

**IN THE MATTER OF PAYING PREC. EMPLOYEES:**

Motion made by Commissioner Taylor and seconded by Commissioner Parr to pay prec. employees for the rest of the year, 1971. Motion carried.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING APPLICATION OF THE PROVISIONS OF SECTION 23 OF THE UNITED STATES HOUSING ACT OF 1937, AS AMENDED, TO TITUS COUNTY, TEXAS AND RURAL REGIONAL HOUSING AUTHORITY OF NORTHEAST TEXAS.

WHEREAS, UNDER THE PROVISIONS OF SECTION 23 of the United States Housing Act of 1937, as amended, the Department of Housing and Urban Development is authorized to provide financial assistance to local public housing agencies in providing low-rent housing by leasing dwelling units in existing privately-owned structures; and

WHEREAS, said Section 23 provides that the provisions thereof shall not apply to any locality unless the governing body of the locality has by resolution approved the application of such provisions to such locality.

NOW, THEREFORE, be it resolved by the Commissioner's Court of Titus County, Texas as follows:

The application of the provisions of Section 23 of the United State Housing Act of 1937, as amended to Titus County, Texas is approved.

Signed this the 22nd day of December, 1971.

/s/ John W. Mason  
County Judge

/s/ Allen LaPrade  
County Clerk

The above and foregoing minutes were read and approved for December, 1971 on this the 31st day of Dec., 1971.

Allen LaPrade  
County Clerk, Titus County, Texas

John W. Mason  
County Judge, Titus County, Texas

**REGULAR SESSION**

LET IT BE REMEMBERED THAT THE TITUS COUNTY COMMISSIONER'S COURT met in Regular Session on Monday, January 10, 1972 at 9:00 A.M. in the courthouse in Mt. Pleasant, Texas. The following members were present:

John W. Mason  
Rayford Taylor  
Bert B. Parr  
T. O. Raney  
Dan Bynum

County Judge  
County Comm. Prec. #1  
County Comm. Prec. #2  
County Comm. Prec. #3  
County Comm. Prec. #4

**IN THE MATTER OF PAYING MONTHLY BILLS:**

Motion made by Commissioner Parr and seconded by Commissioner Taylor to pay monthly bills. Motion carried.

**IN THE MATTER OF APPROVING MONTHLY REPORTS:**

Motion made by Commissioner Raney and seconded by Commissioner Bynum to approve monthly reports, including treasurer's quarterly report. Motion carried.

**IN THE MATTER OF AMERICAN INCOME LIFE INSURANCE COMPANY REPRESENTATIVE MEETING WITH COUNTY EMPLOYEES:**

Motion made by Commissioner Raney and seconded by Commissioner Bynum to let American Income Life Insurance Company representative meet with county employees and let county deduct from payroll if taken. Motion carried.

IN THE MATTER OF ACCEPTING BID FROM BOB SANDLIN MOTORS FOR 1972 CHEV. CAR FOR SHERIFF'S DEPT.:

Motion made by Commissioner Bynum and seconded by Commissioner Raney to purchase 1972 Chev. car for Sheriff Dept. for \$3,145.13 from Bob Sandlin Motors. Motion carried.

IN THE MATTER OF APPROVING RESOLUTION WITH NORTHEAST TEXAS JUVENILE PROGRAM:

Motion made by Commissioner Raney and seconded by Commissioner Parr to approve resolution with Northeast Texas Juvenile Program. Motion carried.

IN THE MATTER OF APPOINTING MEN TO HOSPITAL BOARD:

Motion made by Commissioner Parr and seconded by John Mason to appoint Harold Smith and J. D. Sawyer to Hospital Board for a 3 year term. Motion carried.

IN THE MATTER OF PICKING PERSONS FOR H. B. #384 COMMITTEE:

Persons picked for H. B. #384 Committee are: Charles Black, F. J. Joyce, and Leo Roberts.

IN THE MATTER OF APPROVING RESOLUTION WITH TEXAS UTILITIES, INC.:

Motion made by Commissioner Parr and seconded by Commissioner Raney to approve resolution with Texas Utilities Services, Inc. for relocation of FM Road #1734. Motion carried.

IN THE MATTER OF BUYING CERTIFICATES FOR 6MONTHS AND ONE YEAR:

Motion made by Commissioner Raney and seconded by Commissioner Parr to buy \$253,903.00 certificates for 6 months and \$350,000 for one year of the Titus County Unlimited Bond money. Motion carried.

IN THE MATTER OF COUNTY OFFICIALS & EMPLOYEES SALARIES BE ON A SALARY BASIS:

Motion made that salaries for County Officials & Employees be on a salary basis and that salaries be the same as 1971. Motion made by Commissioner Parr and seconded by Commissioner Bynum. Motion carried.

IN THE MATTER OF VACATIONS FOR COUNTY EMPLOYEES:

Motion made by Commissioner Parr that each County employee be allotted 2 weeks (10 working days) vacation per year and no sick leave. A person has to work for County for a period of one year before being entitled to vacation. Motion seconded by Commissioner Taylor. Motion carried.

SANDLIN MOTORS, INC.  
N. Jefferson at Hwy. 67-P. O. Box 32  
Phone (Area Code 214)-724-3656  
Mt. Pleasant, Texas 75455

January 7, 1972

Titus County Commissioner Court  
Titus County Court House  
Mt. Pleasant, Texas 75455

Dear Sirs:

It is a pleasure to bid you a 1972 Chevrolet Biscayne 4 Door Sedan, full size car (121.5" wheel base.)

The automobile will be equipped as follows:

350 Engine  
Push Button Radio  
Air Conditioning  
Heater & Defroster  
2 Red Lights  
Power Disc Brakes  
Power Steering  
15" Wheels (No Tires)  
Automatic Transmission  
H. D. Battery & 63 Amp. Alternator

Selling Price: \$3977.10  
 Discount: 831.97  
 Total Price: \$3145.13

I look forward to delivering you this unit in only 30 to 45 days after the purchase order is written.  
 Thanks for the opportunity to do business with the Commissioners Court for it is always a pleasure.

Sincerely Yours,

/s/ Joe W. Sandlin, Pres.  
 Sandlin Motors, Inc.

JWS; mkt

ACCEPTED: January 10, 1972  
 /s/ John Mason

A RESOLUTION AUTHORIZING THE TITUS COUNTY JUDGE TO ENTER INTO A CONTRACT WITH TEXAS CRIMINAL JUSTICE COUNCIL FOR THE CONTINUATION OF THE NORTHEAST TEXAS JUVENILE PROBATION PROGRAM; TO BECOME EFFECTIVE UPON PASSAGE, APPROVAL AND ADOPTION.

WHEREAS, on January 10, 1972, an agreement was entered into by Titus County, Texas with the Texas Criminal Justice Council for the continuation of the Northeast Texas Juvenile Probation Program; and

WHEREAS, the Commissioners Court of Titus County, Texas agrees to continue to authorize the City of Texarkana, Texas to act as the financial agency for the said project and John Hasklema, Director of Finance, City of Texarkana, Texas as Financial Officer for said project.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF TITUS COUNTY, TEXAS:

Section 1: That the County Judge is hereby authorized to execute a contract on behalf of Titus County, Texas with the Texas Criminal Justice Council for the continuation of the Northeast Texas Juvenile Probation Program to provide Juvenile Probation service for Titus County, Texas.

Section 2: That copies of said contract are attached hereto as if fully set out herein.

