:Linda Courtney

Profile Information

Introduction

The **Profile Details** section collects information about your organization such as the name of your agency and project title, the geographic area your project will serve and information about your grant officials. Click on the **Save and Continue** button at any

time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Email Addresses & Grant Officials Information

Designating Grant Officials Within your Application:

Enter a valid and unique email address for each grant official and click the **Verify Email and Set Official to the Project** button. If you receive an error message regarding an email address, the grant official you are trying to assign to the project has not registered for a user account in eGrants. Please inform the agency's grant official or designee that they must log in to the [eGrants Home Page](#), and register for a user account. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

Updating Grant Officials on Active Grants:

To reassign a grant official - **Authorized Official, Financial Officer, Project Director, or Grant Writer** - to your grant project, ensure that the new official registers for a user account in eGrants *first*. Next, go to the Request.Adjustment tab and check the box indicating you would like to Designate a New Grant Official, provide a brief explanation for the change in the Grant Adjustment Justification box, and then click the 'Create Adjustment Request' button. This will open the Profile.Details tab allowing you to make the appropriate changes. After you have entered a valid email address for the new Official, go to the Certify.Adjustment tab and click on the 'Certify Adjustment' button to send your request to OOG for review. If your organization is designating a new Authorized Official, check your records to see if a revised Resolution is required. Upload the approved Resolution to your grant project on the 'Summary / Upload Files' sub-tab. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

Getting Started

On this tab you will notice a certain icon that is displayed.

-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

Applicant Agency Name: Harris County
Project Title: Systems of Hope: Sunnyside Project
Division or Unit to Administer the Project: Harris County Protective Services for Children and Adults
Address Line 1: 6300 Chimney Rock Road
Address Line 2:
City/State/Zip: Houston Texas 77081
Payment Address Line 1: Harris County Auditors Office: Financial Departmen
Payment Address Line 2: 1001 Preston, Suite 800
Payment City/State/Zip: Houston Texas 77002
Start Date: 9/1/2009
End Date: 8/31/2010

Regional Council of Governments(COG) within the Project's Impact Area: Houston-Galveston Area Council
Headquarter County: Harris
Counties within Project's Impact Area: Harris

Grant Officials:

Authorized Official

User Name: Ed Emmett
Email: cjograntsnotification@hctx.net
Address 1: 1001 Preston, Suite 911
Address 1:
City: Houston, Texas 77002
Phone: 713-755-4117 Other Phone: 713-755-6704
Fax: 713-755-4835
Agency:
Title: The Honorable
Salutation: Judge

Project Director

User Name: Randy Joiner
Email: randy.joiner@cps.hctx.net
Address 1: 6300 Chimney Rock
Address 1:
City: Houston, Texas 77081
Phone: 713-295-2521 Other Phone:
Fax: 713-295-2522
Agency:
Title: Mr.
Salutation: Constable

Financial Official

User Name: Barbara Schott
Email: AuditorGrantNotification@aud.hctx.net

Address 1: 1001 Preston #800
Address 1:
City: Houston, Texas 77002
Phone: 713-755-6500 Other Phone:
Fax: 713-755-8932
Agency:
Title: Ms.
Salutation: Ms.

Grant Writer

User Name: Linda Courtney
Email: linda.courtney@cps.hctx.net
Address 1: Harris County Protective Services
Address 1: 2525 Murworth
City: Houston, Texas 77054
Phone: 713-394-4030 Other Phone:
Fax: 713-394-4151
Agency:
Title: Ms.
Salutation: Dr.

Grant Vendor Information

Introduction

The **Grant Vendor** section of the application collects grant payment information for your organization. The following items will be auto-filled from previous data you supplied in eGrants: Organization Type, State Payee Identification Number, and Data Universal Numbering System (DUNS) identifier (if applicable). Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Financial Management Tools

In order to receive payments from OOG, download, complete and email the following forms to the Office of the Governor, Financial Services Division (FSD). Or, you may fax completed forms to (512) 463-4114.

Note: As of March 1, 2010, these forms will no longer be accepted in hard copy format.

Texas Application for Payee Identification Number Form in PDF - 12/08/2009

* **updated** Texas Direct Deposit/Advance Payment Form in MS Excel or PDF - 03/04/2010

IRS W-9 Form in PDF - 12/08/2009

Getting Started

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Organization Type: County

Organization Option: applying to provide juvenile prevention and / or intervention services

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 17604545149062

Data Universal Numbering System (DUNS): 072206378

Payment Address Line 1: Harris County Auditors Office: Financial Departmen

Payment Address Line 2: 1001 Preston, Suite 800

Payment City/State/Zip: Houston Texas 77002

Narrative Information

Introduction

The **Narrative** section is the description of your project. It is important that the information you provide about your project is clear and as concise as possible. Note: All applicants must certify to the eligibility requirements specific to the fund source. The minimum requirements to complete this page are the **Program Requirements, Problem Statement, Supporting Data, Goal Statement, and Project Summary** sections. We recommend that you complete any sections applicable to your project to assist in the application review process.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work

will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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Primary Mission and Purpose

The State Criminal Justice Planning (421) Fund supports programs designed to reduce crime and improve the criminal or juvenile justice system.

