DALLAS COUNTY COMMISSIONERS COURT
BRIEFING AGENDA

March 23, 2004

REPORTS/RECOMMENDATIONS/REQUESTS

1) HEALTH and HUMAN SERVICES
   a) 2004 City Home Interlocal Agreement - Supplemental
       Agreement No. 1 ........................................... 3-12
   b) FY 2004-2005 Ryan White C.A.R.E. Act Title I Minority
       AIDS Initiative Contract Awards ............................. 13-14
   c) FY 2004-2005 Ryan White C.A.R.E. Act Title I Contract
       Awards .................................................. 15-26

2) JUVENILE
   Sequoyah Enterprises, Inc. Contract Amendment .................. 27-32

3) OPERATION
   a) Texas Historic Courthouse Preservation Grant Application .... 33-36
       (COURT ORDER ON FORMAL AGENDA)
   b) Renovation of Adult Information System Computer
       Room/Crowley Courts Building ............................ Handout

4) PLANNING and DEVELOPMENT
   Allocating FY2002 and FY2003 HOME Set-Aside Funds ............ 37-39
5) **BUDGET**

2004 Bulletproof Vest Partnership Reimbursement Application ........ 40-41

6) **Sports Venue Development Project** ........................................... N/A

7) **Miscellaneous, Travel Requests, Miscellaneous Equipment, and Telecommunications Requests** ................................................. 42-48

8) **PUBLIC COMMENTS**

Speakers ................................................................. N/A

**FIVE SIGNATURE DOCUMENT(s) FOR CONSIDERATION**

Minister’s Letter of Appreciation

Mr. Bone’s Letter of Appreciation

**DATE(s) TO REMEMBER**
DATE: March 23, 2004

TO: COMMISSIONERS COURT

FROM: Zachary Thompson, Director

SUBJECT: 2004 CITY HOME INTERLOCAL AGREEMENT - SUPPLEMENTAL AGREEMENT NO. 1

BACKGROUND
City Council Resolution No. 03-2153 authorized an interlocal cooperation contract between Dallas County Health and Human Services (DCHHS) and the City of Dallas for the provision of rental assistance for the homeless and those involuntarily displaced. Dallas County has received Supplemental Agreement No. 1 to the Interlocal Agreement as authorized by Administrative Action 04-0675.

Supplemental Agreement No. 1 amends Exhibit A, Statement of Services, pages 1 through 3, and Exhibit D, Fair Market Rents, page 4 of 7. The term of the contract shall remain November 1, 2003 through October 31, 2004. The contract amount shall remain $300,000.

OPERATIONAL IMPACT
Funding for one (1) Caseworker and one (1) part-time Building Inspector is included in the Agreement. There is no operational impact to Dallas County from this Supplement.

FINANCIAL IMPACT
The contract amount remains $300,000. Dallas County will provide a match totaling 25% of the rental assistance funds received under this contract. Matching funds may be in the form of housing assistance provided to clients eligible for services under the County's general assistance program, or as supportive services provided to clients assisted by HOME funds during their period of eligibility for rental assistance.

LEGAL IMPACT
The Court must approve Supplemental Agreement No. 1, and the County Judge must sign the Supplemental Agreement on behalf of Dallas County.
RECOMMENDATION

It is recommended that the Commissioners Court approve Supplemental Agreement No. 1 to the HOME Interlocal Agreement with the City of Dallas amending Exhibits A and D of the Agreement, and authorize the County Judge to sign the Agreement documents on behalf of Dallas County.

RECOMMENDED BY:  
Zachary Thompson, Director

attachment

c: Allen Clemson, Court Administrator
   Virginia Porter, County Auditor
   Ryan Brown, Budget Officer
February 26, 2004

Mr. Zachary Thompson, Director
Dallas County Department of Health and Human Services
2377 N. Stemmons Frwy., Suite 201, LB 16
Dallas, Texas 75207

Dear Mr. Thompson:

Enclosed are five (5) copies of Supplemental Agreement No. 1 to the Interlocal Agreement, authorized by Administrative Action No. 04-0675, between Dallas County Health and Human Services and the City of Dallas for the provision of rental assistance to homeless individuals/families. This supplement will amend Exhibit A, pages 1 through 3 and Exhibit D, page 4 of 7. The term of the contract shall remain November 1, 2003 through October 31, 2004. The contract amount shall remain $300,000.

Please sign the original and four (4) copies of the contract and return all five (5) copies to:

Mamie Lewis, Manager
Contracts and Grants
Environmental and Health Services Department
1500 Marilla, 7AN
Dallas, Texas 75201

Signed copies should be returned within fourteen (14) days of receipt.

Your copy of the executed contract will be forwarded to you after all signatures have been obtained.

If we may be of further assistance, please call Evelyn Williams at (214) 670-5707.

Sincerely,

Mamie Lewis, Manager, Contracts and Grants
Environmental and Health Services Department

Doc3/11
THE STATE OF TEXAS
COUNTY OF DALLAS

SUPPLEMENTAL AGREEMENT NO. 1
TO INTERLOCAL AGREEMENT

THIS SUPPLEMENTAL AGREEMENT is to that certain Interlocal Agreement (the "Contract") by and between the City of Dallas, a Texas municipal corporation (the "City"), and Dallas County Department of Health and Human Services, a political subdivision of the State of Texas (the "Contractor"), evidences the following:

1. The Statement of Services of the Contract is revised as follows:
   Exhibit A, Pages 1-3 is replaced with a revised Exhibit A, Pages 1-3.

2. The term of the Contract is revised as follows:
   NO CHANGES

3. The Contract is further amended as follows:
   Exhibit D - Page 4 of 7, Fair Market Rents

4. The Contract payment provisions are revised as follows:
   Funding added by this supplemental agreement: $0.00
5. All other terms, provisions, conditions, and obligations of the Contract between the City and Contractor shall remain in full force and effect, and said Contract, and this Supplemental Agreement I shall be construed together as a single contractual agreement.

Executed as of this _____ day of _____________, 2004, by the City acting through its City Manager, duly authorized by Administrative Action No. __________________, effective ________________, and by Contractor, acting through its duly authorized officials.

APPROVED AS TO FORM:
MADELEINE B. JOHNSON
City Attorney

CITY OF DALLAS:
TEODORO J. BENAVIDES
City Manager

BY
Michael Bostic
Assistant City Attorney

BY
Assistant City Manager

CONTRACTOR:
DALLAS COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

BY
Director

RECOMMENDED BY DIRECTOR:

Karen D. Rayzer, Director
Environmental and Health Services Department

BY
County Judge

APPROVED AS TO FORM:

Supplemental Agreement I
HOME Rental Assistance Program/2004
Exhibit A

Environmental and Health Services Department
Dallas County Department of Health and Human Services
HOME Investment Partnerships Program

Statement of Services

Dallas County Department of Health and Human Services currently has an administrative structure in place to provide rental assistance for mentally ill and disabled persons. Dallas County will administer the HOME Tenant-based Rental Assistance Program, which may include the below-mentioned services.

- Assess the needs of individuals/families
- Facilitate access to ancillary services:
  - Health care, both physical and mental
  - Job training and placement
  - Substance abuse treatment
  - Transportation
  - Hygiene
  - Day care
  - Food

Dallas County shall provide a Tenant-based Rental Assistance Program to assist families that occupy substandard housing (including families that are homeless or living in a shelter for homeless families); families that are paying more than 50% of their annual income for rental; or families that are involuntarily displaced.

These funds will provide rental assistance at the Fair Market Rent (FMR) rates per unit for approximately 30 unduplicated households for a minimum of 1 year as noted in Exhibit D, page 4.

Dallas County will make rental payments directly to apartment complexes. No payment will be made directly to program recipients. Upon entering the program, clients must reside within the city of Dallas; however, clients may choose to live anywhere within Dallas County's jurisdiction, as long as the property owner is willing to participate in the program.

Dallas County will provide a cash match totaling 25% of the rental assistance funds received under this contract. Matching funds may be in the form of housing assistance provided to clients eligible for services under the County's general assistance program, as well as supportive services provided to clients assisted by HOME funds during their period of eligibility for rental assistance.
Dallas County Department of Health and Human Services
HOME Investment Partnerships Program
Statement of Services

Under this program, rental assistance will be provided for a minimum of 1 (one) year and no more than 24 months to clients in the program while seeking permanent housing.