Section 3: That the said contract is on file with the County Clerk of Titus County, Texas.

Section 4: That this Resolution shall become effective upon its passage, approval and adoption.

PASSED AND APPROVED in regular Commissioners Court Session on this the 10th day of January, 1972.

/s/ John W. Mason  
 County Judge  
 Titus County, Texas

ATTEST:

/s/ Allen LaPrade  
 County Clerk  
 Titus County, Texas  
 By: Bobbie Mattingly  
 Deputy County Clerk

BE IT REMEMBERED that the Commissioners' Court of Titus County, Texas met in regular session on the 10th day of January, 1972, after due notice to all members. The following were present:

John W. Mason  
 Rayford Taylor  
 Bert B. Parr  
 T. O. (Buck) Roney  
 Dan Bynum  
 Allen LaPrade

County Judge  
 Comm., Prec. No. 1  
 Comm., Prec. No. 2  
 Comm., Prec. No. 3  
 Comm., Prec. No. 4  
 County Clerk

Absent: None.

Commissioner Parr offered the following resolution and moved its adoption, and which was seconded by Commissioner Roney, to-wit:

WHEREAS, in order to facilitate the mining of coal and lignite in the area of Winfield, in Titus County, Texas, and haul same to a power plant being constructed south of Winfield, it is deemed necessary for the best interest of the traveling public that a portion of F.M. Highway 1734 in Titus County be relocated, as shown on plat hereto attached and marked 'EXHIBIT A'; and

WHEREAS, the Commissioners' Court of Titus County, after due consideration, finds such relocation desirable and in the best interest of Titus County:

NOW THEREFORE

BE IT RESOLVED by the Commissioner's Court of Titus County:

(1) That the Commissioners' Court, in all things, approve the relocation of said portion of F. M. Highway 1734 as shown by the 'EXHIBIT A' hereto attached; provided Texas Utilities Service, Inc. pays all cost of such relocation, including, but not limited to, engineering, right-of-way, relocation of utilities and construction;

(2) Titus County will assist in acquiring the right-of-way by condemnation, if necessary, or any other methods, all of which will be at the expense of Texas Utilities Services, Inc.;

(3) The County Clerk will attest said resolution and place the seal of the county thereon; and

(4) This resolution is adopted on the 11th day of October, 1971, relating to the same subject."

Upon a vote, all voted "Aye" and none voted "No", and the County Judge declared the resolution adopted.

-----  
The above and foregoing is a true and correct copy.

(SEAL)

/s/ Allen LaPrade  
County Clerk, Titus County, Texas  
By: Bobbie Mattingly  
Deputy County Clerk

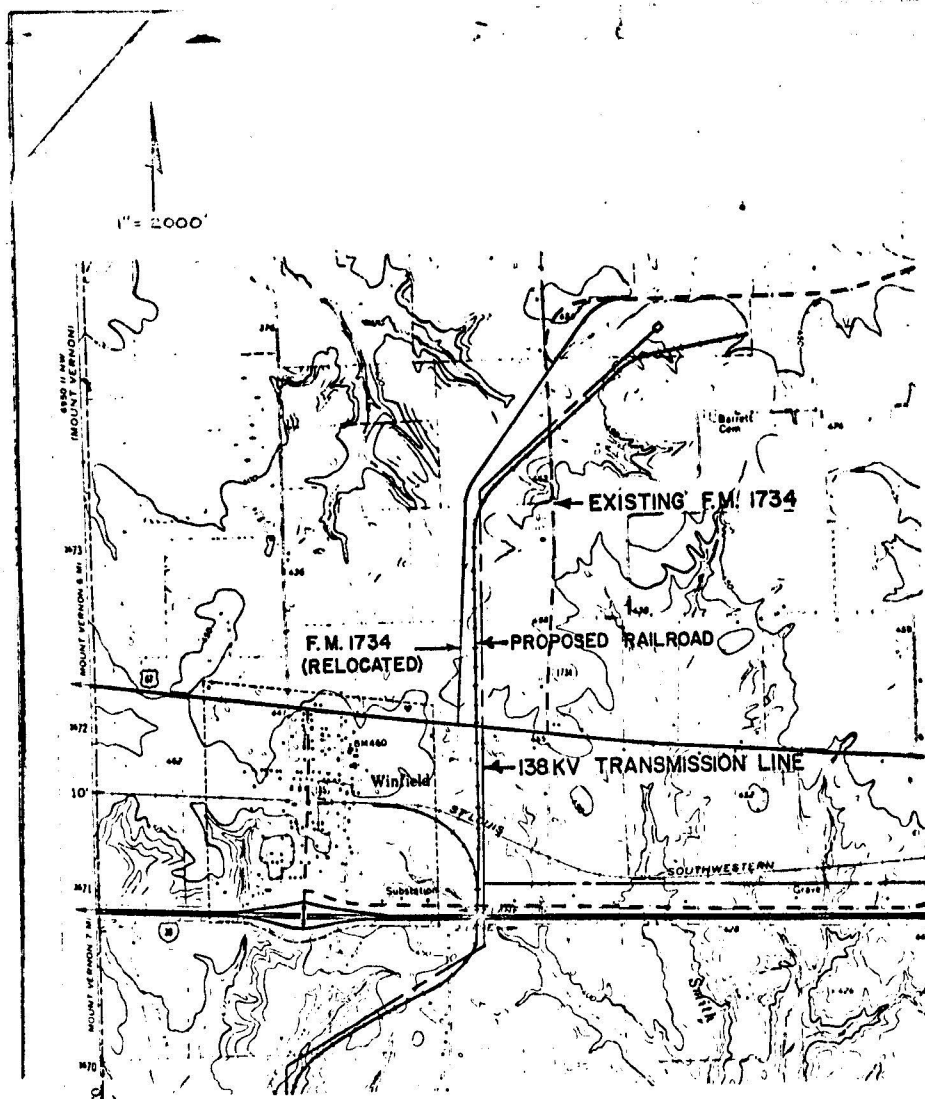


EXHIBIT "A"

F.M. 1734 RELOCATION IN THE  
MONTICELLO LIGNITE MINING AREA

TITUS COUNTY THD DIST. 19

TEXAS CRIMINAL JUSTICE COUNCIL



APPLICATION FOR GRANT

1. Short Title of Project: (Do not exceed one typed line)

NORTHEAST TEXAS JUVENILE PROBATION PROGRAM

2. Type of Application: (Check one)

Original \_\_\_\_\_ Revision \_\_\_\_\_ Continuation 

Grant Number of Application to be Revised or Continued \_\_\_\_\_

Grant Number (C.J.C. use only)

Program No. Under Which Funding Expected:

3. Project Duration:

Total length 36 monthsFrom January 1, 1971Through December 31, 19734. Total C.J.C. Support Sought:  
(Total for project)\$ 193,748.005. Request for First Year:  
(Project exceeding 18 months)\$ 61,027.006. Applicant Agency or Institution:  
(Name, address, planning region)

Hon. Robert L. Dalby  
County Judge-Bowie County, Texas  
Bowie County Building  
Texarkana, Texas  
area code 214-793-3671

7. Project Director:

(Name, title, address, telephone)

Hugh Harkrider  
Chief Juvenile Probation Officer  
Bowie County Building  
Texarkana, Texas  
area code 214-792-9511

8. Financial Officer:

(Name, title, address, telephone)

John Hackleman  
Director of Finance  
City of Texarkana, Texas  
Texarkana, Texas

9. Official Authorized to Sign Application:

(Name, title, address)

Hon. Robert L. Dalby  
County Judge-Bowie County, Texas  
Bowie County Building  
Texarkana, Texas  
area code 214-793-3671

10. Type of Agency or Institution:

 Public \_\_\_\_\_ Private Nonprofit

11. Federal Tax Exemption Determination:

 Yes\* Date \_\_\_\_\_

Pending: \_\_\_\_\_ Yes \_\_\_\_\_ No

\*If yes, attach copy of letter of exemption determination.