Funding Levels

The anticipated funding levels for the Fund 421 program are as follows:

- Minimum Award - None
- Maximum Award â€œ None
- The Fund 421 program does not require a grantee to provide matching funds.

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

***Note:** If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.*

Juvenile Justice Program Requirements

Preferences for Juvenile Justice â€œ Preference will be given to applicants who demonstrate cost effective programs focused on a comprehensive and effective approach to services that compliment the Governorâ€™s strategies.

Juvenile Justice Board Priorities - Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed in coordination with the Governor's™ Juvenile Justice Advisory Board to be eligible for funding.

Prevention and Early Intervention at First Offense - Fund programs or other initiatives designed to positively impact youth prior to their involvement in the juvenile justice system or at their first offense and divert them from a path of serious, violent and chronic delinquency. Programs may include support for school resource officers, alcohol and substance abuse education, mentoring and after-school programs.

Disproportionate Minority Contact (DMC) - Decrease DMC, which exists if minority youth have a higher rate of contact with the juvenile justice system than do non-Hispanic white youth. Fund programs or other initiatives designed to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system.

Gang Prevention and Intervention - Fund programs that address issues related to juvenile gang activity and the recruitment of juvenile members. These issues include information sharing and prevention and intervention efforts directed at reducing gang-related activities.

Specialized Treatment Services - Fund programs that address the use and abuse of illegal substances, prescription and non-prescription drugs and alcohol. Counseling and professional therapy may also be provided to sex offenders and youth with anger management issues.

Juvenile Justice System Impact - Fund programs designed to impact offender accountability or improve the practices, policies or procedures within the juvenile justice system including rehabilitating and educating youth who have been involved in the juvenile justice system so that future involvement in criminal activity is deterred.

Victim Assistance Program Requirements

Preferences for Victim Assistance - Preference will be given to applicants that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also encouraged to streamline administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

Culturally Competent Victim Restoration - Applicants agree to promote collaboration and coordination among local service systems that involve multiple disciplines and support a seamless delivery of a continuum of services that focus on each individual's return to full physical, mental, and emotional health while incorporating an emphasis on cultural competency in underserved populations. An example of this type of approach is

advocacy, law enforcement, prosecution, and other government and non-government services working together in a professional environment of cooperation and respect among service providers.

Provide a detailed description of how multiple disciplines within your community (city, county, district, etc.) fit into the restoration process, or enter 'N/A' if Victim Assistance does not apply to this project.

Not applicable.

Criminal Justice Program Requirements

Preferences for Criminal Justice Projects – Preference will be given to applicants that support law enforcement activities, prosecution and improvements to technology.

Prohibition on Serving Certain Adult Offenders – Applicants will not serve adult offenders charged with, given deferred adjudication for, or convicted of violent or other serious crimes including murder, arson, robbery, sexual assault, aggravated sexual assault, burglary, felony drug crimes, crimes against children, kidnapping, aggravated kidnapping, and manslaughter, unless the executive director of CJD grants an exception.

Eligible Activities - Applicant assures that its proposed project meets at least one of the following areas to be eligible for funding:

- **Law Enforcement** – Supports state and local law enforcement agencies that address violent crime or statistically supported major crime initiatives at the local level. Law enforcement agencies applying for equipment only or agencies applying to provide law enforcement training must apply under this program area unless they are seeking to purchase or enhance technology.
- **Prosecution and Court** – Programs that improve the prosecution of serious and violent crimes, including those that reduce the time from arrest to disposition.
- **Technology** – Programs that implement or expand a law enforcement agency's ability to report and analyze crime. Applicant assures that any criminal intelligence databases developed under this program will comply with 28 CFR Part 23.
- **Drug Treatment** – Programs that target substance abuse treatment for juveniles or adults who have been court ordered to participate, including drug courts and projects that serve as alternatives to incarceration.

Note: Drug Courts are not eligible under the Drug Treatment activity area.

Criminal Justice Projects

Program Income - Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income to CJD through a formal grant adjustment and to secure CJD approval prior to use of the program

Drug Court programs that provide court-supervised substance abuse treatment as an alternative to traditional criminal sanctions, as defined in Chapter 469 of the Texas Health and Safety Code must incorporate the following ten (10) essential characteristics of drug courts noted below and codified in Texas Health and Safety Code Â§469.001 to be eligible for funding:

Ten Essential Characteristics

Integration of Services â€“ The integration between alcohol and other drug treatment services in the processing of cases in the judicial system.

Non-Adversarial Approach â€“ The use of a non-adversarial approach involving prosecutors and defense attorneys to promote public safety and to protect the due process rights of program participants.

Prompt Placement â€“ Early identification and prompt placement of eligible participants in the program.