SPECIFIC SERVICES TO BE PROVIDED

Performance

The program will target those families that occupy substandard housing (including families that are homeless or living in a shelter for homeless families); families that are paying more than 50% of their annual income for rent; or families that are involuntarily displaced. These individuals may be identified by caseworkers from agencies that provide services to the homeless such as emergency shelter, the Stewpot, etc. and/or referred to Dallas County for rental assistance and other supportive services, or self referral. Program services are offered to non-English speaking clients through Dallas County staff.

Criteria

- Life Skills Training Sessions – will be made available to those clients requiring and/or requesting such assistance as determined by assessment.
- Individual/Families – must be homeless, involuntarily displaced, at/or below HUD low income limit.

The County may also provide the following additional services at no cost:
- Provide referrals to other service providers for additional help in setting up new households;
- Coordinate with public and private groups for continuity of delivery of donated goods;
- Provide case management to clients following housing placement; and
- Arrange transportation for clients with defined destinations, approved by the County, for job applications, medical appointments, and other similar activities, as needed.

The County will also provide monthly reports to the City on:
- The number of clients assisted.
- Identification of support services provided to individuals. Client specific data is to be maintained at the agency’s office in individual client files, available for review by HUD or City representatives upon request. Client ID information may be provided for monthly reporting and monitoring purposes.
Dallas County Health and Human Services  
HOME Investment Partnerships Program  
Statement of Services

<table>
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<tr>
<th>Income</th>
<th>City of Dallas</th>
<th>Contributions</th>
<th>Other Funding</th>
<th>Program Income/Fees</th>
<th>Total Income</th>
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Exhibit A, Page 3 of 3  
(As Amended by SA#1)
Exhibit D

City of Dallas
Environmental and Health Services Department
HOME Investment Partnerships Program

Fair Market Rents

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<tr>
<th># of Bedrooms In Unit</th>
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<td>$1,205</td>
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<td>$1,425</td>
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ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:
   a. Low bid contracts of at least $15,000 but not more than $50,000.
   b. Change orders for low bid contracts: $25,000 or less (may not increase original contract price by more than 25%)
   c. Professional/Personal/Planning/Other Service contracts: $15,000 or less
   d. Amendments to non-bid contracts: $15,000 or less per City Code Sec. 2-37.1.1
   e. WRR-FM expenditures: $50,000 or less per City Code Sec. 2-79 (c) of the City Code.

2. Attach all supporting documents including bid information as required.

3. Any Administrative Actions to this vendor for this service/commodity in the last 12 months? YES NO 
   (If YES, attach explanation.) (Also, if the total for the current fiscal year exceeds $15,000, Council approval is required.)

VENDOR NAME  Dallas County Health and Human Services Department

SUBJECT  HOME Rental Assistance Program

ACTION REQUESTED

Request approval of Supplemental Agreement No. 1 to the HOME Investment Partnerships Program Interlocal Agreement between the City of Dallas and Dallas County Health and Human Services. This supplement is to amend Exhibit A, pages 1 through 3; and Exhibit D, page 4 of 7. The contract term shall remain the same.

Contract Term: 11/01/03 To 10/31/04

BACKGROUND

On August 13, 2003, City Council Resolution No. 03-2153 authorized an Interlocal Agreement between the City of Dallas and Dallas County Health and Human Services to provide rental assistance for a minimum of one year to homeless persons. Council Resolution No. 03-3091 authorized an amendment to the allocation of the HOME funds.

FUNDING

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<th>ACTV.</th>
<th>OBJ.</th>
<th>JOB</th>
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<th>VENDOR NUMBER</th>
<th>AMOUNT</th>
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PROJECT NO. ___________ COMMODITY CODE ___________ FINANCING: ___________

MWBE INFORMATION

Place an "X" in the appropriate boxes:

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<th>Hispanic</th>
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<td>Female:</td>
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<td>Male:</td>
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CHANGE ORDER DATA

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<td>Original CR/AA Amount</td>
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<tr>
<td>Total of Previous Change Orders</td>
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<tr>
<td>Change Amount Including this Order</td>
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</tr>
<tr>
<td>Total Change Order Percentage</td>
<td></td>
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COORDINATION

| BUDGET & MGMT SRVCS |
| REVIEWED BY |
| DATE |

APPROVAL

Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.

| DATE |
| DATE |

Original City Secretary Copy 1-City Controller Copy 2-Budget & Mgmt Svcs Copy 3-Initiating Department Copy 4-Office of Minority Business Opportunity

REV 10/09
BACKGROUND OF ISSUE

The Dallas County Judge is the grantee and legal recipient of Ryan White C.A.R.E. Act (Ryan White) Title I Minority AIDS Initiative (MAI) funds for the Dallas Eligible Metropolitan Area (EMA). Dallas County Health and Human Services (DCHHS) is designated to serve as the Administrative Agency for Ryan White Title I MAI funds for the Dallas Eligible Metropolitan Area (EMA). DCHHS tracks the expenditure of funds by service providers throughout the contract period and makes recommendations, when appropriate, to reallocate funds. In accordance with the provisions of Title I of the Ryan White C.A.R.E Act, the grantee appoints members to serve on the Dallas EMA Ryan White Planning Council (hereinafter RWPC). The RWPC is charged with the responsibility of establishing priorities for the allocation of Title I MAI funds and determining the categorical allocation of funds by service category.

On July 9, 2003, the service category awards were established by the RWPC. DCHHS renewed all existing Title I MAI contracts for a second twelve-month term. Service providers had originally been selected during FY 2002 from a competitive Request for Proposals (RFP) process and an External Review Committee (ERC), which was comprised of individuals demographically reflective of the Dallas EMA’s HIV/AIDS cases. DCHHS is making final recommendations for the award of contracts to Commissioners Court.

FISCAL IMPACT

Of the FY 2004-2005 Ryan White Title I MAI award of $1,016,330, contracts and budgets from service providers in the amount of $713,824 are being submitted for approval under this briefing and court order. Unobligated funds in the amount of $157,696 and unallocated funds in the amount of $144,810 will be submitted under separate briefing and court order upon determination of categorical allocations and contract award to specific service providers.

AIDS Arms

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<th>Service</th>
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<td>Medical Care</td>
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<td>Medical Case Management</td>
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<td>Drug Reimbursement</td>
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<td>Comprehensive Case Management</td>
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<td><strong>AIDS Arms Total</strong></td>
<td><strong>$579,561</strong></td>
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Commissioners Court
Page 2

Hillvale Medical Association
  Medical Case Management      $  50,000
  Mental Health Services      $  44,264
  Comprehensive Case Management  $  25,660
Hillvale Medical Association Total $ 119,924

Welcome House
  Comprehensive Case Management  $  14,339
Welcome House Total $ 14,339

TOTAL AGENCY AWARD $ 713,824
UNOBLIGATED $ 157,696
UNALLOCATED $ 144,810
GRAND TOTAL $ 1,016,330

**Operational Impact**
Administrative Agency staff will coordinate and monitor the programmatic and fiscal accountability of the subcontractors in accordance with the responsibilities assigned to them by the Dallas County Commissioners Court.

**Legal Impact**
The Dallas County Commissioners Court must approve the award recommendations, and authorize the County Judge to sign the contracts on behalf of Dallas County.

**Recommendation**
It is recommended that the Dallas County Commissioners Court approve the award of contracts totaling $713,824, to specific service providers as presented herein, and authorize the County Judge to sign the contracts with the specific service providers on behalf of Dallas County.

RECOMMENDED BY: 
[Signature]
Zachary S. Thompson, Director
Dallas County Health and Human Services

c: J. Allen Clemson, Court Administrator
Virginia Porter, County Auditor
DALLAS COUNTY
HEALTH AND HUMAN SERVICES
GRANTS MANAGEMENT

ZACHARY S. THOMPSON
DIRECTOR

TO: THE HONORABLE COMMISSIONERS COURT

FROM: ZACHARY S. THOMPSON, DIRECTOR
DALLAS COUNTY HEALTH AND HUMAN SERVICES

DATE: MARCH 23, 2004


Background of Issue
The Dallas County Judge is the grantee and legal recipient of Ryan White C.A.R.E. Act (Ryan White) Title I funds for the Dallas Eligible Metropolitan Area (EMA). Dallas County Health and Human Services (DCHHS) is designated to serve as the Administrative Agency for Ryan White Title I funds for the Dallas Eligible Metropolitan Area (EMA). DCHHS tracks the expenditure of funds by service providers throughout the contract period and makes recommendations, when appropriate, to reallocate funds. In accordance with the provisions of Title I of the Ryan White C.A.R.E. Act, the grantee appoints members to serve on the Dallas EMA Ryan White Planning Council (RWPC). The RWPC is charged with the responsibility of establishing priorities for the allocation of Title I funds and determining the categorical allocation of funds by service category.