12. Federal Support:

Will other federal support be available  
or any part of this project?  
Yes  No. If yes, identify  
and explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Federal Submissions:

Have other federal agencies been contacted for  
assistance on this or similar projects?  
Yes  No. If yes, specify:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Date:

November 23, 1971

15. Total Pages in Application:

23

TEXAS CRIMINAL JUSTICE COUNCIL



APPLICATION FOR GRANT

Detailed Project Budget:

Complete Project (16 months or less)      Period From January 1, 1971  
 First Year Only (Projects exceeding 16 months)      Through December 31, 1973  
 Second

	C.J.C. Support	Grantee Contribution	Category Total
<b>A. Personnel (Employees)</b>			
1. Salaries (list each position with salary rate & percentage of time to be devoted)			
Chief Juvenile Probation Officer	100%	\$ 10,000.00	\$ 1,340.00
Asst. Chief Juvenile Officer	100%	7,600.00	275.00
Juvenile Officers	100%	22,500.00	1,125.00
Administrative Asst.-Secretary	100%	3,800.00	1,000.00
Secretaries	100%	10,000.00	153.00
Bookkeeper (Part-time)	2	4,000.00	50.00
2. FICA, Retirement, etc.	10	8,110.00	110.00
<b>Sub Totals</b>		<b>\$ 61,026.00</b>	<b>\$ 4,663.00</b>
<b>B. Professional and Contract Services</b>			
Psychologist @ \$25.00 per hr. 10 hrs.		\$	\$ 250.00
Audit Service			500.00
<b>Sub Totals</b>		<b>\$ -0-</b>	<b>\$ 750.00</b>
<b>C. Travel (Transportation &amp; subsistence)</b>			
Mileage (Travel throughout County, est. 72,000 annually for 5 officers)		\$	\$ 7,200.00
Conferences & workshops per-diem and est.			1,900.00
Travel			
<b>Sub Totals</b>		<b>\$ -0-</b>	<b>\$ 9,100.00</b>
<b>D. Equipment</b>			
See List Attached To Narrative		\$	\$ 525.00
<b>Sub Totals</b>		<b>\$ -0-</b>	<b>\$ 525.00</b>
<b>E. Construction</b>			
NONF.		\$	\$
<b>Sub Totals</b>		<b>\$ -0-</b>	<b>\$ -0-</b>
<b>F. Supplies &amp; Other Operating Expenses</b>			
See Attached Detailed Project Budget		\$	\$
<b>Sub Totals</b>		<b>\$ -0-</b>	<b>\$ 5,600.00</b>
<b>G. Total Project Costs</b>		<b>\$ 61,026.00</b>	<b>\$ 20,343.00</b>
			<b>\$ 81,369.00</b>

TEXAS CRIMINAL JUSTICE COUNCIL



APPLICATION FOR GRANT

## A. Budget Summary for Project Exceeding 16 Months Duration Second Year

Budget Categories - C.J.C. Funds	1st Year	2nd Year	Beyond 2nd Year Months	Total
Personnel (Employees)	62,975.00	65,394.00	68,575.00	196,944.00
Professional and Contract Services	11,377.00	750.00	1,000.00	13,127.00
Travel (Trans. & Subsistence)	11,218.00	9,100.00	10,000.00	30,318.00
Equipment	6,534.00	525.00	500.00	7,559.00
Construction	1,000.00	-0-	-0-	1,000.00
Supplies & Other Operating Expenses	6,182.00	5,600.00	6,000.00	17,782.00
Total C.J.C. Funds Requested	65,256.00	61,026.00	60,000.00	186,282.00
Total Grantee Contribution	34,030.00	20,343.00	26,075.00	80,448.00
Total Project Costs	99,286.00	81,369.00	86,075.00	266,730.00

B. Explanation of Grantee contribution. Describe (1) nature, (2) source, and (3) project utilization of the Grantee Contribution by year as specified in A above. Where the project does not exceed 16 months, explain the contribution listed in the Grantee Contribution column of page 2 of this application for the entire period.

The Grantee contribution will be a cash match on the basis of 75% C.J.C. and 25% local City and County participation. The sources of the local 25% matching are as follows:

City of Texarkana, Texas	Local District	\$10,111.00
Bowie County, Texas	Local District	7,731.00
Cass County, Texas	Local District	625.00
Morris County, Texas	Local District	625.00
Titus County, Texas	Local District	625.00
Red River County, Texas	Local District	625.00
	TOTAL	\$20,342.00

The project will utilize equally the local 25% matching funds with the 75% C.J.C. support. These funds will be expended simultaneously.



TEXAS CRIMINAL JUSTICE COUNCIL



APPLICATION FOR GRANT

Budget Narrative

Begin below and add as many continuation pages (4a, 4b, etc.) as may be needed to explain each item of the project budget. Limit this narrative to an explanation of the basis for arriving at the cost of each item.

Budget Narrative (Second Year)

The requirements for the continuation of the Northeast Texas Juvenile Probation Program are based on the expenditures during the 1971 fiscal year. The proposed budget will be utilized in Bowie, Cass, Morris, Titus and Red River Counties.

A. PERSONNEL

The staffing for the Northeast Texas Juvenile Probation Department is based on the population of each county as compiled by the 1970 census. The total population of the counties being served by the Northeast Texas Juvenile Probation Department is 133,310. The staff requirements is based on one juvenile probation officer for each 33,000 populace and one chief juvenile probation officer.

The salaries to be paid will provide for one chief probation officer with a B.A. Degree or a B.S. Degree in the social service field of study with a minimum of two years experience. This will be a full time employee with administrative responsibilities as directed by the Northeast Texas Juvenile Board. Four assistant juvenile probation officers are employed with a B.A. or B.S. Degree in a social service field of study and are employed on a full time basis. One of the assistant juvenile probation officers will be designated as the assistant chief probation officer. An administrative assistant is employed and is responsible for the organization of the office, records, and is providing secretarial assistance. Three full time secretaries are employed and assist in typing social reports and other data forwarded to the Juvenile Probation Department by the case worker. A part-time bookkeeper is employed and assists in the keeping of financial records and reports.

Budget Narrative (Second Year) cont'd.