Access â€“ Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services.

Abstinence Monitoring â€“ Monitoring of abstinence through weekly alcohol and other drug testing.

Compliance Strategy â€“ A coordinated strategy to govern program responses to participantsâ€™ compliance.

Judicial Interaction â€“ Ongoing judicial interaction with program participants.

Evaluation â€“ Monitoring and evaluation of program goals and effectiveness.

Education â€“ Continuing interdisciplinary education to promote effective program planning, implementation, and operations.

Partnerships â€“ Development of partnerships with public agencies and community organizations.

General Approaches

- Pre-adjudication - The defendant is diverted to the treatment program in lieu of prosecution before charges are filed or before final case.
- Post-adjudication - The drug offender begins the drug court program after entering a plea of guilty or nolo contendere or having been found guilty, often as a condition of probation.

- Reentry - Offenders completing sentences of incarceration or lengthy terms of residential treatment are ordered into the treatment program to facilitate their transition and reintegration into society.
- Civil - Participants enter the drug court program in relation to suits affecting the parent-child relationship, child welfare / CPS cases, child support cases, or other civil matters.

Select the **general approach(es)** this drug court fill follow below.

Select all that apply:

- Pre-adjudication
- Post-adjudication
- Reentry
- Civil
- N/A

Observation –“ The drug court team (judge, prosecutor, defense counsel, treatment provider, supervision officer, court coordinator, etc.) of a new program must observe at least one drug court staffing session and hearing, in Texas, prior to program implementation.

Policies and Procedures –“ The drug court will develop and maintain written policies and procedures for the operation of the program.

Information Sharing –“ The applicant will submit a copy of any project evaluations, evaluation plans, recidivism studies, or related reports that are completed during the grant period to CJD.

Jurisdiction - Provide the name of the court administering the Drug Court program (*e.g., 999th Judicial District Court, Somewhere County Criminal Court, or City of Somewhere Municipal Court*). If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

Drug Court Date - If the Drug Court has commenced operations, provide the date that this Drug Court was established.

Enter the date [mm/dd/yyyy]:

Drug Court Type

- Adult - Programs serving adults (either pre-adjudication, post-adjudication, or reentry).
- Family - Programs serving parents who enter the drug court in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.
- Juvenile - Programs serving juveniles (either pre-adjudication, post-adjudication, or reentry).

Select the type of drug court that will be operated:

- Adult
- Family
- Juvenile
- N/A

Will the drug court accept **DWI offenders**?

Select the appropriate response:

- Yes
- No
- N/A

Presiding Judge - The presiding judge of a drug court funded with Drug Court funds must be an active judge holding elective office or a master. Persons eligible for appointment may not be a former or retired judicial officer. Is the presiding judge of the drug court an active judge holding elective office or a master?

Select the appropriate response:

- Yes
- No
- N/A

Enter the name of the **Presiding Judge** for the Drug Court. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

Enter the name of the **Drug Court Coordinator**. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

Note: The Drug Court Coordinator usually monitors the operation of the Drug Court, supervises Drug Court staff, participates in Drug Court judicial staff meetings, prepares and oversees Drug Court contracts with service providers, maintains data on Drug Court operations, and communicates with legal staff, government officials, social service agencies, and the public regarding matters of the Drug Court.

Has the drug court ever applied for **federal funding**?

Select the appropriate response:

- Yes
- No
- N/A

Has the drug court ever received **federal funding**?

Select the appropriate response:

- Yes
- No
- N/A

If you selected **Yes** above, provide the federal award amount, grant period [mm/dd/yyyy to mm/dd/yyyy], and explain how CJD funds will be used to support or expand the project and not replace existing funds.

Enter the federal funding description:

----- END RESERVED AREA -----

Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Ms. Joyce Cambric, Asst. Director - Human Resources

Enter the Address for the Civil Rights Liaison:

1310 Priarie, 4th Floor Houston, TX 77002

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999]:

(713) 755-4391

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements for Juvenile Justice, Victim Assistance, Criminal Justice**, and (if applicable) **Drug Court Program Requirements** to be eligible for funding under the State Criminal Justice (421) Fund Program Solicitations.

X I certify to **all** of the above eligibility requirements.

Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

The Harris County Systems of Hope (SOH) is a SAMHSA-funded collaborative system of care administered by Harris County Protective Services for Children and Adults (HCPS), which provides comprehensive services and supports to Harris County children and youth with severe emotional disturbances and their families using a wrap-around approach and delivered in clients' communities through Care teams. SOH community partners include HCPS, Harris County Juvenile Probation Department, Mental Health Mental Retardation Authority of Harris County, City of Houston Department of Health and Human Services, family support organizations including National Alliance for the Mentally Ill (NAMI) and Federation of Families, and a number of other health and human services providers. Recently the Sunnyside area of Houston was selected as a site for an SOH Care team (Sunnyside Project). The Sunnyside area has many risk factors that could contribute to disproportionate youth involvement in the juvenile justice and mental health systems, but few neighborhood-based resources. Children and youth (ages 10-17) with mental health/ behavioral problems and their families residing in Houston's high crime, low income Sunnyside neighborhood need an accessible, community-based continuum of supports and services to decrease environmental, familial and individual risk factors that may lead to entrance or further penetration into the juvenile justice system (Harris County Juvenile Probation Department). Many family intervention researchers believe that improving parenting practices is the most effective strategy for reducing delinquency and associated problem behaviors, including those caused by mental disorders. The challenges encountered by parents/caregivers of children and youth with mental health / behavioral problems are more extensive, especially if these families experience poverty and exposure to crime on a daily basis. Research also indicates that children and youth with mental illness benefit

from learning appropriate coping and social skills (effective problem solving, anger management, etc.) and learning about their mental illnesses, medications, treatments, "triggers" which increase inappropriate behaviors, etc. These skills help youth to self-manage many behaviors, and decrease behaviors that lead to encounters with juvenile justice systems. Currently, there are no such supports located within the Sunnyside community. Therefore, Houston's Sunnyside-area families/caregivers and children/youth with mental health/ behavioral problems would benefit from easily accessible community-based supports and services to increase ongoing family protective factors such as supportive parent-child relationships, positive discipline methods, effective monitoring and supervision, ability to advocate for their children, increased knowledge about children's mental illness, information and resources for effective and affordable mental health services, and peer support. Based on a community mental health model, The Systems of Hope (SOH) Sunnyside Project will provide these at-risk youth and families a wide continuum of services and supports (delivered in the Sunnyside Multi-Service Center) that will decrease involvement and/or further penetration into the juvenile justice system: individualized assessments and appropriate referrals for all youth and families; Parent - Teen Conflict resolution 5-week series for early intervention; Visions for Tomorrow parent education 8 week series and Great Minds Think Alike 8 week youth psychosocial groups for youth with diagnosed mental health/behavioral problems; Youth Advocacy Program intensive communitybased professional mentoring (supervision / counseling) for youth with severe emotional disturbances involved with the juvenile justice system; and biweekly parent support groups for families with children/youth with mental illness within the Sunnyside neighborhood. In collaboration with local services providers and institutions, the Sunnyside Project will promote accessible and culturally- appropriate services that will minimize Sunnyside-area youth involvement with the juvenile justice system. Sunnyside Project services will all take place in the conveniently located City of Houston Department of Health & Human Services' Sunnyside Multi-Service Center, which also houses the Harris County Juvenile Probation Department CUPS Unit 1, Harris County Department of Social Services, Head Start, and the Gulf Coast Community Services program.

Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

Houston's Sunnyside area is a low-income, high crime urban neighborhood in southeast Houston. Sunnyside has approximately 20,000

residents, of whom 95% are African American. Nearly 40% of Sunnyside residents live at or below the poverty level, and approximately one-third of those are children. Approximately 60% of Sunnyside residents are either unemployed or not in the labor force; many others are considered "under-employed", or the "working poor". Adult and juvenile crime is disproportionately high in this community. Sunnyside-area homicide, firearm-related deaths, drug-induced deaths and suicide were higher than the overall Houston rates. The rate of firearm-related violent crime in Sunnyside was almost twice that of Houston as a whole, and narcotic drug law crimes were over twice the rate of Houston (9% vs. 4%). (Community Health Profiles: Sunnyside Super Neighborhood 1999-2003, City of Houston Department of Health & Human Services). Juvenile crime is also significantly high, as evidenced by the number of youth receiving probationary services. Harris County Juvenile Probation Community Unit Probation Services (CUPS) Unit 1 is located in the Sunnyside Multi-Service Center, and in 2008 provided probation supervision and rehabilitative services for approximately 615 Sunnyside-area youth and their families. Sunnyside youth also have a high rate of school truancy and dropout rates, and have a disproportionate number of births to females under age 18.

Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

The HCPS Systems of Hope Sunnyside Project will address and respond to two priorities in the 2000 Harris County Community Plan: I. Primary Prevention for Juvenile Justice, and II. Juvenile Justice Issues.

Goal Statement:

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

Goal: The HCPS Systems of Hope (SOH) Sunnyside Project will collaborate with local Sunnyside area service providers to (a) increase positive family interaction and (b) decrease entry / further penetration into the juvenile justice system for at least 100 at-risk Sunnyside-area youth ages 10-17 with mental health/behavioral issues and their families/caregivers. Objectives: The project will provide a continuum of services and supports including: (1) initial assessment and referral to ensure access to appropriate services and supports (wrap-around); (2) Parent-Teen Survival curriculum-based 5-session groups to increase positive family communication and problem-solving skills for at-risk youth experiencing parent/child conflict, poor school behavior, truancy, runaway, substance abuse and Class C misdemeanors; (3) family

educational series (Visions for Tomorrow) to provide families/caregivers of youth with diagnosed mental illness that are involved, or at risk of involvement in the juvenile justice system with information about mental illness, the juvenile justice system, types of therapies, self-care skills, etc. (4) youth diagnosed with mental illness that are involved, or at risk of involvement in the juvenile justice system will attend the "Great Minds Think Alike" group to learn skills in taking a leadership role in their own recovery, including communication skills, managing crisis, and living healthy lifestyles, leading to decreased involvement with juvenile justice system; (5) intensive Youth Advocacy Programs (YAP) community services for HCJPD-involved youth with severe emotional disturbance to decrease out-of-home placement / incarceration; (6) bi-weekly Sunnyside parent support groups to offer families with children/youth with mental illness opportunities to share experiences and get peer support.