The FY 2004-2005 Ryan White Title I award, in the amount of $12,820,583, is allocated as follows: $7,455,240 to be awarded to service providers (including salary and fringe necessary for the position upgrade of Clerk I); $296,000 for RWPC Support/Needs Assessment (including staff salaries, benefits, equipment, and supplies); $641,029 to DCHHS for administration (including staff salaries, benefits, equipment, and supplies); $25,000 in Care Coordination; $75,000 for Quality Management; $1,016,330 for the Minority AIDS Initiative (MAI); $3,283,768 in obligated funds; and $28,216 in unobligated funds.

On July 9, 2003, the service category awards were established by the RWPC. DCHHS issued a competitive Request for Proposals (RFP) to determine the specific contract award recommendations to service providers whose contracts were not being renewed for a second term. On September 29, 2003, Dallas County made RFPs available to all interested parties, with proposals being due by November 10, 2003. The proposals were reviewed and scored by an External Review Committee (ERC), which is comprised of individuals demographically reflective of the Dallas EMA's HIV/AIDS cases. DCHHS has reviewed the initial recommendations by the ERC and is making final recommendations for the award of contracts to Commissioners Court.

Fiscal Impact
Of the FY 2004-2005 Ryan White Title I award of $12,820,583, contracts and budgets from service providers in the amount of $7,455,240, the allocation of $296,000 for RWPC Support/Needs Assessment, the budget for DCHHS administration in the amount of $641,029, the allocation of $25,000 for Care Coordination, and the budget for Quality Management in the amount of $75,000 are being submitted for approval under this briefing and court order. The combined amount being submitted for approval is $8,492,269.
Commissioners Court
Page 2

Of the amount of $7,455,240 to be awarded to service providers, $151,907 will be awarded to Dallas County Health and Human Services and a portion of that amount will be used to fund an additional Clerk IV position. The job description for the requested Clerk IV position will be forwarded to the Human Resources/Civil Service Department for classification.

Budgets and contracts for the FY 2004-2005 MAI grant funds, in the amount of $1,016,330 will be submitted under separate briefing and court order. Obligated funds in the amount of $3,283,768, and unobligated funds in the amount of $28,216, will also be submitted under separate briefing and court order upon determination of contract award to specific service providers.

**Operational Impact**
Administrative Agency staff will coordinate and monitor the programmatic and fiscal accountability of the subcontractors in accordance with the responsibilities assigned to them by the Dallas County Commissioners Court.

**Legal Impact**
The Dallas County Commissioners Court must approve the award recommendations, and authorize the County Judge to sign the contracts on behalf of Dallas County.

**Recommendation**
It is recommended that the Dallas County Commissioners Court does hereby approve the award of contracts to service providers in the amount of $7,455,240 (including $151,907 to be awarded to DCHHS of which a portion will be used to fund a proposed Clerk IV position), the allocation of $296,000 for RWPC Support/Needs Assessment, the budget for DCHHS administration in the amount of $641,029, the allocation of $25,000 for Care Coordination, and the budget for Quality Management in the amount of $75,000 (for a combined total of $8,492,269, as reflected on Attachment A), and authorize the County Judge to sign the contracts with the specific service providers on behalf of Dallas County.

RECOMMENDED BY: [Signature]
Zachary S. Thompson / Director
Dallas County Health and Human Services

attachments

c: J. Allen Clemson, Court Administrator  
Virginia Porter, County Auditor  
Matty Mauldin-Taylor, Human Resources/Civil Service
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Attachment A_FY 2004 Title 1_Commissioners
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<th>A</th>
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<td>Quality Management</td>
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<td>TOTAL FOR CURRENT BRIEFING</td>
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<td>Minority AIDS Initiative</td>
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<td>Unobligated</td>
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<td>TOTAL TITLE I AWARD</td>
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BUDGET JUSTIFICATION
DALLAS COUNTY HEALTH AND HUMAN SERVICES/Dallas EMA
Administrative Lead Agency Budget
FY 2004 - 2005 Ryan White Title I Grant

I PERSONNEL

A. Assistant Director, Client Services/Grants Compliance
   Oversees daily activities and operation of the HIV Grants Management Division. (Cost shared with DCHHS @ 20%, Grants @ 80%).
   FTE 53.60%  41,715

B. Grants Management Officer - Jeff Jordan
   Provides and prepares various reports required by the grantor. Oversees the management of HIV Grants Management Division.
   FTE 67.00%  43,690

C. Program Analyst/Grants Manager - Sheila Fisher
   Coordinates and directs administrative activities and operation of HIV Grants Management Division.
   FTE 67.00%  37,970

D. Program Monitor - Gary Armstrong
   Conducts programmatic reviews of subcontractors.
   FTE 67.00%  32,627

E. Program Monitor - Glenda Nchekwube
   Conducts programmatic reviews of subcontractors.
   FTE 67.00%  32,627

F. Program Monitor - Norma-Piel Brown
   Conducts programmatic reviews of subcontractors.
   FTE 67.00%  32,627

G. Health Analyst - Dan Error
   Develops and implements standards of care and outcome measures for services.
   FTE 39.00%  20,168

H. Grants Budget Analyst - Mitos Llaunder
   Analyzes and prepares financial reports and budgets. Prepares other fiscal and financial projects.
   FTE 67.00%  35,853

I. Administrative Assistant - Vivian Wilson
   Provides administrative support.
   FTE 67.00%  27,741

J. Data Analyst - Thomas Reed
   Collects data and information for various users and provides administrative support.
   FTE 67.00%  25,819

K. General Office Clerk - Betsy Johnson
   Provides clerical assistance to HIV grants staff.
   FTE 67.00%  19,846

L. Systems Oper Analyst - Allen Wang
   Provides assistance with COMDIS reporting and tracking. (Cost shared with DCHHS @ 50%, Grants @ 50%)
   FTE 33.50%  22,425

M. Building Supervisor - Throne Womack
   Assists with meeting setup for the Administrative Agent and its committees. (Cost shared with DCHHS @ 50%, Grants @ 50%)
   FTE 33.50%  9,353

II FRINGE BENEFITS

   Insurance (Medical/Dental/Life)  @ 5,500/fte x Allocation Rate  41,943
   Social Security  7.65%  29,258
   Retirement  8.50%  32,509
   Workers Compensation  0.50%  1,912

III TRAVEL

A. Local Travel @ .375mile. Local staff travel for on-site program monitoring and fiscal compliance audit.
   1.000

\$ 382,460  105,623  19,650
B. Out-of Jurisdiction Travel.

1) Travel for two (2) admin. staff and one (1) RWPC staff to participate in HRSA sponsored training in Washington, DC:

- Ground transportation: 5 days @ 20 x 3 staff = 300
- Lodging: 4 nights @ 150 x 3 staff = 1800
- Per Diem: 5 days @ 50 x 3 staff = 750
- Air Fare: @ 500 x 3 staff = 1500
- Conference Fee: @ 350 x 3 staff = 1050

Total: 2 trips @ $10,800

2) Travel for two (2) admin. staff to attend quarterly meetings of Title 1 EMA's in Austin/Houston/San Antonio, TX and/or New Orleans, LA:

- Ground transportation: 2 days @ 20 x 2 staff = 80
- Lodging: 1 night @ 70 x 2 staff = 140
- Per Diem: 2 days @ 35 x 2 staff = 140
- Air Fare: @ 150 x 2 staff = 300

Total: 4 trips @ $2,640

3) Travel for two (2) admin. staff to attend Titles I - IV meeting in Austin, TX:

- Ground transportation: 2 days @ 20 x 2 staff = 80
- Lodging: 1 night @ 70 x 2 staff = 140
- Per Diem: 2 days @ 35 x 2 staff = 140
- Air Fare: @ 150 x 2 staff = 300

Total: 1 trip @ $960

4) Travel for two (2) admin. staff to attend quarterly SCSN meetings in Austin, TX:

- Ground transportation: 2 days @ 20 x 2 staff = 80
- Lodging: 1 night @ 70 x 2 staff = 140
- Per Diem: 2 days @ 35 x 2 staff = 140
- Air Fare: @ 150 x 2 staff = 300

Total: 4 trips @ $2,640

5) Travel for two (2) admin. staff to attend technical-assistance meetings/trainings sponsored by HAB/DSS:

- Ground transportation: 4 days @ 20 x 2 staff = 160
- Lodging: 3 nights @ 70 x 2 staff = 420
- Per Diem: 4 days @ 35 x 2 staff = 280
- Air Fare: @ 300 x 2 staff = 600
- Conference Fee: @ 75 x 2 staff = 150

Total: 1 trip @ $1,610

IV EQUIPMENT

1) Laptop Computer - Dell Inspiron 5100 Intel Pentium 4 processor, 2.66GHz, 512 MB RAM, with MS Office XP for use of program monitors.