1. Chief Juvenile Probation Officer Annual Salary		\$11,340.00
Assistant Chief Juvenile Probation Officer Annual Salary (Bowie County)		7,875.00
Juvenile Probation Officer Annual Salary (Bowie County)		7,875.00
Juvenile Probation Officer Annual Salary (Red River & Titus Counties)		7,875.00
Juvenile Probation Officer Annual Salary (Cass & Morris Counties)		7,875.00
Administrative Assistant & Secretary Annual Salary (Bowie County)		4,800.00
Secretary Annual Salary (Bowie County)		3,800.00
Secretary Annual Salary (Red River & Titus Counties)		3,780.00
Secretary Annual Salary (Cass & Morris Counties)		3,780.00
Bookkeeper (Part-time) Annual Salary		456.00
FICA, Retirement, etc.		
Social Security Match	7%	
Health benefits, liability and other benefits	<u>1%</u>	
Estimated benefit cost	<u>10%</u>	5,938.00
<u>CJC \$61,026.00</u>	<u>Grantee \$ 4,368.00</u>	<u>Total \$65,394.00</u>

Budget Narrative (Second Year) cont'd.B. PROFESSIONAL SERVICES

1. Sub-contracted services of a psychiatrist or psychiatric social worker will be contracted through the Texarkana Regional Mental Health and Retardation Center. These services are necessary in providing psychological evaluations for the Juvenile referred to the Juvenile Court. Indepth counseling is provided for those children with emotional problems that are referred to the Juvenile Probation Department. The need of this service is based on statistical information as compiled by the Bowie County Juvenile Probation Department during the preceding three years.

Bowie County

Services for residence of Bowie County are provided by the Texarkana Regional Mental Health-Mental Retardation Center. The cost for these services for Bowie County residence is provided through the Juvenile Services Program under the Department of Community Development.

Cass & Morris Counties

Services are to be sub-contracted through the Texarkana Regional Mental Health-Mental Retardation Center. The cost for services is based on the out of county rate as established by the Mental Health Center.

5 hours service x \$25.00 per hour      \$125.00

Red River & Titus Counties

Services are to be sub-contracted through the Texarkana Regional Mental Health-Mental Retardation Center. The cost for services is based on the out of county rate as established by the Mental Health Center.

5 hours service x \$25.00 per hour      \$125.00

2. The annual audit will be contracted to the accounting firm of McGuire, Baker and McGuire in Mt. Pleasant, Texas. This firm has agreed to audit this program for \$500.00 annually. The firm has also been retained to audit the Northeast Texas Regional Juvenile Detention Center.

CJC -0-

Grantee \$750.00

Total \$750.00

Budget Narrative (Second Year) cont'd.C. TRAVEL

Travel for the Northeast Texas Juvenile Probation Department will be divided into two categories. The first category involves field interviews and other routine operational travel within the Northeast Texas Juvenile Probation Region for five full time employees. The second category includes travel to training seminars and State meetings for the employees.

1. Bowie County

Chief Juvenile Probation Officer:	18,000 mi. @ \$.10	
Travel throughout the region	per mile	<u>\$1,800.00</u>
Conference Travel:		
Texas Correction Association	700 miles @ \$.10	
State Meeting in Houston, Texas	per mile	<u>\$ 70.00</u>
Per Diem:	5 days @ \$14.00	
	per day	<u>\$ 70.00</u>
Institute of Contemporary	650 miles @ \$.10	
Corrections and the Behavioral	per mile.	<u>\$ 65.00</u>
Sciences		
Per Diem:	14 days @ \$14.00	
	per day	<u>\$ 196.00</u>
Regional Meeting in Dallas,	400 miles @ \$.10	
Texas	per mile	<u>\$ 40.00</u>
Per Diem:	2 days @ \$14.00	
	per day	<u>\$ 28.00</u>
In-service Training Wichita	700 miles @ \$.10	
County Probation Dept.	per mile	<u>\$ 70.00</u>
Per Diem:	4 days @ \$14.00	
	per day	<u>\$ 56.00</u>
<b><u>TOTAL:</u></b>		<b><u>\$2,395.00</u></b>
Assistant Chief Juvenile	12,000 mi. @ \$.10	
Probation Officer: Bowie County	per mile	<u>\$1,200.00</u>
Travel throughout the region		

Budget Narrative (Second Year) cont'd.

Conference Travel: State meeting at Houston, Texas	700 miles @ \$.10 per mile	\$ 70.00
Per Diem:	5 days @ \$14.00 per day	\$ 70.00
Training & Observation at Austin, Texas	750 miles @ \$.10 per mile	\$ 75.00
Per Diem:	3 days @ \$14.00 per day	\$ 42.00
Regional Workshop at Ft. Worth, Texas	400 miles @ \$.10 per mile	\$ 40.00
Per Diem:	3 days @ \$14.00 per day	\$ 42.00
<u>TOTAL:</u>		<u>\$1,539.00</u>
Assistant Juvenile Probation Officer: Bowie County Travel throughout the region	6,000 mi. @ \$.10 per mile	\$ 600.00
Conference Travel: State meeting at San Antonio, Texas	800 miles @ \$.10 per mile	\$ 80.00
Per Diem:	5 days @ \$14.00 per day	\$ 70.00
Training & Observation at Waco, Texas	750 miles @ \$.10 per mile	\$ 75.00
Per Diem:	3 days @ \$14.00 per day	\$ 42.00
Training & Observation at Ft. Worth, Texas	400 miles @ \$.10 per mile	\$ 40.00
Per Diem:	6 days @ \$14.00 per day	\$ 84.00
<u>TOTAL:</u>		<u>\$ 991.00</u>

Budget Narrative (Second Year) cont'd.2. Cass & Morris Counties

Juvenile Probation Officer	18,000 mi. @ \$.10 per mile	<u>\$1,800.00</u>
Conference Travel: District meeting at Dallas, Texas	400 miles @ \$.10 per mile	<u>\$ 40.00</u>
Per Diem:	2 days @ \$14.00 per day	<u>\$ 28.00</u>
Training & Observation at Lubbock, Texas	1200 miles @ \$.10 per mile	<u>\$ 120.00</u>
Per Diem:	3 days @ \$14.00 per day	<u>\$ 42.00</u>
State meeting at Houston, Texas	-0-	
Per Diem:	5 days @ \$14.00 per day	<u>\$ 70.00</u>
<u>TOTAL:</u>		<u>\$2,100.00</u>

3. Red River & Titus Counties

Juvenile Probation Officer	18,000 mi. @ \$.10 per mile	<u>\$1,800.00</u>
Conference Travel: District meeting at Dallas, Texas	400 miles @ \$.10 per mile	<u>\$ 40.00</u>
Per Diem:	2 days @ \$14.00 per day	<u>\$ 28.00</u>
Training & Observation at Waco, Texas	950 miles @ \$.10 per mile	<u>\$ 95.00</u>
Per Diem:	3 days @ \$14.00 per day	<u>\$ 42.00</u>

TEXAS CRIMINAL JUSTICE COUNCIL

APPLICATION FOR GRANT  
Page 4f

Budget Narrative (Second Year) cont'd.

State meeting at  
Houston, Texas

-0-

Per Diem:

5 days @ \$14.00  
per day

\$ 70.00

\$2,075.00

TOTAL:

CJC -0-

Grantee \$ 9,100.00

Total \$ 9,100.00

Budget Narrative (Second Year) cont'd.D. EQUIPMENT

The equipment that is being requested will be utilized in the various offices through the counties being served by the Northeast Texas Juvenile Probation Department. This equipment will provide a better means of service to each department.