Cooperative Working Agreement (CWA):

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each **CWA**. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the **CWA(s)**. You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

Harris County Juvenile Probation Department: CUPS Unit 1 will refer Sunnyside-area youth who are receiving HCJPD services from CUPS 1 AND have, or are risk of developing, mental/behavioral problems to the Systems of Hope Sunnyside Project for appropriate mental health services in Year 1. Harris County Protective Services: Community Youth Services will provide 8 series of Parent/Teen Survival courses for at least 96 Sunnyside area youth and 96 parents/caregivers in Year 1. City of Houston: Department of Health and Human Services agrees to provide Sunnyside Multi-Service Center office and meeting space for Systems of Hope: Sunnyside Project activities including Coordinator's office space, conference room space for Sunnyside Parent Support Group activities, youth activities, community collaboration meetings in Year 1. In addition, Sunnyside area DHHS service providers will provide appropriate referrals

of at-risk youth and families to Systems of Hope: Sunnyside Project in Year 1. Youth Advocacy Program (YAP) Inc. agrees to provide intensive community-based mentoring and support services to at least 10 high-risk Sunnyside-area youth involved in, or at risk of involvement in, the juvenile justice system in Year 1. National Alliance on Mental Illness (NAMI) Houston Chapter will provide two series of 8 week (2 hours/week) "Visions for Tomorrow" classes for Sunnyside-area primary caregivers/parents of youth with mental illness, and simultaneous "Great Minds Think Alike" curriculum-based psychosocial groups for their youth ages 12-17 diagnosed with mental illness in Year 1. NAMI will co-facilitate a biweekly Sunnyside Caregiver Support group for caregivers of youth and children with mental health problems in Year 1. Federation of Families, Houston Chapter will co-facilitate a biweekly Sunnyside Caregiver Support Group for caregivers of children and youth with mental health problems in Year 1.

Continuation Projects:

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

NA

Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

Problem Statement: Children and youth (ages 10-17) with mental health/behavioral problems residing in Sunnyside's high crime, low income neighborhood and their families need an accessible, community-based continuum of supports and services to decrease environmental, familial and individual risk factors that may lead to entrance or further penetration into the juvenile justice system (Harris County Juvenile Probation Department). Goal: The HCPS Systems of Hope (SOH) Sunnyside Project will collaborate with local Sunnyside area service providers to (a) increase positive family interaction and (b) decrease entry / further penetration into the juvenile justice system for at least 100 Sunnyside-area youth ages 10-17 with mental health/behavioral problems and their families/caregivers. Objectives/ Activities: The SOH Sunnyside Project will provide a continuum of services and supports including: (1) SOH Sunnyside Care

team: initial assessment and referral to ensure access to appropriate services and supports; case management for more involved youth (wrap-around); (2) Parent-Teen Survival curriculum-based 5-session groups to increase positive family communication and problem-solving skills for at-risk youth experiencing parent/child conflict, poor school behavior, truancy, runaway, substance abuse and Class C misdemeanors; (3) family educational series (Visions for Tomorrow) to provide families/caregivers of youth with diagnosed mental illness that are involved, or at risk of involvement in the juvenile justice system with information about mental illness, the juvenile justice system, types of therapies, self-care skills, etc. (4) youth diagnosed with mental illness that are involved, or at risk of involvement in the juvenile justice system will attend the "Great Minds Think Alike" group to learn skills in taking a leadership role in their own recovery, including communication skills, managing crisis, and living healthy lifestyles, leading to decreased involvement with juvenile justice system; (5) intensive Youth Advocacy Programs (YAP) community-based professional mentoring services for HCJPD-involved youth with severe emotional disturbance to decrease out-of-home placement / incarceration; (6) bi-weekly Sunnyside parent support groups to offer families with children/youth with mental illness opportunities to share experiences and get peer support.

Project Activities Information

Introduction

The **Project Activities** section of the application gathers information about the type of activities your project will incorporate. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Getting Started

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Drug Courts

Does your project have a Steering Committee that helps direct and enhance your court's operations?

- Yes
- No
- N/A

List the members of your project's treatment team and describe their role in supporting the participants.

Provide the average caseload size for a full-time case manager/probation officer assigned to this project.