- 1 unit @ $2,500 = $2,500

2) Desk Top Computer - Dell Optiplex GX270T Small Mini Tower Pentium 4 Processor, 2.6 GHz, 88 FSB, 512 Cache, Intel Gigabit NIC, MS Office XP Standard License to replace old computers of HIV Grants administrative staff.

- 2 units @ $1,800 = $3,600

3) Laser Printer - HP Laserjet 1300, 20PPM, 1200 DPI, 16MB, PAR USB, PCL5e/i6, PSL2, USB-6, USB Cable to replace old printers of HIV Grants administrative staff.

- 2 units @ $500 = $1,000
V SUPPLIES

A. General consumable office supplies, computer softwares, and other equipment items < 500 to support HIV grant related activities.

VI CONTRACTUAL

A. State ADAP

B. Contract (Direct Services)

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<tr>
<th>Priority Rank Order</th>
<th>REGULAR</th>
<th>MAI</th>
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<tbody>
<tr>
<td>1] OUTPATIENT MEDICAL CARE</td>
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<tr>
<td>1.a Early Intervention Services</td>
<td>151,907</td>
<td>-</td>
</tr>
<tr>
<td>1.b Medical Case Management</td>
<td>962,626</td>
<td>100,000</td>
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<tr>
<td>1.c Outpatient Medical Care</td>
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<td>2] MEDICATIONS</td>
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<tr>
<td>2.a Local Drug Reimbursement</td>
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<td>49,630</td>
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<td>3] FOOD</td>
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<tr>
<td>3.a Food Pantry</td>
<td>188,092</td>
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<td>3.b Meals</td>
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<td>4] DENTAL CARE</td>
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<td>5] SHORT TERM RENTAL ASSISTANCE</td>
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<tr>
<td>6] SUBSTANCE ABUSE</td>
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<tr>
<td>7] TRANSPORTATION</td>
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<tr>
<td>8] MENTAL HEALTH SERVICES</td>
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<td>9] CASE MANAGEMENT</td>
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<td>9.a Client Advocacy</td>
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<td>9.b Comprehensive Case Management</td>
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<td>10] DAY/RESPITE CARE FOR INFANTS, CHILDREN &amp; YOUTHS</td>
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<td>12] LEGAL SERVICES</td>
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<tr>
<td>13.b Hospice Care</td>
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<td>14] DAY/RESPITE CARE FOR ADULTS</td>
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<td>15] BUDDY/COMPANION SERVICES</td>
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<td>16] ACCESS FOR TARGETED POPULATIONS</td>
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<td>16.a Interpretation and Sign Language</td>
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<td>16.b Outreach</td>
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<td>UNALLOCATED</td>
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<td>144,810</td>
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Total: 10,767,224 | 1,016,330
VII OTHER ADMINISTRATIVE COSTS

A. Telephone: local and long distance, and internet access time. All means necessary to communicate with contractors, the community, grantor, and to obtain HIV/AIDS information.  

B. Copier rental and printing charges for HIV grant related activities.  

C. Postage for HIV grant related materials.  

D. Training provided to staff to keep current on HIV/AIDS issues and job related activities.  

E. External Review Committee activity materials and supplies. Committee reviews proposals and makes recommendations for Title I subrecipient agencies.  

F. Office equipment maintenance.  

G. Advertising for public notice of the RFP.  

H. Audit-Portion of County-wide OMB Cir. A-128 Audit  

VIII PLANNING COUNCIL SUPPORT  

IX QUALITY MANAGEMENT  

X PROGRAM SUPPORT/CARE COORDINATION  

XI INDIRECT COSTS

HIV Grants Management's share on all allowable Dallas County cost using The Dallas County Certified Indirect Cost Rate.

A. Personnel

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<thead>
<tr>
<th>Auditor</th>
<th>Priscila Brazau</th>
<th>FTE</th>
<th>67.00%</th>
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<th>Auditor</th>
<th>Kelbert McGee</th>
<th>FTE</th>
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<tr>
<th>Auditor</th>
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<th>FTE</th>
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B. Fringe Benefits

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<th>@5,500/fte x Allocation Rate</th>
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<td>Social Security</td>
<td>7.65%</td>
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<tr>
<td>Retirement</td>
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<tr>
<td>Workers Compensation</td>
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C. Other Indirect Cost  

5,150

XII TOTAL BUDGET  

$ 12,820,583
BUDGET JUSTIFICATION
DALLAS COUNTY HEALTH AND HUMAN SERVICES/Dallas EMA
RW Planning Council and Consortium Support Budget
FY 2004 - 2005 Ryan White Title I Grant

I PERSONNEL

A. HIV Services Planner - Jennifer McMillian
   Coordinates implementation of the Comprehensive Plan.
   FTE 69.50% $ 31,725

B. HSPC Administrative Coordinator - Laura Robbins
   Provides administrative and support services to the Planning
   Council/Consortium.
   FTE 69.50% $ 25,003

C. RWPC/C Manager - Karin Pettles
   Oversees the day-to-day operations of the Planning
   Council/Consortium. Prepares reports as needed.
   FTE 69.50% $ 42,978

$ 99,706

II FRINGE BENEFITS

Insurance (Medical/Dental/Life) @ 5,500 fte x Allocation Rate 11,467
Social Security 7.65% 7,627
Retirement 8.50% 8,475
Workers Compensation 0.50% 499

$ 28,068

III TRAVEL

A. Local Travel @ 375/mile. Local Planning Council staff travel
   necessary in the conduct of RWPC/C activities.
   $ 500

B. Out-of-Jurisdiction Travel.
   1] Travel for one (1) RWPC/C member and one (1) PLWH representative
   to participate in HRSA sponsored training in Washington, DC:
   Ground transportation
   Lodging
   Per Diem
   Air Fare
   Conference Fee
   2 trips @ 3,600 $ 7,200

   2] Travel for one (1) RWPC/C staff, one (1) RWPC/C member, and one
   (1) PLWH to attend quarterly meetings of Title 1 EMAs in
   Austin/Houston/San Antonio, TX and/or New Orleans, LA:
   Ground transportation
   Lodging
   Per Diem
   Air Fare
   4 trips @ 990 $ 3,960

   3] Travel for one (1) RWPC/C staff, one (1) RWPC/C representative, and
   one (1) PLWH to attend Titles I - IV meeting in Austin, TX:
   Ground transportation
   Lodging
   Per Diem
   Air Fare
   1 trip @ 990 $ 990

   4] Travel for one (1) RWPC/C staff, one (1) RWPC/C member and one
   (1) PLWH representative to attend meetings/trainings sponsored by
   HAB/DSHS:
   Ground transportation
   Lodging
   Per Diem
   Air Fare
   Conference Fee
   3 trips @ 2415 $ 7,245

$ 18,885

IV EQUIPMENT

$ 

V SUPPLIES

General consumable office supplies, computer softwares and other
equipment items < 500 to support RWPC/C HIV grant related
activities.

$ 2,000
VI CONTRACTUAL

Needs Assessment/Comprehensive activities to identify clients' service needs and to develop a comprehensive plan for these services.

$105,000

VII OTHER ADMINISTRATIVE COSTS

A. Telephone; local and long distance, and internet access time. All means necessary to communicate with Planning Council members and participants, the community, grantor, and to obtain HIV/AIDS updates. $300

B. Copier rental and printing charges for Planning Council materials. $1,500

C. Postage for Planning Council-related materials. $1,200

D. Training provided to Planning Council staff to keep current on HIV/AIDS issues and job related requirements. $500

E. Publication/Promotion costs for Planning Council recruitment for membership and to announce public forums and focus groups. $1,000

F. Reasonable and out-of-pocket expenses incurred as a result of participating in the Planning Council and related grantee meetings. $6,211

1) Transportation $2,511
   Mileage @ $3.36 per mile.
   Taxi Vouchers $1,800
   Bus Vouchers $511

2) Child Care $500

3) Food $2,500

4) Lost Wages $500

5) Other out-of-pocket expenses (Supplies and small equipments). $200

VIII INDIRECT COSTS

HIV Grants Management's share on all allowable Dallas County cost using The Dallas County Certified Indirect Cost Rate.