10	Metal stack chairs-Samsonite, #64 Series bronze frame, 2" polyurethane seat, 5/8" poly back, covered vinyl.	@ \$29.00	\$290.00
1	Two-drawer lateral files, full roll out shelves with swing-up drawer door, legal size lock-Shaw Walker #2252F		62.00
1	Griggs full secretary posture chair, aluminum base, all vinyl, twin back post.		62.00
3	Art Steel 5 x 8 double card file	@ \$13.00	39.00

CJC	-0-	Grantee	\$525.00	Total	\$525.00
-----	-----	---------	----------	-------	----------

E. CONSTRUCTION

CJC	-0-	Grantee	-0-	Total	-0-
-----	-----	---------	-----	-------	-----



Budget Narrative (Second Year) cont'd.F. SUPPLIES AND OTHER OPERATING EXPENSES

Each county that is participating in the Northeast Texas Juvenile Probation Program is providing office space in their respective County Courthouses. The total supplies and operating expenses for each of the five offices are as follows:

Bowie County

Communication	• \$90.00 per month	\$1,080.00
Office Supplies	• \$35.33 per month	424.00
Printing	• \$20.00 per month	240.00
Postage	• \$12.00 per month	144.00
Publications and Vernon's Civil Statutes	• \$15.00 per month	180.00
	<u>TOTAL</u>	<u>\$2,068.00</u>

Cass County

Communications	• \$40.00 per month	\$ 480.00
Office Supplies	• \$12.00 per month	144.00
Printing	• \$ 7.50 per month	90.00
Postage	• \$ 8.45 per month	101.50
Publications and Vernon's Civil Statutes	• \$11.25 per month	135.00
	<u>TOTAL</u>	<u>\$ 950.00</u>

Titus County

Communications	• \$40.00 per month	\$ 480.00
Office Supplies	• \$12.00 per month	144.00
Printing	• \$ 7.50 per month	90.00
Postage	• \$ 8.45 per month	101.50
Publications and Vernon's Civil Statutes	• \$11.25 per month	135.00
	<u>TOTAL</u>	<u>\$ 951.00</u>

Budget Narrative (Second Year) cont'd.Red River County

Communications	● \$40.00 per month	\$ 480.00
Office Supplies	● \$12.00 per month	144.00
Printing	● \$ 7.50 per month	90.00
Postage	● \$ 8.45 per month	101.50
	<u>TOTAL</u>	<u>\$ 815.00</u>

Morris County

Communications	● \$40.00 per month	\$ 480.00
Office Supplies	● \$12.00 per month	144.00
Printing	● \$ 7.50 per month	90.00
Postage	● \$ 8.45 per month	101.50
	<u>TOTAL</u>	<u>\$ 816.00</u>

CJC -0-

Grantee \$1,600.00

Total \$1,600.00

TEXAS CRIMINAL JUSTICE COUNCIL



APPLICATION FOR GRANT

**Project Plan and Supporting Data**

This section constitutes the heart of the grant application. It is the applicant's detailed statement of the project—its aims, precisely what will be done, who will be involved, and what is expected to result. Together with the project budget, it constitutes primary evidence to the C.J.C. of the soundness of the project, the care and planning that has gone into its formulation, and the responsibility and qualifications of the applicant and others who will be involved in carrying it out.

This section consists of two parts: The Summary and The Detailed Project Description.

**The Summary**

Write a brief summary of total project not to exceed 200 words in length in the space below.

The Northeast Texas Juvenile Probation Program was implemented during the past 12 months. The program provides Juvenile Probation services in the 5th, 102nd, 76th and 202nd Judicial Districts in Bowie, Cass, Morris, Titus, and Red River Counties. The 62nd Legislature of the State of Texas in Regular Session passed legislation establishing the Northeast Texas Juvenile Board. This Board determines the policies for the successful implementation of the Juvenile Probation Program.

The Juvenile Probation Department provides a comprehensive program for children in these counties that are in need of supervision or that have been adjudged delinquent by the Court. Since the program has been in operation there has been a reduction in the number of commitments to the State Training Schools.

The staff has been selected and employed and are working in each county. The staff was selected by their qualifications and an interest in working with people.

This program will be continued for an undetermined period of not less than three years. The counties indicate an interest for the continuation of the program. Necessary funds to sustain this program will be provided on an annual basis after the original three year period.

At the end of each year the program will be evaluated as to the progress being made as stated in the outlined objectives. The evaluation shall be conducted by the members of the Board and or an outside consultant recommended by the Criminal Justice Council.

**The Detailed Project Description**

Organize the remainder of this section as per instructions under the following headings: A. Goals, B. Methods, C. Results; D. Resources; and E. Evaluation.

Insert after this sheet as many additional pages (8 1/2" x 11") as may be needed to complete the description of the Project Plan and Supporting Data. Where the applicant wishes to append documents as supplemental information and these cannot be readily placed on continuation sheets, they should be listed on the last page of the Project Plan and copies furnished with the application for staff review.

FIRST YEAR PROGRAM EVALUATION  
1971

The Northeast Texas Juvenile Probation Program was funded on January 1, 1971 by the Texas Criminal Justice Council. The purpose for the above mentioned program was to provide Juvenile Probation services in Bowie, Cass, Titus, Morris and Red River counties. These counties participated in the program by providing twenty-five per cent matching and in-kind contributions to meet the financial requirements of the program. Each county provided office space for their respective probation officers. One Juvenile Probation Officer and a secretary was employed to serve each 33,000 persons. One officer provides juvenile probation service for Cass and Morris counties, one officer in Titus and Red River counties, and there are two officers and two secretaries in Bowie County. The Chief Juvenile Probation Officer supervises the probation service in the five counties.

The evaluation of the program will indicate that there have been over one thousand cases referred in the five county region since January 1, 1971. These referrals that have been handled by the probation department indicate the need for the service.

The department has conducted in-service training programs for new probation officers and monthly training sessions for each officer. The probation officer has visited other Juvenile Probation Departments as part of their in-service training program.

The Northeast Texas Juvenile Board approved the budget for the 1972 fiscal year and authorized the Chief Juvenile Probation Officer to make application for continuation of the project with the Texas Criminal Justice Council.

The evaluation of the program for the first year will be provided by Dr. George Killinger, Director of the Institute of Contemporary Corrections and the Behavioral Sciences, Sam Houston State University, Huntsville, Texas.

The fiscal year financial audit will be prepared by the accounting firm of McGuire, Baker, and McGuire of Mt. Pleasant, Texas.

The project evaluation and financial audit will be forwarded to the Criminal Justice Council during the first quarter of the 1972 fiscal year.

In summary, the Northeast Texas Juvenile Probation Program has been accepted for the most part by each county and the officials in these counties. The program will be expanding and hopefully, during the next year be providing more service to the people it serves.

A.

GOALS

The purpose of this project is to provide a Juvenile Probation System to those counties served by the 5th Judicial District, the 102nd Judicial District and the 76th Judicial District of Texas. The three Judicial Districts include Bowie, Cass, Red River, Morris and Titus Counties. The Bowie County Juvenile Board established the Juvenile Probation Department in Bowie County in 1969. It is the consensus of opinion by the members of the Bowie County Juvenile Board that the Juvenile Probation Department's services will be extended to Cass, Red River, Morris and Titus Counties with additional personnel and facilities. The lack of probation services often hinders the effective rehabilitation of juveniles adjudged delinquent by the Court. In the counties not served by a juvenile probation department the only choice for the Court in determining the disposition of a case would be commitment to an institution or probation without supervision.

The combined population of the Bowie, Cass, Red River, Morris, and Titus Counties is 133,310. Statistics from Bowie County Juvenile Probation Department indicate there will be 75 to 100 referrals per month from these five counties. The extended service will provide pre-dispositional investigations for the Juvenile Court and a probation service for those adjudged delinquent by the Court. By placing youths on probation the number of commitments to the State Institutions will be decreased. The youths will learn how to live successfully in the home and community if they are dealt with in the home or community as opposed to transfer to an artificial and atypical environment.