Provide your project's policy on drug testing participants.

Describe the process you will use to determine your project's effectiveness.

Provide the total cost for operating your project during the previous fiscal year. (This should include all salaries, travel, counseling, treatment services, office supplies, etc.)

0

List the sources and amounts of non-CJD funding used to support this project during the previous fiscal year. (This may include local or state funds and any other charges to participants.)

List the treatment resources used for this project (e.g., ATR, TAIP, in-house, etc.).

Fees collected by your County in accordance with Chapter 102.0178, Code of Criminal Procedure, for offenses found in Chapter 49, Penal Code (DWI) and Chapter 481, Health and Safety Code (controlled substances):

Provide the total collected in the previous fiscal year by your county. (The

party responsible for collecting court assessed fees in your county may be the treasurer, county clerk, or district clerk.)

0

Of the fees collected in your county, provide the amount that was directed to your project?

0

Describe how your project used those fees?

----- END RESERVED AREA -----

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Delinquency Prevention	15.00	Sunnyside Parent/Caregiver Support Groups will be provided every other week (2 hours/group) for Sunnyside area parents/caregivers of children and youth with mental health/behavioral problems. This is an outreach to the Sunnyside community, and caregivers do not have to be receiving services for their children through the Systems of Hope Sunnyside Project in order to attend. NAMI and Federation of Families co-facilitators will lead these groups to provide families a safe and supportive place to share experiences and get support from other local adults who care for children with mental illness and are at risk of, or currently involved in the juvenile justice system.
Diversion	70.00	Parent/Teen Survival courses are available to Sunnyside area "at-risk" youth and their parents to strengthen relationships between youth and their parents through conflict resolution, anger management and mediation skills. Objectives include: improved participant communication skills; reduced family conflict by teaching positive parenting practices; and improved social competencies in youth by teaching conflict resolution skills. HCPS Community Youth Services (CYS) trainers will conduct 8 series of five 2-hour group sessions, with approximately 10-12 families attending a series. Total: at least 96 families (96 youth + 96 caregivers = 192 participants). Visions for Tomorrow is a curriculum-based 8 week (2 hours/week) training that addresses the needs of families who have a child or adolescent with a mental

		<p>illness. It is taught by primary caregivers and offers family a safe and supportive place to share experiences and learn from other adults who care for children with mental illness. VFT provides information on specific brain disorders, and also builds skills and knowledge in: juvenile justice system, coping and self-care, communication, problem management, and advocacy. The local National Alliance for the Mentally Ill (NAMI) Chapter will provide two (2) 8-week series of VFP training for 20 caregivers (10 in each series) in Year 1. NAMI will also conduct concurrent "Great Minds Think Alike" psycho-social education groups for youth 12-19 with mental illness whose parents are attending the VFP series (total of 20 youth in Year 1). Youth will learn the symptoms of mental illness, and what they can do to promote recovery and prevent relapse. Curriculum items include: mental health issues, communication skill building, living a healthy lifestyle, and managing relapse.</p>
Mentoring	15.00	<p>Youth Advocacy Program (YAP), Inc. will provide contract community-based intensive mentoring services to SOH-Sunnyside Project identified Sunnyside area high risk youth with mental health/behavioral problems and juvenile justice involvement that are at-risk of out of home placement. Paid mentors will provide at least 10 hours of individual, family and group intervention per week, serving as role models and advocates for at least 10 high risk youth in their Sunnyside community in Year 1.</p>

Geographic Area:

The southwest Houston, TX neighborhood of Sunnyside is a densely populated urban low-income, high-crime predominantly African American neighborhood with approximately 20,000 residents. Its north border is 610 South, west border is HWY 288 to Orem Drive, south border is Sims Bayou, and east border to Martin Luther King Boulevard.

Target Audience:

Youth ages 10-17 residing in the Houston Sunnyside area who have mental health and/or behavioral problems AND are at risk of involvement, or are currently involved in the juvenile justice system AND their parents / caregivers.

Gender:

Males and females

Ages:

10-17 for youth; all adult (18 and over) caregivers/parents to identified youth.

Special Characteristics:

All Sunnyside-area youth involved in the Systems of Hope Sunnyside program will have, or be at risk of developing, mental health / behavioral problems AND are at risk of entering, or further penetrating the Harris County Juvenile Probation Department juvenile justice system. Sunnyside area parents / caregivers of youth with mental / behavioral problems can participate in Sunnyside Caregiver Support groups even if their child is not receiving direct services through the SOH Sunnyside Project.

Measures Information**Introduction**

The **Project Measures** section of the application collects data to track the performance of your proposed project toward its stated objectives. Output measures demonstrate the level of activity of a project. Outcome measures demonstrate the impact of a project in a targeted area, reflecting the extent to which the goals and objectives of the project have been achieved. Output and outcome measures displayed on this page correspond to activities selected or created on the **Activities** page. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **pencil** icon - click on this icon to edit your selections.
-  = a **pencil** icon with a **red slash** through it - click on this icon to cancel your edits.
-  = a **diskette** icon - click on this icon to save your work. When this icon appears, it is your queue to save the item that you are working on; otherwise, your data will be lost.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

Progress Reporting Requirements

All programs will be required to report the output and outcome measures for this program to Texas A&M University, Public Policy Research Institute (PPRI).