$30,620

IX TOTAL BUDGET

$296,609
BUDGET JUSTIFICATION
DALLAS COUNTY HEALTH AND HUMAN SERVICES/Dallas EMA
PROGRAM SUPPORT - Care Coordination
FY 2004 - 2005 Ryan White Title I

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</thead>
<tbody>
<tr>
<td>I</td>
<td>PERSONNEL</td>
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<tr>
<td>II</td>
<td>FRINGE BENEFITS</td>
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<td>III</td>
<td>TRAVEL</td>
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<tr>
<td>IV</td>
<td>EQUIPMENT</td>
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<tr>
<td>V</td>
<td>SUPPLIES</td>
</tr>
<tr>
<td>VI</td>
<td>CONTRACTUAL</td>
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</table>

The Dallas Ryan White Planning Council is working with the Texas Department of Health to develop a new client level of data collection system. The Care Coordination Project fund will be used to add a module to the data system that would track outcome measures or add a module for an acuity scale.

| VII | OTHER ADMINISTRATIVE COSTS | $ - |
| VIII| INDIRECT COSTS             | $ - |
| IX  | TOTAL BUDGET               | $ 25,000 |
BUDGET JUSTIFICATION
DALLAS COUNTY HEALTH AND HUMAN SERVICES/Dallas EMA
Quality Management Budget
FY 2004 - 2005 Ryan White Title I Grant

I PERSONNEL

A. Quality Assurance Advisor - Laura Wolfgang
   FTE   49.00%   23,862
   Provides technical assistance to contractors and conduct studies/reviews on current standards of care.

B. Health Analyst - Dan Error
   FTE   10.00%   5,171
   Develops and implements standards of care and outcome measures for services.

II FRINGE BENEFITS

<table>
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<tr>
<th>Fringe Benefit</th>
<th>Rate</th>
<th>Allocation Rate</th>
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<tbody>
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<td>Insurance (Medical/Dental/Life)</td>
<td>@ 5,500</td>
<td>3,245</td>
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<tr>
<td>Social Security</td>
<td>7.65%</td>
<td>2,221</td>
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<tr>
<td>Retirement</td>
<td>8.50%</td>
<td>2,468</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>0.50%</td>
<td>145</td>
</tr>
</tbody>
</table>

III TRAVEL

Local Travel @ .375/mile. Local staff travel for on-site visit to contractors to provide technical assistance.

IV EQUIPMENT

V SUPPLIES

General consumable office supplies, computer software (Apian Survey Pro Software), and other equipment items < 500 to support HIV grant related activities.

VI CONTRACTUAL

The subcontractor will provide an evaluation of medical services.

VII OTHER ADMINISTRATIVE COSTS

A. Telephone: local and long distance, and internet access time. All means necessary to communicate with contractors, the community, grantor, and to obtain HIV/AIDS information.

B. Copier rental and printing charges for grant related activities.

C. Postage for grant related materials.

D. Training provided to staff to keep current on HIV/AIDS issues and job related activities.

E. Office equipment maintenance.

G. Advertising for public notice of the RFP.

H. Audit-Portion of County-wide OMB Cir. A-128 Audit

VIII INDIRECT COSTS

HIV Grants Management's share on all allowable Dallas County cost using The Dallas County Certified Indirect Cost Rate.

IX TOTAL BUDGET

$ 75,000
MEMORANDUM

Date: March 15, 2004
To: Dallas County Commissioners Court
From: Michael K. Griffiths, Director
Re: Sequoyah Enterprises, Inc. Contract Amendment

Background of Issue

Historically, the Dallas County Juvenile Department utilizes intermediate sanctions programming as a means of addressing violations of probation. The department initially entered into a contractual agreement with Sequoyah Enterprises, Inc. for the provision of intermediate sanctions services on October 1, 2000 under Request For Proposal (RFP) #: 2000-203-581. Since the inception of the Juvenile Department’s contractual relationship with Sequoyah, the department has relied solely upon this provider for intense sanctions programming for youth on probation. Subsequent RFP’s released by the Juvenile Department in FY2001, FY2002 and FY2003 each solicited intermediate sanctions services in an effort to enhance the department’s consortium of services in this category. However, only a few new proposals were received, none of which met the needs of the department.

Currently, the department has three intermediate sanctions programs. Two of the programs (Concerned Citizens of Dallas and Phoenix Project, Inc.) are less intensive, weekend programs and are utilized by the probation officers as lower level or preliminary sanctions. Sequoyah’s program is more intense and is utilized as the final level of sanctions before the Dallas Youth Academy or residential placement is considered. The program consists of two sanction levels. Youth may be referred to the program for 1-2 weeks on Level One and up to 30 days on Level Two. Both levels involve tutorial/school support services, physical training, life/social skills groups, gang prevention/intervention, drug education, parent support groups and community service projects. Unlike the other sanctions programs, the services are provided Monday - Friday evenings, with transportation provided by the contractor, to youth in all quadrants of Dallas County. Providing transportation is a key to the success of this program.

So far, in FY2004, Sequoyah has reported significant losses related to its Dallas County contract. Juvenile Department staff and Sequoyah management have analyzed the factors contributing to the financial constraints. We have found that the rising cost of gasoline, commercial liability insurance and the regular maintenance of the agency’s transportation fleet are the most critical factors involved. Sequoyah is unique among our non-residential providers in providing
transportation for the sanctions program throughout the entire County. Other providers who include
transportation serve a specific area of the County.

The purpose of this briefing is to request Dallas County Commissioners Court approval to amend
the non-residential services contract with Sequoyah Enterprises to allow for reimbursement of
transportation cost at a rate of $0.62 per mile.

**Impact on Operations and Maintenance**

Sequoyah will maintain transportation logs for each route in order to document the agency's
expenditures related to the transportation of program participants. The transportation logs, which
will document the time, staffing, mileage and contacts involved in the transportation of program
participants will be submitted each month with the contractor's monthly billing report as support
documentation of the reimbursement request.

**Legal Information**

An amendment to the Dallas County Juvenile Department's contract with Sequoyah Enterprises
has been submitted to Assistant District Attorney, Bob Schell, for review. The signatures of the
Chairman of the Juvenile Board and Dallas County Judge will be required on the contract
amendment. The matter will be presented to the Juvenile Board for approval at its March 22, 2004
meeting.

**Financial Impact / Considerations**

Reimbursement to Sequoyah in the amount of $0.62 per mile will be provided through existing non-
residential services funding that is available in the Juvenile Department's 5110 budget. Reimbursement
to Sequoyah will be authorized upon receipt of required documentation. Sequoyah currently reports traveling an average of 600 miles per day. In a typical month of 22 days of
service, the mileage reimbursement will total $8,184 per month. An analysis of Sequoyah's
financial records for the past few months indicates that at an average attendance of 55 youth, the
agency is able to manage financially without the mileage reimbursement. The contract amendment
will make the mileage funding available only in those months that the agency bills for less than an
average of 55 youth per day.

**Performance Measures Impact**

Sequoyah Enterprises, Inc. has effectively impacted youth referred to the intermediate sanctions
program. The following information reflect the contractor's performance in FY2003:

- Total Referrals: 484
- Successful Discharges: 58%
- Delinquent Recidivism: 16%
- Average Length of Stay: 21 - 22 Days
Project Schedule Implementation

The contract amendment will be effective upon Commissioner's Court approval. The target date is April 1, 2004.

MWBE Information

Dallas County MWBE Coordinator, Mr. Irvin Hicks scored and evaluated the MWBE information included in the original RFP submitted by Sequoyah Enterprises.

Recommendation

It is recommended that the Dallas County Commissioners Court approve the amendment to the contract with Sequoyah Enterprises, Inc. for reimbursement of transportation cost at a rate of $0.62 per mile and authorize the Dallas County Judge to sign the contract documents on behalf of Dallas County.