B.

METHODS

The project is designed to increase the existing services in Bowie County and provide for the non-existing services in Cass, Red River, Morris and Titus Counties. A Northeast Texas Juvenile Board will be established including Judges from the 5th, the 102nd, and the 76th Districts, County Judges from each participating County; and the Mayor of the City of Texarkana, Texas, as an ex-officio member of the Board. The Board would appoint a Chief Probation Officer to direct the activities and administer the project in the five counties.

C.

RESULT

This program will be a five county cooperative effort of all agencies and individual citizens concerned with services for the juvenile delinquent. The cooperative effort of the five counties will produce a more economical program than could be gained by individual counties. The concept of several government entities working together for an increased effectiveness of juvenile services will make this program unique in this area. It is hoped that the system will become a model for other areas.

D.

RESOURCES

The Bowie County Juvenile Probation Department would be the basis for formulation of the Northeast Texas Juvenile Probation System. This Department has been operative for the past two years and has worked with various agencies in Bowie County such as: the Vocational Rehabilitation Center and local law enforcement agencies in implementing successful rehabilitation programs. Summer youth camps have been organized with the help of local churches for those juveniles on probation. Work and recreational activities have also been made integral part of the rehabilitation program. The community has demonstrated considerable support for the program and progress that has been made by the Juvenile Probation Department.

The 5th and 102nd and 76th Judicial District Juvenile Council is fortunate to include within its membership the following individuals who will be directly responsible for the successful operation of this program.

Hugh Harkrider was appointed Juvenile Probation Officer by the Bowie County Juvenile Board on February 12, 1969. Prior to this appointment Bowie County had never had the services of a Juvenile Officer. Since his appointment, Mr. Harkrider, has established the Bowie County Juvenile Probation Department. He is presently serving as a member of the Texas Criminal Justice Governor's Task Force Committee. Because of his background work with young people, Mr. Harkrider has been able to provide a probation and correctional service to juvenile offenders.

A native of Texarkana, Texas, Mr. Harkrider was graduated from Mt. Pleasant High School in 1954. He attended Texarkana College and was graduated from North Texas State University in 1958. Upon graduation Hugh Harkrider was commissioned a Second Lieutenant in the United States Marine Corps. Hugh Harkrider holds a B.S. Degree in Education with a Major in Psychology and Minors in Sociology, Social Studies, and Physical Education. He taught school and coached athletics in Texas Public Schools for nine years.

Judge Stuart E. Nunn, Judge of the 5th Judicial District of Texas (Composed of Bowie and Cass Counties)

Judge Nunn was appointed District Judge in 1961, while serving as the County Judge of Bowie County since his election to that post in 1955. He had previously served as City Judge in Texarkana, Texas. Judge Nunn is a 1936 graduate of the Baylor University with a L.L.B. Degree. Judge Nunn is Chairman of the Bowie County Juvenile Board. His docket includes criminal and civil cases, and juvenile offenders. He resides in Texarkana, Texas.

Judge Herbert Line, Judge of the 102nd Judicial District of Texas (Composed of Bowie and Red River Counties)

Judge Line was elected District Judge in 1958. He had previously served as District Attorney and County Judge of Bowie County, Texas. Judge Line is a member of the Bowie County Juvenile Board. His docket includes criminal and civil cases, and juvenile offenders.

Judge Line was graduated from the University of Texas with a B.B.A. Degree. He later returned to the University of Texas School of Law and was admitted to the Texas Bar in 1937. He resides in Texarkana, Texas.

Judge Robert L. Dalby, County Judge of Bowie County, Texas. Judge Dalby was elected County Judge in 1961. He had previously served as County Attorney. Judge Dalby is a member of the Bowie County Juvenile Board. His private practice of Law began in 1946. He was graduated from the Southern Methodist School of Law in 1941. Judge Dalby resides in Texarkana, Texas.

E.

EVALUATION

The method of evaluation for the Northeast Texas Juvenile Probation Program will follow the guidelines set forth by the Northeast Texas Juvenile Board with the advice and recommendations of the Texas Criminal Justice Council of the Executive Department.



RESOLUTION NO. 175

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS WITH REVIEW AND COMMENT ON AN APPLICATION BY BOWIE COUNTY, TEXAS FOR A GRANT OF \$61,027.00 FOR THE SECOND YEAR OPERATION OF THE NORTHEAST TEXAS JUVENILE PROBATION DEPARTMENT.

WHEREAS, under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966, the Ark-Tex Council of Governments has been designated as the area wide agency to review certain applications for which federal financial assistance is requested, and

WHEREAS, it is desirable and in the public interest that certain development plans be reviewed by the Ark-Tex Council of Governments for their consistency with the overall development of the Region.

NOW, THEREFORE BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the application by Bowie County, Texas for a grant in the amount of \$61,027.00 for the second year operation of the Northeast Texas Juvenile Probation Department has been reviewed by the Board of Directors and can reasonably be expected to become a part of the overall Regional Plan.

Section 2 - That the above mentioned improvements are desirable and urgently needed for the public safety and welfare.

PASSED, ADOPTED, SIGNED, AND APPROVED this 24th day of Nov., 1971.

/s/ John H. McCoy  
John H. McCoy, President  
Ark-Tex Council of Governments

ATTEST:

CERTIFICATION

I HEREBY CERTIFY THAT THIS IS A TRUE  
AND CORRECT COPY OF  
/s/ Bobby F. Ferguson  
Bobby F. Ferguson, Sec.-Treas.  
Ark-Tex Council of Governments  COG MINUTES DATED \_\_\_\_\_

RESOLUTION NO. 175 DATED 11-24-71

\_\_\_\_\_

  
EXECUTIVE DIRECTOR

## TEXAS CRIMINAL JUSTICE COUNCIL

## APPLICATION FOR GRANT

Project Title:

To validate this application, the following standard grant conditions, where applicable, must be certified and agreed to by the applicant. Also, where a condition is applicable and requires additional information, such information should be included in or as an addition to the application. (Additional explanation of these grant conditions may be found in C.J.C. publications, Financial Manual for Action and Planning Grants and Action Grant Policies and Procedures Guide.)