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Average tenure of mentors (in days).	0	60
Average time from assignment of case to first meeting with program youth (in hours).	0	72
Number of mentors trained.	0	10
Number of parents served.	0	100
Number of program youth served.	0	100
Number of service hours completed.	0	250

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
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Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of assignments lasting until case completion.	0	75
Number of mentors satisfied with program.	0	10
Number of program families satisfied with program.	0	80
Number of program youth completing program requirements.	0	70
Number of program youth exhibiting a decrease in antisocial behavior.	0	70
Number of program youth exhibiting a decrease in gang activity.	0	70
Number of program youth exhibiting a decrease in pregnancies.	0	70
Number of program youth exhibiting a decrease in substance use.	0	70
Number of program youth exhibiting an improvement in family relationships.	0	90
Number of program youth exhibiting an improvement in school attendance.	0	85
Number of program youth exhibiting an improvement in social competencies.	0	85
Number of program youth who offend or reoffend.	0	30

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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Documents Information

Introduction

The **Supporting Documentation** section of the application contains general grantee requirements. Please select or enter the appropriate responses in the areas below. Click on the **Save and Continue** button at

any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Getting Started

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Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

Resolution from Governing Body

Except for state agencies, each applicant must provide information related to the resolution from its governing body, such as the city council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your governing body addresses items one through four below.

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and

4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

Select the Appropriate Response:

Yes

No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

The Harris County Protective Services: Systems of Hope Program Director (Ms. Janis Bane) or her designee will provide overall monitoring of sub-contractor compliance. All sub-contractors will sign detailed contracts indicating their roles, responsibilities and expectations. Each contractor will submit a monthly report indicating monthly and cumulative annual outputs and outcomes regarding clients. SOH administrative staff will be conduct an internal quarterly quality assurance review. The SOH Program Director's assigned staff will meet in person with the contractor at least quarterly to ensure adherence to contract agreements and quality of product, if applicable. Once yearly the Harris County Grant Coordination Department grant monitor will review the overall performance of the grant, and will provide a written report to the SOH Program Director , including status and recommendations.

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds 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?

Note: Pursuant to Texas Government Code Â§556.005, a political subdivision or private entity that receives state funds may not use the funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity that violates this provision is not eligible to receive additional state funds.

Select the Appropriate Response:

- Yes
- No
- N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds 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 in connection with this federal contract, loan, or cooperative agreement?

Select the Appropriate Reponse:

- Yes
- No
- N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

3/1/2008

Enter the End Date [mm/dd/yyyy]:

2/28/2009

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

82716695

Enter the amount (\$) of State Grant Funds:

9998459

Single Audit

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

Select the Appropriate Response:

Yes

No

***Note:** Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.*

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor (in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the date of your last annual single audit:

2/29/2008

Equal Employment Opportunity Plan (EEOP)

Type I Entity: Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;

- the applicant is a non-profit organization;

- the applicant is a medical institution;

- the applicant is an Indian tribe;

- the applicant is an educational institution, or

- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity:

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity: Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity: Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;

- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Ms. Joyce Cambric, Assistant Director - Human Resources, 1310 Prairie, 4th Floor, Houston, TX 77002

Type III Entity: Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity: Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

Select the appropriate response:

- Type I Entity
- Type II Entity
- Type III Entity

Debarment

Each applicant agency will certify that it and its principles:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify
- Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Enter the debarment justification:

Fiscal Capability Information

Introduction

This **Fiscal Capability** section of the application collects information from nonprofit corporations applying for OOG grant funds.

***Note:** If you are NOT a nonprofit corporation, this information is not applicable; therefore, the 'Printer Friendly' version will be blank for all information collected in the Fiscal Capability section.*

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

- Yes
- No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- Yes
- No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- Yes
- No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
- No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
- No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes
- No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes
- No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes
- No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be

taken to ensure accountability.