Recommended by: 

Michael K. Griffiths, Director
CONTRACT AMENDMENT NO. 1

TO THE CONTRACT FOR
NON-RESIDENTIAL SERVICES

BETWEEN

DALLAS COUNTY JUVENILE DEPARTMENT,
(“JUVENILE DEPARTMENT”)

AND

SEQUOYAH ENTERPRISES, INC.
(“Contractor”)

WHEREAS, pursuant to the Dallas County Commissioners Court Order No: 2003-1811
dated September 30, 2003, Sequoyah Enterprises, Inc. entered into a contract (the
“Original Contract”) with Dallas County for the purpose of providing non-residential services
to juvenile offenders under the Juvenile Department’s jurisdiction.

NOW THEREFORE, by execution of this Contract Amendment No. 1, the Original Contract
is amended hereby with respect to the Sections and Paragraphs described below:

I. PURPOSE

Contract Amendment No. 1 amends the Original Contract to allow for the Contractor to be
reimbursed for the cost of transporting program participants at a rate of $0.62 per mile.

II. EFFECT OF AMENDMENT

By execution of this Contract Amendment No. 1, the Original Contract as approved by
Dallas County Commissioners Court Order No. 2003-1811 is hereby amended with respect
to the Sections and Paragraphs described below. No other sections, provisions, clauses
or conditions of the original contract are waived or changed hereby, and they shall remain
in full force and effect throughout the term of the original contract and any duly authorized
extensions.
III. AMENDED PROVISIONS

Section 7: **OBLIGATIONS OF THE CONTRACTOR**

Paragraphs listed below are added as follows:

L. The Contractor agrees to maintain logs for each transportation route for the purpose of documenting the time, staffing, mileage and contacts involved in the transportation of program participants.

Section 9: **BILLING AND REIMBURSEMENT**

Paragraph listed below is added as follows:

G. The Juvenile Department hereby agrees to reimburse the Contractor's transportation cost at a rate of $0.62 per mile, for any month in which the total average daily billing for all service categories fall below 55 participants.

H. The contractor must submit a monthly reimbursement request for the transportation cost, together with the support documentation referred to in the amended Section 7 paragraph L of this contract amendment.

I. Monthly reimbursement requests will not be processed unless accompanied by the support documentation listed above.

IV. ACCEPTANCES

By their acceptances below, the representatives of the Dallas County Juvenile Department, Dallas County and Contractor executing this Contract Amendment No. 1 represent that they are duly authorized to amend the contract on behalf of their party and to validly bind their party to all terms, conditions, performances and provisions set forth herein.
EXECUTED THIS _______ day of __________________, 2004

DALLAS COUNTY:  

__________________________  
Margaret Keiher  
Dallas County Judge

CONTRACTOR:  

__________________________  
Dennis Gober,  
Chief Operations Officer  
Sequoia Enterprises, Inc.

RECOMMENDED:  

__________________________  
Mike Griffiths  
Director  
Dallas County Juvenile Department

JUVENILE BOARD:  

__________________________  
Judge Cheryl L. Shannon  
Chairman  
Dallas County Juvenile Board

APPROVED AS TO FORM:

__________________________  
Deputy Chief  
Civil Section
March 17, 2004

To: Commissioners Court

From: Dan Savage, Assistant Administrator for Operations

Subject: Rationale for Same Day Briefing and Court Order

This grant application needs to be reviewed by the Texas Historical Commission by April 1, 2004. Passage of the Court Order today will enable staff to get the completed application to Austin in a timely manner.
March 23, 2004

To: Commissioners Court

From: Dan Savage, Assistant Administrator for Operations

Subject: Texas Historical Courthouse Preservation Grant Application

Background
The Texas Historical Commission (THC) received funding in the amount of $45,000,000 in the last session of the legislature to continue the Historic Courthouse Preservation Program. The next deadline for grant application is April 1, 2004. Dallas County has applied previously in three of the four grant funding cycles. In 2001, the THC awarded Dallas County a grant in the amount of $462,500 for the Phase I architectural work.

Plans and specifications for the Phase II interior finishout work have been completed and sent to the THC for review. This plan also includes the restoration of the clocktower. Because of the anticipated cost of the Phase II interior finishout ($9,292,513), it will not be possible to fund the clocktower restoration without the assistance of THC grant funding. The clocktower restoration is estimated to cost $3,656,808. This work will involve removing the remaining stub tower and rebuilding it with structural reinforcement to provide the structural integrity to handle the lateral windloads on the tower. The original clocktower included a four-sided mechanical clock and bell. Both of those will be recreated using historically consistent designs. The clocktower was removed in 1919 because of structural problems relating to lateral windloads.

Impact on Operations
The work on restoring the clocktower is very different from the interior finishout work proposed in Phase II. Separating the clocktower work from the interior finishout work allows us to complete the interior restoration of Old Red with committed funds from both Dallas County and the Old Red Foundation and it allows the Foundation to move forward with its museum plans. The clocktower restoration work can be done as a separate contract and at a later date if that is necessary.
Financial Impact
The grant application requires a County match of 15% of the grant funds requested. Up to half of that can be from in kind match for things like architectural design fees. The THC anticipates making grant awards in May.

Legal
As part of the grant application scoring process, the THC will be evaluating each applicant’s willingness to place a historic preservation easement on its project. The County has previously granted THC a 50-year easement.

Recommendation
Staff recommends that the Commissioners Court approve an application for a Texas Historical Commission grant for the Old Red Courthouse Clocktower restoration (Phase III) and authorize the County Judge to sign the application on behalf of Dallas County.

Recommended by

Dan Savage, Assistant Administrator for Operations
# Old Red Courthouse Cost Estimates

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<th>Description</th>
<th>TOTAL</th>
<th>COUNTY</th>
<th>ORF</th>
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<tr>
<td>General Conditions</td>
<td>$696,081</td>
<td>$417,649</td>
<td>$278,432</td>
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<td>Demolition</td>
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<td>$6,083</td>
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<tr>
<td>Concrete</td>
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<td>MEP</td>
<td>$3,248,000</td>
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<td>$1,396,640</td>
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<td>Elevators</td>
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<td>$225,000</td>
<td>$0</td>
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<tr>
<td>Interior Finishout</td>
<td>$2,983,494</td>
<td>$1,730,427</td>
<td>$1,253,067</td>
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<tr>
<td>Grand Stair</td>
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<td>Building Security</td>
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<td>Communications</td>
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<td>$15,000</td>
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<td>Lunettes</td>
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<td>FF&amp;E</td>
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<td></td>
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<tr>
<td>Porch Lighting</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$0</td>
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**Subtotal:**

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<th>Description</th>
<th>TOTAL</th>
<th>COUNTY</th>
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<tr>
<td>Total</td>
<td>$7,590,548</td>
<td>$4,519,186</td>
<td>$2,941,415</td>
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<td>Overhead for Contractor</td>
<td>$292,484</td>
<td>$157,941</td>
<td>$134,540</td>
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<td>Subtotal</td>
<td>$8,045,466</td>
<td>$4,442,784</td>
<td>$3,602,679</td>
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<td>10% contingency</td>
<td>$804,547</td>
<td>$444,278</td>
<td>$360,268</td>
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<td>$8,850,013</td>
<td>$4,887,062</td>
<td>$3,962,947</td>
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<td>5% fee</td>
<td>$442,501</td>
<td>$244,353</td>
<td>$198,147</td>
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<td>SUBTOTAL</td>
<td>$9,292,513</td>
<td>$5,131,415</td>
<td>$4,161,095</td>
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<tr>
<td>A/E &amp; Consultant fees</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DATE:             March 17, 2004

TO:                Commissioners Court

THROUGH:           Rick Loessberg, Director of Planning and Development

FROM:              Rachel Brown, Community Development Assistant

SUBJECT:           Allocating FY2002 and FY2003 HOME Set-Aside Funds

******************************************************************************

BACKGROUND

Dallas County received $654,000 in FY2002 HOME funds and $698,335 in FY2003 HOME funds. HUD requires that at least 15% of each allocation be set-aside for Community Housing Development Organizations (CHDOs). This 15% is to be used for low/moderate income housing activities in which the CHDO acts as developer, sponsor and/or owner.

Dallas County's set-aside amount from its FY2002 award is $98,100 and $104,750 from its FY2003 award for a total of $202,850. The County must obligate/reserve the FY2002 set-aside funds before October 1, 2004 and the FY2003 funds before October 1, 2005; otherwise, the funds will revert back to HUD.