## Standard Grant Conditions

- (1) **Reports.** The grantee shall submit, at such times and in such forms as may be prescribed, such reports as the Criminal Justice Council (C.J.C.) may require, including quarterly financial and progress reports and final financial and progress reports.
- (2) **Fiscal Regulations.** The fiscal administration of grants shall be subject to such rules, regulations, and policies, concerning accounting and records, payment of funds, cost allocability, submission of financial reports, etc., as may be prescribed by C.J.C., including those set forth in the C.J.C. Action Grant Policies and Procedures Guide and Financial Manual for Action and Planning Grants.
- (3) **Utilization and Payment of Funds.** Funds awarded may be expended only for purposes and activities covered by the grantee's approved project plan and budget. Payments will be made on the basis of periodic requests and estimates of fund needs submitted by the grantee. Payments will be adjusted to correct previous overpayments or underpayments and disallowances resulting from audit.
- (4) **Written Approval of Changes.** Grantees must obtain prior written approval from C.J.C. for major project changes. These include (a) changes of substance in project activities, design, or research plans set forth in the approved application; (b) changes in the project director or key personnel identified in the approved application; (c) expenditure of grant funds representing more than a 5% increase in any category of the approved budget; and (d) any increase or decrease in grantee contribution exceeding 5% within any budget category.
- (5) **Application Review Changes.** Any changes effected in this application as a result of or during the course of C.J.C. review will be deemed to have been accepted upon receipt of the grantee's request for funds.
- (6) **Maintenance of Records.** All required records shall be maintained until an audit by L.E.A.A. or its representatives is completed and all questions arising therefrom are resolved, or for three years after final payment is made on the grant, contract, or subcontract under which this project is being implemented, whichever is sooner.
- (7) **Inspection and Audit.** The C.J.C., LEAA, and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access for purposes of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of contractors, as provided in Section 521 of P.L. 90-351. A notice to this effect shall appear in all arrangements for implementation of this project.
- (8) **Termination of Aid.** This grant may be terminated or fund payments discontinued by C.J.C. where it finds a substantial failure to comply with the provisions of P.L. 90-351 or regulations promulgated thereunder, including these grant conditions or application obligations, but only after notice and hearing and pursuant to all procedures set forth in Sections 510 and 511 of P.L. 90-351.
- (9) **Obligation of Grant Funds.** Grant funds may not, without advance written approval by C.J.C., be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligations must be related to goods or services provided and utilized within the grant period.
- (10) **Title to Property.** Title to property acquired in whole or in part with grant funds in accordance with approved budgets shall vest in the grantee, subject to disclaimer at the option of C.J.C. (to the extent of C.J.C. contribution toward the purchase thereof) exercisable only upon notice within 90 days after the end of the grant period or termination of the grant. Grantees shall exercise due care in the use, maintenance, protection and preservation of such property during the period of project use.
- (11) **Project Income.** All interest or other income earned by the grantee with respect to grant funds or as a result of conduct of the grant project (sale of publications, registrations fees, service charges on fees, etc.) must be accounted for. Income should be applied to project purposes or in reduction of project costs.
- (12) **Publications.** The grantee may publish, at its own expense, the results of grant activity without prior review by C.J.C. provided that any publication (written, visual, or sound) contains an acknowledgment of C.J.C. grant support. The following disclaimer must be contained in the aforementioned acknowledgment:
 

The fact that the Criminal Justice Council furnished financial support to the activity described in this (written, visual, or sound) publication does not necessarily indicate the concurrence of the Criminal Justice Council in the statements or conclusions contained herein.

At least 25 copies of any such publication must be furnished to C.J.C. but only 10 copies of training materials (where used in grant project) must be supplied, except as otherwise requested or approved by C.J.C. Publication of documents or reports with grant funds beyond quantities required to meet standard report requirements must be provided for in approved project plans or budgets or otherwise approved by C.J.C. and, for large quantity publication, manuscripts must be submitted in advance to C.J.C.
- (13) **Copyrights.** Where activities supported by this grant produce original books, manuals, films, or other copyrightable material, the grantee may copyright such, but C.J.C. reserves a royalty-free, non-exclusive and irrevocable license to produce, publish, and use such materials, and to authorize others to do so.
- (14) **Patents.** If any discovery or invention arises or is developed in the course of or as a result of work performed under this grant, by any level of implementing grantee or contractor, the grantee shall refer the discovery or invention to C.J.C., which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with federal funds, all in accordance with the Presidential Memorandum of October 10, 1962, on Government Patent Policy. The grantee in his final narrative report shall identify any discovery or invention arising under or developed in the course of or as a result of work performed under this grant or shall certify that there are no such inventions or discoveries.
- (15) **Allowable Costs.** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items set forth in Bureau of Budget Circular A-87, "Principles for Determining Costs Applicable to Grants and Contracts with State and Local Governments," as further defined and delineated in conditions in the C.J.C. Financial Manual for Action and Planning Grants.
- (16) **Expenses Not Allowable.** Grant funds may not be expended for (a) items not part of the approved budget or separately approved by C.J.C.; (b) purchase or construction of land and buildings or improvements thereon, or payment of real estate mortgages or taxes, unless specifically provided for in the grant agreement; (c) entertainment, amusements, or social activities, incidental costs related thereto; (d) purchase of automobiles or other automotive vehicles, unless provided for in the grant agreement; or (e) indirect (overhead) costs, where the grantee does not have an indirect or cost allocation system and rate acceptable to C.J.C., except for amounts included in the approved budget application.

