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August 27, 2020

**STATEMENT OF GRANT AWARD
JUDICIAL COMMISSION ON MENTAL HEALTH
GRANT PROGRAM FY 2020**

Grant Number: 201-20-063
Grantee Name: County Court at Law #4 Williamson County, Texas
Program Title: Tele-Justice: Compassionate Process to Improve Court Interaction with Mentally Ill
Grant Period: September 1, 2019 to August 31, 2020
Grant Award Amount: \$25,000.00

The Judicial Commission on Mental Health ("JCMH") has awarded the above-referenced grant from the Supreme Court of Texas Court Improvement Projects ("CIP"), pursuant to 86th Legislature Regular Session H.B.1 ("General Appropriations Act"), Strategy B.1.2. The individual authorized to apply for and accept grant funds ("Grantee") must sign this Statement of Grant Award and return it to the Grant Administrator for the JCMH. The signed Statement of Grant Award must be on file with the Grant Administrator for the Grantee to receive reimbursements for authorized expenditures. Funding is provided as listed below:

	Expense	Amount of CIP Grant Program Funds Awarded
a.	Travel	
b.	Equipment	\$25,000.00
c.	Supplies	
d.	Contractual	
e.	Other	
	Totals	\$25,000.00

The Grantee agrees to the following:

- To accept the grant award.
- To abide by all terms and conditions as stated in the FY 2020 JCMH Grant Program Terms and Conditions (attached) incorporated into this Statement of Grant Award by reference for all purposes.
- All funds shall be managed in accordance with the Texas Uniform Grant Management Standards (UGMS).
- That a violation of any term of the award activities or any provisions of the UGMS may result in the JCMH placing a temporary hold on grant funds and, subject to the JCMH approval, permanently de-obligating all or part of the grant funds, requiring reimbursement for funds already spent, or barring the organization from receiving future grants.
- That disbursement is subject to the availability of the funds appropriated to the JCMH pursuant to the General Appropriations Act Strategy B.1.2.
- The funds set forth above will be disbursed on a reimbursement basis for obligations made by the end of the grant term. Any funding not obligated by the end of the grant term will be remitted to the JCMH on September 1, 2020. If additional funds are to be awarded at a later date, a new Statement of Grant Award will be generated at that time.

Grantor

Grantee

The Judicial Commission on Mental Health

County Court at Law #4 Williamson County,
Texas

Signature of Grantor

Signature of Grantee

Kristi Taylor, Executive Director

Date

Name, Title

Date

The Undersigned Grantee certifies that:

This grant is governed by Texas Uniform Grant Management Standards (UGMS).

Grant funds expended must be reasonable and necessary to carry out the objectives of the program for which funding is sought.

Any grant funds not obligated by the end of the grant term must be reimbursed/remitted to the JCMH and all expenditures must be supported by appropriate documentation.

Grantee understands that funding for the program ends at the termination of the grant period.

Signature of Grantee

FY2020 JCMH Grant Program Terms and Conditions

Applicable Authority and Rules

The JCMH Grant Program is governed by the Uniform Grant Management Standards (UGMS) as promulgated by the Office of the Governor.

Program Requirements

- a. **Fund Disbursement** - Grantee will submit expenses previously identified in the Grantee's application to the JCMH, which will be reimbursed upon approval by the JCMH.
- b. **Compliance with Laws** - The Grantee shall comply with all federal, state, and local laws, statutes, codes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this program, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, nondiscrimination laws and regulations, and licensing laws and regulations. When required, the Grantee shall furnish the JCMH with satisfactory proof of its compliance.
- c. **Grant Officials** - Grantee must designate the following grant officials:
 - i. **Program director**. This person must be the officer or employee responsible for program operation, monitoring or implementation of the funded program and who will serve as the point-of-contact regarding the program's day-to-day operations.
 - ii. **Financial officer**. This person must be the county auditor (or county treasurer if the county does not have a county auditor) or governmental, educational institution or non-profit organization's fiscal officer.
 - iii. **Authorized official**. This person must be authorized to apply for, accept, decline, modify, or cancel the grant for the Grantee. A county judge or a designee authorized by the governing body in a resolution may serve as the authorized official.
Note: The program director and the authorized official maybe the same person. The financial officer may not serve as the program director or the authorized official.
- d. **Maintain Official Contact Information** - Grantees and subgrantees must advise the JCMH of changes in the authorized official, program director or financial officer. This information will be used to provide notices for grant information. The JCMH will use e-mail whenever possible to notify grant recipients of required reports and funding opportunities.
- e. **Reports** - Grantees are required to submit two formal reports during the grant period: an interim and a final program progress report.
 - I. The interim progress report is due at the six-month interval of the grant period.
 - II. The final progress report is due 15 days after the completion of the grant period. The JCMH will provide a template for both reports on its website and send a reminder via email to grantees 15 days prior to the report due date. The JCMH also requires that each grant recipient provide a copy of any independent or required audit. A copy of the audit must be submitted to the JCMH within 30 days after completion of the audit. Grantees should take note that failure to submit reports within the recommended timeframe may result in delay in final payments and hold on future funding. The JCMH reserves the right to require additional reports or submission of backup to the JCMH for auditing purposes at any time during the grant year.

- f. **Technology and Software Purchases** - All technology equipment and software must be purchased in accordance with State of Texas purchasing procedures and regulations.
- g. **Equipment and Software Maintenance** - All equipment and software purchased with grant funds shall include at least three (3) years and no more than five (5) years of maintenance to ensure that the equipment and software will operate as intended during and beyond the grant period.
- h. **Equipment Disposal** - Property records must be maintained by applicant for any equipment and capital expenses incurred consistent with the applicants' written property control policy and procedures. In the event an applicant does not have such property control measures, the equipment must be maintained in such a way to protect the asset from damage or loss in accordance with UGMS. If the Court Improvement Program or applicant program is discontinued prior to the expiration of the useful life, the applicant will notify the JCMH to determine procedures for return or transfer of the property. Subgrantees may choose useful life attribution for inventory items in accordance with the UGMS.
- i. **Records Retention** - Grantees must maintain records related to the funded activity for at least three years after the end of the grant period. Records may be stored electronically. Records must be made available to the JCMH or its designees upon request.
- j. **Monitoring and Auditing** - Records must be made available to the JCMH or its designees upon request. The JCMH or its designees must have access to funded events and be allowed to conduct on-site inspections.
- k. **Professional and Contractual Services** - Any contract or agreement entered into by a Grantee that obligates grant funds must be in writing and consistent with Texas contract law. Grantees must establish a contract administration system to regularly and consistently ensure that contract deliverables are being provided as specified in the contracts. A Grantee's failure to monitor its contracts may result in disallowed costs and/or disallowed match.
- l. **Grant Management Standards** - All programs and funds awarded by the JCMH shall be managed in accordance with the Texas Uniform Grant Management Standards (UGMS).
- m. **Timeframe for Expenses** - No expenses are allowed outside of the period specified in the Statement of Grant Award.
- n. **Funds Availability** - All commitments are subject to the availability of funds.