IMPACT ON OPERATIONS / FINANCIAL IMPACT

CHDOs are non-profit organizations that have, as a major objective, the development of affordable housing, that are authorized to operate within specific neighborhoods/areas, and that have boards where at least 1/3 of its members are low-income. A CHDO must use the set-aside funds for housing activities in which they may either act as a developer, sponsor or owner. Eligible activities that can be undertaken by the CHDO are:

- acquisition or rehabilitation of existing rental housing
- new construction of rental housing
- acquisition and rehabilitation of existing housing for sale to first-time home buyers
- new construction of housing for sale to first-time home buyers

Since the County began receiving CHDO funds, it has only received a limited number of proposals during each application cycle (no more than three and usually no more than one) because of a shortage of CHDOs in the County's fourteen-city CDBG service area and because of the relatively limited amount of CHDO funding that is available.
Because the County has encountered difficulty in identifying CHDOs that were interested in conducting eligible activities in its consortium area, the County amended its Consolidated Plan in September 2003 to allow CHDO projects to be located within the City of Dallas if the project would have a positive impact on the County's general fund, be an extension of a County-involved initiative, and/or fill a significant void in the County's social service delivery system. The County used this new provision last year to provide $99,150 to CDCDC so that it could acquire a ten-unit apartment complex of which four of the units would be set-aside as transitional housing for people who have aged-out of foster care.

As has been done since the County began receiving HOME funds in FY94, staff proposes allocating these available FY2002 and FY2003 funds on the basis of competitively evaluated proposals and having the proposals evaluated by a committee consisting of a representative from the County's CDBG program, the Budget Office, Purchasing, Planning & Development, Health & Human Services, and the M/WBE program using the following 140-point scoring criteria:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/WBE participation</td>
<td>15 points</td>
</tr>
<tr>
<td># of beneficiaries to be served</td>
<td>20 points</td>
</tr>
<tr>
<td>Severity of need</td>
<td>20 points</td>
</tr>
<tr>
<td>Capacity/experience of CHDO</td>
<td>40 points</td>
</tr>
<tr>
<td>Reasonableness of approach</td>
<td>45 points</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>140 points</strong></td>
</tr>
</tbody>
</table>

So that the County might receive a sufficient number of responses to this funding cycle, staff will again contact the City of Dallas and Texas Department of Housing and Community Affairs to obtain the names of local non-profits in the area. Using these names, the County will send letters to these local agencies informing them that the County will be conducting a CHDO funding cycle and asking them to become certified as a CHDO. While it is not mandatory that non-profits be certified as a CHDO in order to submit a proposal for funding, HUD does require that non-profits be County-certified prior to any County awards being granted. Staff will work with those interested non-profits so that such certification can be obtained.

**PROJECT SCHEDULE**

In order to allocate these funds, staff anticipates following the schedule described below:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send out request for proposals</td>
<td>April 12, 2004</td>
</tr>
<tr>
<td>Proposal due date</td>
<td>May 24, 2004</td>
</tr>
<tr>
<td>Present funding recommendations to Court</td>
<td>June 15, 2004</td>
</tr>
</tbody>
</table>
RECOMMENDATION

It is recommended that the FY2002 and FY2003 HOME set-aside funds be allocated on the basis of competitively-evaluated proposals using the previously discussed schedule and process.

Recommended by:

J. Allen Clemson, Administrator

cc: Ryan Brown, Budget Office
Virginia Porter, County Auditor
Zachary Thompson, Health & Human Services Director
Phillip Vasquez, Purchasing Department
Irvin Hicks, M/WBE
March 17, 2004

TO: Commissioners Court

THROUGH: Ryan Brown, Budget Officer

FROM: Ronica L. Watkins, Senior Budget & Policy Analyst

SUBJECT: 2004 Bulletproof Vest Partnership Reimbursement Application

Background
The Bulletproof Vest Grant Acts of 1998 and 2000 assist States, units of local government, and Indian tribes, in obtaining funds to purchase ballistic and stab vests for law enforcement officers. The Bulletproof Vest Partnership (BVP) Program provides reimbursement of up to 50% of the jurisdiction's total vest cost for all sworn law enforcement personnel with the entity applying for reimbursement. Any vest purchased after March 1, 1999 that meets applicable National Institute of Justice standards is eligible for funding. The BVP program uses an electronic, Internet-based application and payment request process. The electronic registration process closes April 1, 2004. The purpose of the briefing is to request permission to submit the application electronically and request reimbursement from the BVP program.

Operational Impact
This is the fourth year Dallas County is participating in the BVP program. The 2004 BVP grant application represents a projection of the total vest cost based on current purchases from all Dallas County departments that provide vests for law enforcement personnel. All Dallas County departments purchasing vests after March 1, 1999 meeting the applicable standards for their sworn law enforcement personnel are eligible for reimbursement to Dallas County. The BVP Grant Act provides funding priority for jurisdiction with populations under 100,000. For larger jurisdictions with populations at or over 100,000, the program will pay up to 50% of each applicant’s total vest costs, based upon any remaining funds. Specific funding levels for the larger jurisdiction will be determined once all applications have been submitted. The Auditor’s Office provides the Office of Budget and Evaluation a summary of actual purchases and a copy of the original invoice for requesting reimbursement.
Financial Impact
Due to the projected number of eligible jurisdictions and the limited funds available, the BVP may not have sufficient funds to provide 50% for applications from larger jurisdictions. Dallas County did not receive FY2003 reimbursement due to limited funding. For FY2002 Dallas County received $1,541, which represented 5% reimbursement of our request. Funding for FY2004 has not been determined.

Recommendation
The Office of Budget and Evaluation recommends that the Commissioners Court approve electronic submission of the 2004 Bulletproof Vest Partnership Program grant application and requests permission to be allowed to electronically sign the name of the County Judge.
March 23, 2004

MISCELLANEOUS

1) COUNTY AUDITOR - requests approval:

   a) to establish a change fund for Justice of the Peace, Precinct 4, Place 2 in the amount of $102. A change fund will increase accountability by reducing the risks associated with using the previous day’s balanced fund when making change for the current day’s receipts. In addition, adequate change on hand will allow customers desiring to make payments not to be turned away which will result in a minimal increase in county revenue, but a higher level of customer satisfaction with the payment process.

   b) to increase the District Clerk’s backup collection cashier’s change fund to $150. A higher beginning change fund amount will increase accountability by reducing the need to make change with other employees from their own personal funds. In addition, adequate change on hand will allow customers desiring to make payments not be turned away which will result in a minimal increase in county revenue, but a higher level of customer satisfaction with the payment process.

2) HEALTH & HUMAN SERVICES - requests approval:

   a) for the acceptance of a donation of $74,800 from the Dallas Area Agency on Aging for the purchase of three new vehicles.

   b) for the County Treasurer, Lisa Hembry to release payroll for the Texas Department of Housing and Community Affairs contracts for the months of April and May 2004.

   c) to amend the Food Establishment Inspection Interlocal Agreement, to add the City of Seagoville, and to authorize the County Judge to sign the contract on behalf of Dallas County.

   (Please Refer to Information Item No. 3)
3) **PROBATE COURT NO. 1** - requests approval for Stephen E. Foster to attend the National College of Probate Judges Spring Conference in Santa Fe, NM on April 27 through May 2, 2004: $972 is available in Escrow Fund, Probate Court No. 1 Department, Education Fund Account, FY Budget 2004, (00532.4701.21667.2004).

4) **DIVERT COURT** - requests approval for Judge Janice Warder, Magistrate Judge Lela Mays, Julie Turnbull, Kevin Brooks, Peter Boger, and Chad Clements to attend the National Association of Drug Court Professional’s Annual Conference in Milwaukee, Wisconsin on June 2-5, 2004: $9,443 is available in Grant Fund, Divert Court Department, Conference Training Account, FY Budget 2004, (0466.2600.2460.2004).