- Agreement Costs. Grant funds may not be used to reimburse costs incurred prior to the date of the grant award without specific written C.J.C. approval.
- Automatic Data Processing Equipment. Grant funds may not be expended or committed for the acquisition of automatic data processing equipment, whether by outright purchase, rental purchase agreement, or by other method of purchase without prior C.J.C. approval.
- (19) Rental Costs. Grant funds may not be expended or committed for rental costs unless total space does not exceed 150 square feet per employee and unless the rental rate is consistent with the prevailing rates in the area and not in excess of \$7 annually per square foot. Deviations require prior C.J.C. approval.
- (20) Maintenance and Operations. Grant funds may not be expended or committed, without prior C.J.C. approval, for maintenance and operations expenses (as defined in Bureau of the Budget Circular A-47).
- Rearrangements and Alterations. Grant funds may not be expended or committed for rearrangements and alterations without prior C.J.C. approval where such costs exceed \$1,500. Such approval will be granted only where it can be shown that (a) the building(s) involved is in reasonably good condition with a life expectancy of five years or more; (b) the costs are true rearrangements or renovation costs not involving the erection, acquisition, expansion or repair of new or existing buildings or other physical facilities; and (c) total costs do not exceed 25% of the current value of the building(s).
- (21) Depreciation and Use Allowances on Publicly Owned Buildings. A grant is not valid and grant funds may not be requested or accepted under this application until the grantee (a) certifies that the publicly owned building(s) on which depreciation or use allowances are to be used; and (c) certifies that the allowance method to be used has been determined and will be administered in accordance with the provision of paragraph B.11 of attachment B, Bureau of the Budget Circular A-47.
- (22) Occupancy Under Rental Purchase or Lease-with-Option-to-Purchase Agreement. Grant funds may not be requested until the applicant has certified in writing that the occupancy of facilities will not be under either a rental purchase or lease-with-option-to-purchase agreement.
- (23) Equipment and Other Capital Expenditures. The applicant hereby certifies that (a) no other equipment owned by the grantee is available for the project, (b) grant funds will not be used to provide reimbursement for the purchase price of equipment already owned by grantee except through permissible depreciation or use allowance actually charged to the grantee, (c) if equipment is used for purposes other than this project, the appropriate proportion of cost to each activity involved will be effected; and (d) the cost of equipment purchased with C.J.C. funds will be reduced to the extent of resale or recovery value where use of such equipment for carrying out the purposes of the grant project is discontinued (during the life of the project) or use for law enforcement purposes is discontinued (after completion of the project) unless all credit relating to such contingencies as set forth in Section C3 of Circular A-47, "Applicable Credit" are applied to offset or reduce grant charges.
- (24) Insurance and Indemnification. Grant funds may not be committed for insurance or indemnification expense until the applicant hereby certifies that (a) types and extent and cost of coverage will be in accordance with general local government policy and sound business practice; and (b) costs will not be charged for contributions to a reserve for a self-insurance program. Grant funds may not be requested by applicant if any expenditures are to be made for insurance or indemnification costs for which the above certification cannot be made unless complete details and justification have been submitted to C.J.C. as an amendment to the grant application.
- (25) Proposal Costs. Grant funds may not be committed or expended for costs of preparing proposals without prior approval of C.J.C.
- (26) Third Party Participation. No contract or agreement may be entered into by the grantee for execution of project activities or provision of services to a grant project (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved proposal or approved in advance by C.J.C. Any such arrangements shall provide that the grantee will retain ultimate control and responsibility for the grant project and that the contractor shall be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the project.
- (27) Professional and Contract Services. The applicant hereby certifies that (a) with respect to arrangements with individuals (1.) the retainer arrangement is formal and proper and otherwise consistent with the grantee's usual practices for obtaining such services, (2.) time and/or services for which payment will be made and rates of compensation will be supported by documentation, (3.) the compensation is reasonable and consistent with that paid for similar work in other activities of the grantee, (4.) the daily or hourly rate does not exceed \$100 per day, (5.) no individual retained is an employee of the executive branch of state government, (6.) no individual will receive compensation from his regular employer and the grantee for work performed during a single period of time even though services benefit both, and (7.) transportation and subsistence costs for travel performed are to be at an identified rate consistent with the general travel reimbursement practices of the State of Texas, (b) with respect to arrangements with agencies of units of government (1.) the work or services for which reimbursement will be made will be directly and exclusively devoted to grant purposes and at rates not in excess of actual costs to the "contractor" governmental agency, (2.) the work or services for which reimbursement will be made or for which credit for matching contribution of grantee will be claimed is not wholly or in part covered by funds of other federal grants, (c) with respect to arrangements with non-governmental organizations (1.) the arrangement is formal and proper and consistent with the usual practice and policies of the applicant in contracting for or otherwise obtaining services of the type required, (2.) selection of contractor has involved the securing of competitive bids or proposals from a group of qualified organizations, (3.) in cost-type arrangements, any indirect costs or overhead charges are based on an audited or negotiated rate previously approved by a state or federal agency or are based on an indirect cost submission, preferably incorporating a wage and salary base, reflecting actual cost experience during the contractor's last annual or other recently completed fiscal period, (4.) the fixed fee or profit allowance, in cost-type arrangements, does not exceed 10% of total costs.
- (28) Confidential Expenditures. Grant funds may not be expended or committed for purchase of information or evidence from informers without obtaining prior C.J.C. approval.
- (29) Compensation for Personal Services. (a) costs charged to a grant project for personal services (direct or indirect costs) must be based on payrolls documented and approved in accordance with generally accepted practice of the grantee. Payrolls must be supported by time and attendance or equivalent records for individual full-time employees; (b) salaries and wages paid to employees working on more than one project or cost objective must be prorated to each project or objective to produce an equitable distribution of costs to each. The basis of proration must be documented and supported by appropriate time distribution records clearly identifying the services performed as directly and exclusively related to defined objectives of the approved grant program; (c) written C.J.C. permission must be obtained to permit charges of salaries to one grant in cases where two or more federal grants constitute one identified activity or project.
- (30) Employee's Travel Expenses. Grant funds may not be expended for costs incurred for transportation, lodging, subsistence, and related items by an employee unless (a) the employee is on a travel status on official business incident to the grant project, if the costs incurred are properly chargeable to two or more grant projects, proration to each will be made on an equitable basis; (b) the basis of the charges (actual, per diem and/or mileage in lieu of actual costs incurred, or combination of the two) set forth in the grant application must be applied in like manner to all phases of an entire trip. The results of the basis used must not exceed charges normally allowed in like circumstances in non-federally sponsored activities; (c) if there is no established basis for travel expenses for non-federally sponsored activities, the applicable rates in like circumstances under the general travel regulations for the State of Texas will be used.
- Travel Expenses of Non-employees. Travel expenses for persons other than employees will not be charged to the grant program unless specifically provided for in the approved budget application.
- (31) Privately Donated Services. The value of services voluntarily rendered to a grant program by private businesses, agencies, associations, or firms which perform commercially the services donated may not be charged to the project as any portion of the grantee's matching contribution unless such services are necessary to achieve project purposes and are valued at actual cost to the donor(s). Monthly or quarterly records of such services must be maintained for each individual performing such services indicating dates and hours performed, type service, hourly rate, and any incidental costs. The total amount of such donated services to be counted as part of the grantee's matching contribution cannot exceed 50% of the total required by the grant award. No more than 50% of the grantee contribution may be in the form of such donated services. Records of donated services as outlined above must be signed by the individual performing the services. A statement will be included, signed by the donor, that the services were necessary to the project, the services were actually performed, and the amounts represent actual cost to the donor. The records will bear the notation of the project director that the donated services have been approved and accepted by him on the above basis as an allowable cost. The "actual" cost to the donor must not include any costs charged to federal funds provided the donor. If the donor is the recipient of federal funds, the grantee must obtain the donor's certification that the donated services will not be supported wholly or in part by federal funds, or provide the C.J.C. with detailed information as to such support with a request for approval as an allowable cost.

Audit Expenses. Grant funds may not be expended or committed for audit purposes unless (a) the arrangement for audit is formal and proper and... (b) Proration of the total cost for such services is made where the arrangement covers audit of the grant program in addition to other activities of the grantee. The basis for proration must be included in the arrangement or otherwise set forth in writing; (c) The proposed arrangement, including any proration of costs, is submitted to CJA and approval has been received.

(34) Discrimination Prohibited. No person shall on the grounds of race, creed, color, or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under grants awarded pursuant to P.L. 90-351 or any project, program, activity, or grant supported by such grants. Grantee's must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and regulations issued by the Department of Justice thereunder as a condition of award of federal funds and continued grant support. Grantee further must comply with the Justice Department equal employment opportunity regulation in federally assisted programs, to the end that discrimination in employment practices of law enforcement agencies and other agencies or officers administering, conducting, or participating in any program or activity receiving federal financial assistance, on the grounds of race, color, creed, or national origin, be eliminated. The United States reserves the right to seek judicial enforcement of this condition.

To validate this application, the following special items must be certified and agreed to by the applicant:

Special Items

Non-Supplanting Requirement. In compliance with the requirement that federal funds, made available under Part C, Title I, Public Law 90-351, as amended, be used so as "not to supplant state or local funds"; this is to certify that the below described recipient of federal funds under Part C, Title I, Public Law 90-351, as amended, will use such funds to increase state or local funds that would, in the absence of such federal aid, be made available for law enforcement purposes.

Affirmance of Compliance with Civil Rights Act of 1964. The applicant hereby agrees that it will comply and will insure compliance by its contractors with Title VI of the Civil Rights Act of 1964 (Public Law 88-352) and all requirements imposed by or pursuant to Regulations of the Department of Justice (28 CFR Part 43) issued pursuant to that title, to the end that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives federal financial assistance from the Department. The grantee further will comply with and insure compliance by its contractors with Justice Department equal employment regulation in federally assisted programs to the end that employment discrimination in such programs on the grounds of race, color, creed, or national origin, shall be eliminated. The grantee recognizes the right of the United States to seek judicial enforcement in its contracts.

Applicant's Agreement

It is understood and agreed by the Applicant that any grant received as a result of this application shall be subject to the above standing conditions, special items, and other policies and rules issued by the Criminal Justice Council for administration of grant projects and all provisions under P.L. 90-351, as amended, and amendments issued by C.J.C.

Certified by:

Signature

Hon. Robert L. Dalby

Name

County Judge

Title

Bowie County, Texas

Address

Date: November 23, 1971

Form CJD-1 (01/71)