Enter your explanation:

Budget Details Information

Introduction

This **Budget** section of your application details budget line items for your proposed project. To create a new budget line item, click on the icon in the **New Budget Item** column. You will be directed to a different area on this page to make selections specific to the budget category. After making your selection, write a brief description of the line item in the **Expenditure Description** box and enter the amount of OOG funds, Cash Match, and if applicable, In Kind Match in the areas provided. In the percentage box, you can enter a percentage for Personnel or number of items to be purchased for Supplies and/or Equipment. When you have finished, click on the **Add New Budget Line Item** button. Repeat this process for each budget line item needed in each budget category. If you need to edit your entries, click on the '+' icon to expand the budget grid. You will notice that a *pencil* icon will display after expanding the grid. Click on the *pencil* icon to be directed to the editing section on this page and follow the instructions in this area to complete your edits. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **plus** icon “ click on this icon to expand a list of items.
-  = a **minus** icon “ click on this icon to collapse a list of items.
-  = a **new** icon “ click on this icon to add a new item.
-  = a **pencil** icon - click on this icon to edit your selections.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH
Equipment	DVD System and Accessories	One (1) TV/VCR combo with one (1) rolling cart to be used for psycho-educational presentations (Parent-Teen Survival series presentation, Visions for Tomorrow presentations and videos, educational presentations to Sunnyside Caregiver Support groups, etc.). Cost: \$800.	\$800.00	\$0.00	\$0.00
Contractual and Professional Services	Educational Specialist and/or Teacher	National Alliance for Mentally Ill “ Houston Chapter (NAMI): contract for parent and youth training/support. NAMI will provide two (2) 8-week series of Visions for	\$17,400.00	\$0.00	\$0.00

		<p>Tomorrow training for parents of Sunnyside youth with mental illness (\$4,500 per series x 2 groups = \$9,000)., and two (2) 8-week series of Great Minds Think Alike psycho-educational and social groups for Sunnyside youth with mental illness (\$4,200 x 2 groups = \$8,400). NAMI will provide two (2) part-time trainers, curriculum, and all group supplies for Visions for Tomorrow and Great Minds Think Alike . Total NAMI Houston Chapter contract for Year 1: \$9,000 + \$8,400 = \$ 17,400</p>			
Contractual and Professional Services	Educational Specialist and/or Teacher	<p>Federation of Families, Houston Chapter: contract to provide two group facilitator and group supplies for biweekly Sunnyside Caregiver Support Groups (\$20/hour x 2.5 hr/group x 26 groups = \$1,300). Total Federation of Families Houston Chapter contract for Year 1: \$2,600</p>	\$2,600.00	\$0.00	\$0.00
Contractual and Professional Services	Non-Residential Services	<p>Youth Advocates Program, Inc.: to provide at least 10 high-risk youth with</p>	\$45,000.00	\$0.00	\$0.00

		10 hours of intensive community-based counseling/mentoring services per week, reflective of each youth receiving an average of 5 hours individual / family service and 5 hours of group service per week. Total YAP contract for Year 1 = \$45,000			
Personnel	Professional Trainer	Salaries for 2 part-time trainers (\$18/hr x 7 hrs/week x 48 weeks x 2 trainers; Fringe 2,153.09	\$14,249.09	\$0.00	\$0.00
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Games and supplies for Family Enrichment and youth group activities: art projects, board and card games, plants for horticulture projects, sports equipment: basketballs, baseball bats, volleyball equipment, other sports equipment. Supplies for group for 192 participants (flip chart sheets, power logs, handouts, markers, folders, pens, pencils, evaluation instruments Total for Year 1: \$3,646.91	\$3,646.91	\$0.00	\$0.00
Supplies and Direct Operating	Public Notice, and/or Job Posting	Outreach expenses will include design and maintain a	\$2,000.00	\$0.00	\$0.00

Expenses		Sunnyside internet website for local parents, youth and providers/ community partners; design and print 500 Sunnyside program brochures for community providers, families, school personnel, medical and social services providers, etc., Open House expenses to introduce community to Sunnyside Project. Total Year 1 costs: \$2,000.			
Equipment	Storage	Two (2) lockable storage units for SOH Sunnyside Project's TV/VCR equipment and sports equipment. Cost: \$500/storage unit x 2 = \$1,000.	\$1,000.00	\$0.00	\$0.00

Source of Match Information

Introduction

The **Source of Match** section of your application collects information regarding the source and amount of **Cash Match** and **In Kind Match**. Please enter the description and amounts of match in the spaces provided below and select whether the item is 'Cash Match' or 'In-Kind Match'. After entering an item click on the **Add New Item** button. When an item has been added, it will appear in the 'Edit the Source(s) of Match Reported' table. You may edit each of the items added to this table by

clicking on the 'pencil' icon. If you edited an item in the table, click on the 'diskette' icon to save your edited entries. For further information regarding matching funds refer to *1 TAC*, Â§3.3; for program income refer to *1 TAC*, Â§3.73 and Â§3.87. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **pencil** icon - click on this icon to edit your selections.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$65,000.00	\$0.00	\$0.00	\$0.00	\$65,000.00
Equipment	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
Personnel	\$14,249.09	\$0.00	\$0.00	\$0.00	\$14,249.09
Supplies and Direct Operating Expenses	\$5,646.91	\$0.00	\$0.00	\$0.00	\$5,646.91

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$86,696.00	\$0.00	\$0.00	\$0.00	\$86,696.00

Condition Of Fundings Information

DESCRIPTION	CREATED	MET	HOLD FUND
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You are logged in as **User Name:** Lance White ; **UserName:** White_Lance
* INTERNALUSER