5) **DISTRICT ATTORNEY** - requests approval for:

   a) Ona Foster, Jon Lubmely, Mysti Neal, Steven Ashby, and Christina Coultas to train law enforcement on Family Violence Issues in Hillsboro, Texas on April 2, 2004: $485 is available in Grant Fund, Regional Training Coordinator Department, Business Travel Account, FY Budget 2004, (00466.6001.4010.2004).

   b) Tania Loenneker, Katherine Saldana, Jan Langbein, and Melba Turbyfill to attend the 2004 International Domestic Violence Sexual Assault and Stalking Conference in San Diego, CA on April 6-10, 2004: $6,516 is available in Grant Fund, Domestic Violence Project Grant Department, Business Travel Account, FY Budget 2003, (00466.6200.4010.2003).

   c) Christina Coultas to assist and coordinate training for law enforcement on Family Violence and Sexual Assault Issues in Granbury, Texas on April 13-16, 2004: $500 is available in Grant Fund, Regional Training Coordinator Department, Business Travel Account, FY Budget 2004, (00466.6001.4010.2004).

   d) Carla Bean and Steve Storie to train law enforcement on Family Violence Issues in Marble Falls, Texas on April 15-16, 2004: $715 is available in Grant Fund, Regional Training Coordinator Department, Business Travel Account, FY Budget 2004: Grant Fund, Regional Training Coordinator Department, Business Travel Account, FY Budget 2004, (00466.6001.4010.2004).

   e) Steve Storie to train law enforcement on Family Violence Issues in Carrizo Springs, TX on April 19-20, 2003: $930 is available in Grant Fund, Regional Training Coordinator Department, Business Travel Account, FY Budget 2004, (00466.6001.4010.2004).
6) **HEALTH & HUMAN SERVICES DEPARTMENT** - requests approval for:

   a) Demi Sherman to attend the Section 8 HUD-50058 Training in Fort Worth, Texas on March 25, 2004 **at no cost to Dallas County**.

   b) Don Hutchseon to participate in CDC Sponsored Workgroup to design software program to replace STD*MIS in Atlanta, GA on March 29 through April 1, 2004 **at no cost to Dallas County**.

**EXCEPTION TO TRAVEL REQUESTS**

**UNLESS SPECIFICALLY OBJECTED TO, ALL ITEMS PRESENTED AS EXCEPTIONS ARE CONSIDERED TO BE APPROVED**

_Travel Requests with reimbursements going over Dallas County Policy maximum reimbursement schedule:_

7) **PROBATE COURT NO. 1** - requests approval for Judge Nikki DeShazo to attend the National College of Probate Judges Spring Conference in Santa Fe, NM on April 27 through May 2, 2004: $1,932 is available in Escrow Fund, Probate Court No. 1, Education Fund Account, FY Budget 2004, (00532.4701.21667.2004). *(Twelve (including this recent one) exceptions since January 2002 to present)*

8) **PROBATE COURT NO. 3** - requests approval for Judge Joe Loving and Deborah D. Foster to attend the National College of Probate Judges in Sante Fe, NM on April 27 through May 4, 2004: $3,516 is available in the General Fund, Probate Court No. 3 Department, Education Fund Account, FY Budget 2004, (00120.4703.21667.2004). *(Three (including this recent one) exceptions since January 2002 to present)*

**MISCELLANEOUS EQUIPMENT**

| DEPARTMENT: | 1035 Tax Assessor/Collector |
| ITEM:       | 5 - Cash Counting Machine ($377 ea.) |
| ESTIMATED COST: | $1,883 |
| FUNDING SOURCE: | Reserves and Contingencies, Furniture and Equipment |
| EXPENDITURE SOURCE: | 00120.1035.02090.2004(General Fund, Tax Assessor Collector, Property less than $5,000, FY2004) |
PROPOSED ACTION: The Tax Assessor/Collector requests five Cash Counting Machines for the downtown office and satellite offices in Oakleaf, Duncanville, and Grand Prairie. The Tax Office handles over $30 million a year in cash and have already processed over $5 million in cash since December 2003. Currently, this volume of cash is counted by hand, which is very time consuming, and is subject to error and mishandling. With a cash counting machine, the counters can count stacks of bills in minutes and minimize error. Recommended by the Office of Budget and Evaluation.

(2) DEPARTMENT: 5340 Facilities Management - Wilmer
ITEM: 1 - Toaster Oven
ESTIMATED COST: $1,225
FUNDING SOURCE: Within Budget

PROPOSED ACTION: The Facilities Management Department requests authorization to purchase a large toaster oven to replace a broken one that can't be repaired at the Wilmer Substance Abuse Treatment Center. The toaster is utilized to toast 16 slices of bread or buns per minute for clients at the center. The item has already been purchased and is being utilized at the center. Recommended by the Office of Budget and Evaluation.

(3) DEPARTMENT: 3320 Community Supervision
ITEM: 1 - Ergonomic Chair
ESTIMATED COST: $450
FUNDING SOURCE: Within Budget
EXPENDITURE SOURCE: 00120.3320.02090.2004 (General Fund, Community Supervision, Property Less than $5,000, FY2004)

PROPOSED ACTION: The Community Supervision and Corrections Department (CSCD) requests an ergonomic chair for an employee with physical problems per the County's Safety Officer findings on the evaluation of the employee's work area. The evaluation was conducted in response to the request by the physician of the employee. Recommended by the Human Resource/Civil Service Department.
TELECOMMUNICATIONS REQUEST

Sheriff-Intake Release M-0401053 requests to install a phone line to relocate existing multi-line phone to new location on the 2nd floor of the LSJC. Installation: $33.00; no recurring cost. **Recommended.**

CSCD - requests:
D-0402013 to install a data-line cable on the 9th floor of the FCCB room A1-12 to relocate employee workstation. Installation: $48.50; no recurring cost. **Recommended.**

M-0401045 to install a SBC business-line to provide tech support for the Kiosk server on the 2nd floor of the 3650 N. Buckner Blvd. Suite 111. Installation: $71.90; monthly recurring cost: $37.45; **Recommended.**

M-0403008 & D-0403004 to install two new phone lines and one data-line cable in room 228 to relocate employees in the department. Equipment: $160.00; Installation: $88.00, labor covered by contract; no recurring cost.

Purchasing - requests:
M-0402009 to install a single-line cable in room 623 on the 6th floor of the Records building to relocate extension 6818. Installation: $41.50; no recurring cost. **Recommended.**

M-0403009 & D-0403005 to install a single-line for a fax and a data-line cable for a network printer in room 609 on the 6th floor of the Records building. Installation: $66.00; no recurring cost. **Recommended.**
District Clerk D-0402009 requests to install a data-line cable in room 330 on the ground floor of the GACB to access imaging. Installation: $58.50; no recurring cost. Recommended.

J. P. Court Collections M-0401068 requests to install two multi-line phone for two new employees in room 217 at the NDGC. Equipment: $76.00; Installation; $83.00, labor covered by contract; no recurring cost Recommended.

Truancy Court M-0402035 requests to install a multi-line phone on the 4th floor of the FCCB. Equipment: $38.00; Installation; $0.00, labor covered by contract; no recurring cost Recommended.

Tax Office M-0402032 requests to upgrade a single-line phone to a multi-line phone on the ground floor of the Records building. Equipment: $38.00; Installation; $0.00, labor covered by contract; no recurring cost Recommended.

J.P. Court Precinct M-0403006 requests to install three new phone lines to relocate two existing multi-line phones and install one new work station. Equipment: $38.00; Installation; $129.00, labor covered by contract; no recurring cost.

Juvenile M-0402028 requests to install a new multi-line phone on the 2nd floor in the JIS area for a new employee. Equipment: $0.00; Installation; $0.00, labor covered by contract; no recurring cost Recommended.

Health & Human Services - requests:
M-0403007 to relocate existing fax line to room 428 due to changes in the department. Installation: $33.00; no recurring cost. Recommended.

D-0402016 to install a data-line cable on the 3rd floor room 331 to provide access to network. Installation: $58.50; no recurring cost. Recommended.

D-0402017 to install a data-line cable on the 3rd floor room 332 to provide access to network. Installation: $58.50; no recurring cost. Recommended.

D-0402018 to install a data-line cable on the 3rd floor room 333 to provide access to network. Installation: $58.50; no recurring cost. Recommended.

Sheriff Patrol D-0402020 requests to install a data-line cable to relocate the Secretary’s work station to an office. Installation: $58.50; no recurring cost. Recommended.
IT Services M-0401056 requests to install a SBC business line on the 5th floor of the Records building to support DSL service for the County Website. Installation: $71.90; monthly recurring cost: 37.45; **Recommended.**

Sheriff Intelligence D-0402015 requests to install four data-line cables on the 1st floor of the FCCB room A4 to provide Detectives access to network. Installation: $234.00; no recurring cost. **Recommended.**

Funding for the above request is available from countywide Department 800, line item 432, Telephone Contingency.